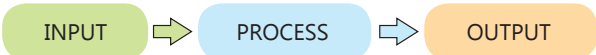


1. Computer—An Electronic Device

One Touch Learn

- A. 1. b. 2. a. 3. a. 4. a.
B. 1. CPU 2. Monitor 3. Keyboard, mouse 4. Virus
C. 1. T 2. F 3. F 4. T 5. T

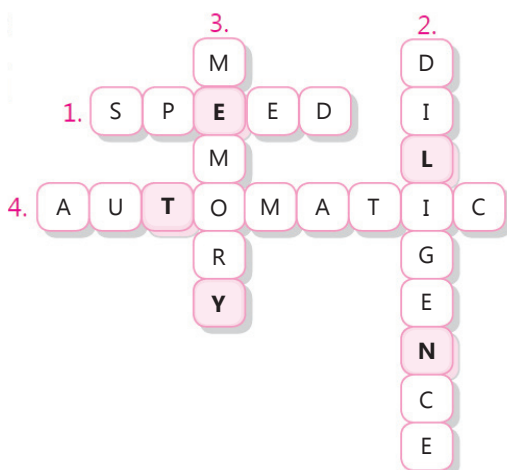
Let's Do It

- A. 
- B. 1. Computer works on the Input-Process-Output cycle.
2. Speed and Accuracy are the two advantages of a computer.
3. One disadvantage of computer is that it is dependent on electricity or batteries to work.
4. Names of two input devices are keyboard and mouse.
Names of two output devices are monitor and printer.

Crack The Code

- A. 1. Output, Input, Process 2. Input, Process, Output

B.





Do yourself.

2. Role of Computers



- A.** 1. a. 2. b. 3. a.
B. 1. games 2. bills 3. time-tables 4. diseases 5. police
C. 1. b. 2. c. 3. a. 4. e. 5. d.



1. Offices and Banks are the two places where computers are used.
2. Computer is used to perform complex calculation and even forecast the weather.
3. Education on computer is also called e-learning. Computer enhances the teaching and learning process by making education very friendly and interesting.



2. BANK 3. ATM



Do yourself.

3. Input and Output Devices



- A.** 1. c. 2. b. 3. c.
B. 1. d 2. e 3. a 4. b 5. c
C. 1. F 2. T 3. F 4. T





- A**
1. The devices that are used to give commands or instructions to the computer or tell the computer what to do are called input devices.
 2. Printer is an output device used to print the result of the work done by the computer on a paper.
 3. Hard disk and Compact disc are the devices which can store our work.



A.



Do yourself.

4. Computer Keyboard



- A.** 1. a. 2. c. 3. a. 4. b.
- B.** 1. c. 2. d. 3. a. 4. b.
- C.** 1. Numeric 2. Tab 3. Alphabet 4. Caps Lock

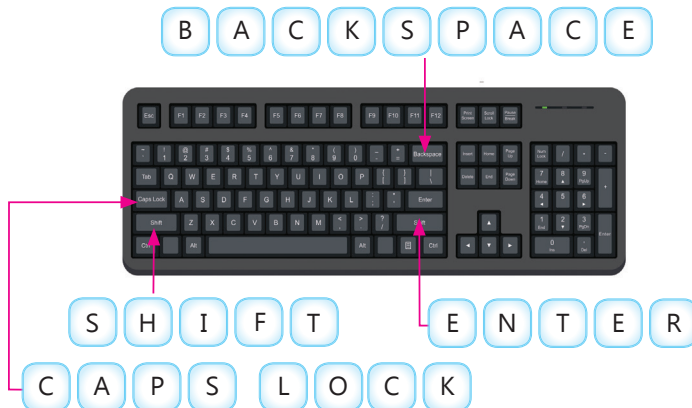


1. Caps Lock key helps us to type capital letters.
2. Tab key is used to move the cursor several spaces forward at once.
3. Punctuation keys are used to add a punctuation mark while you are writing sentence/ paragraph.
4. Backspace key is used to erase typed letters, number symbols and words.
5. We can type the symbols by pressing the Shift key along with the number key.



A. 1. @ 2. & 3. A 4. B

B.



Do yourself.

Worksheet-1

(Based on chapters 1 to 4)

- A. 1. Hospital 2. Bank 3. Space Research and Science Labs
- B. 1. I 2. O 3. S 4. O 5. I 6. S
- C. 1. Numeric keys 2. Enter key 3. Cursor control keys 4. Spacebar



Test Sheet-1

(Based on chapters 1 to 4)

Section A

- A.** 1. (ii) 2. (i) 3. (ii)
B. 1. T 2. F 3. T 4. F
C. 1. diseases 2. CPU 3. 104 4. games

Section B

- A.** 1. Caps Lock key helps us to write capital letters.
2. Monitor gives us the output.
3. Inkjet Printer and Laser Printer are two types of Printer.
B. 1. Special keys are used to perform special functions. Some special keys are Tab key and Escape key.
2. Computer is used to perform complex calculation and even forecast the weather.
3. Education on computer is also called e-learning. Computer enhances the teaching and learning process by making education very friendly and interesting.

5. Computer Mouse



- A.** 1. a. 2. a. 3. a. 4. c.
B. 1. e. 2. d. 3. a. 4. b. 5. c.
C. 1. Single 2. Drag 3. Double 4. Right 5. Wireless



1. Optical Mouse has an LED sensor at its bottom that helps the pointer on the screen to move.
2. We can open the selected item by double-clicking on it.
3. Drag and drop is used to move an item to another location on the computer.
4. Click, Right-click, Double-click, Drag and Drop are the various actions of mouse.



1. Opens
2. Selects



Do yourself.

6. Introduction to Paint

One Touch Learn

A. 1. b. 2. a. 3. c.

B. 1. F 2. F 3. F 4. T

5. (This question was printed incorrectly in the book, please correct it in your textbook)

Q. The Curve shape is used to draw curved lines.

Ans. T

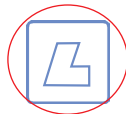
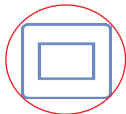
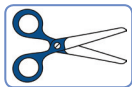
C. 1. c. 2. d. 3. b. 4. a.

Let's Do It

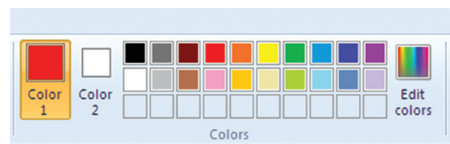
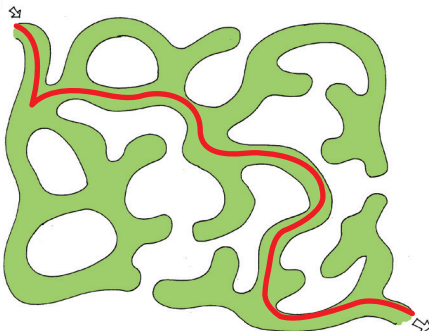
1. Tools group and Shapes group are the two groups of Paint.
2. Line tool is used to draw a straight line.
3. Fill with color tool is used to fill colour in a closed shape or figure.
4. Rounded rectangle is used to draw rectangle with rounded corner.

Crack The Code

A.



B.



Do yourself.

7. File Management—An Introduction

One Touch Learn

- A. 1. b. 2. a. 3. c.
B. 1. b. 2. c. 3. d. 4. a.

Let's Do It

1. A file in a computer is a piece of information stored on a storage device.
2. Storing work on computer on any storage device is called saving a file.
3. Save As option is used to save your existing file with a different name or at a different location.

Crack The Code

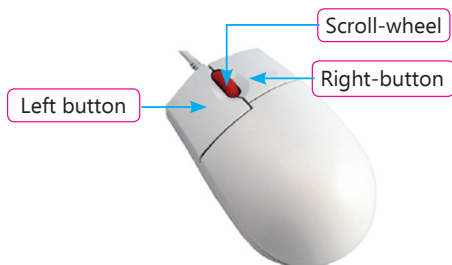
1. HARD DISK 2. DVD 3. PEN DRIVE

Do yourself.

Worksheet-2

(Based on chapters 5 to 7)

A.



- B.** 1. Rounded Rectangle, Line, Fill with Color, Rectangle
2. Curve, Line, Fill with Color
- C.** 1. Computer 2. Hard disk 3. Ctrl + O 4. Ctrl + S

Test Sheet-2

(Based on chapters 5 to 7)

Section A

- A.** 1. (i) 2. (i) 3. (i)
- B.** 1. F 2. T 3. F
- C.** 1. Right 2. Brushes 3. Ctrl + S

Section B

- A.** 1. Tools group and shapes group are the two groups of the Paint window.
2. Drag and Drop is used to move an item to another location on the computer.
3. A file in a computer is a piece of information stored on a storage device.
- B.** 1. To save a drawing, follow these steps:
- Step 1** Click on Save button.
 - Step 2** Click on Save option.
 - Step 3** Type a name for the file in the File Name box.
 - Step 4** Click on Save button.
2. You can open a selected item by using double-click action.

