1. Hardware and Software

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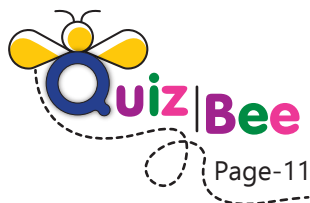
1. CPU
2. Keyboard is an input device used to give input to the computer by typing numbers, letters and special characters.

ASSESS YOURSELF

1. a. (iii)   b. (ii)   c. (iii)   d. (iii)   e. (i)
2. a. ALU   b. three   c. hardware   d. CPU box
3. a. Joystick   b. CPU
   c. Operating System   d. PowerPoint
4.

System Software	Application Software
i. System software is a set of programs that control the overall functioning of a computer.	i. Computers have some software that perform only certain tasks. These types of software are known as application software.
ii. The operating system is an example of system software. Some examples are Windows 8 and Windows 10.	ii. For example, WordPad is used for typing a document but we cannot do painting in the WordPad program.

5. a. The term 'hardware' refers to the parts of a computer that we can see and touch. In other words, hardware are the tangible parts of a computer system.

b. It stores huge amounts of data and information that can be retrieved quickly and easily when needed.

c. A computer works in three steps: Input Process Output (IPO). This is also called the IPO cycle.

INPUT

We enter data and instructions into the computer which is called input. The devices which are used to send input to a computer are called input devices.
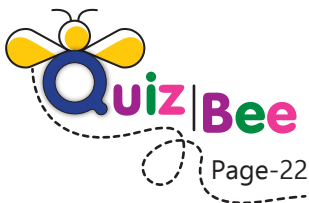
PROCESS

A computer works on data (input) to produce meaningful information with the help of processing device known as CPU (Central Processing Unit). This conversion of data into information is called processing. CPU is also called the brain of a computer.

OUTPUT

The result received after processing is called output. The devices which are used to display result are called output devices.

d. The devices that display the results of processing done by the CPU are called output devices. For example, monitor and printer.

2. Windows 10 – An Introduction

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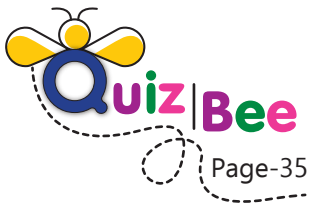1. Graphical User Interface
2. Taskbar

ASSESS YOURSELF

1. a. (ii)   b. (ii)   c. (i)   d. (i)   e. (iii)
2. a. Operating System   b. Booting   c. Icons   d. Taskbar
3. a. Task View   b. Start Button   c. Desktop

4. a. It has a new style of Start Menu: everything is arranged under different tiles. (Any one)

b. The small pictures you see on the desktop are known as icons. Each icon represents a different program. If you want to open or access an icon, double-click on it.

c. To change the desktop background, follow the given steps:

① Right-click on the **desktop**. Choose **Personalize** option.

② Click on **Background**.

③ Click on arrow below the **Background** option.

④ Select any picture. After choosing a picture, the background will change automatically.

d. Taskbar is a long horizontal bar located at the bottom of the desktop. It helps to manage various currently active programs, opened in different windows.

3. Word 2016 – An Introduction

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1. FILE TAB
2. MINIMIZE

ASSESS YOURSELF

1. a. (i)   b. (iii)   c. (ii)   d. (iii)   e. (i)
2. a. document   b. open   c. horizontal   d. print
3. a. (F)   b. (F)   c. (T)   d. (T)
4. a. It is type letters, stories and reports, quickly and easily. (Any one)

b. To create a new document, follow the given steps:

① Click on the **File** tab.

② Select the **New** option.

③ Click on **Blank document** option.

c. To save a document, follow the given steps:

1. Click on the **File** tab.
2. Select the **Save** or **Save As** option.
3. Select **This PC** option and then, click on **Browse** option.
4. Select the location of the file.
5. Type the desired name for your file in the **File name** box.
6. Click on **Save** button.

{CODING ZONE}

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