

1. Computer—An Electronic Device

One

Touch

Learn





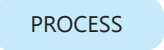
- A. 1. b. 2. a. 3. a. 4. a.
- B. 1. CPU 2. monitor 3. keyboard, mouse 4. virus
- C. 1. T 2. F 3. F 4. T 5. T

Let's

Do

It



- A.   
- B. 1. Computer works on the Input-Process-Output cycle.
2. **Speed:** The computer works at a very high speed.
Memory: The best thing about a computer is its large memory.
3. The disadvantage of computer is that it is dependent on electricity or batteries to work.
4. Computer can never make any mistakes but human can make mistakes.]

Higher Order Thinking Skills (HOTS)

1. Computer
2. Printer

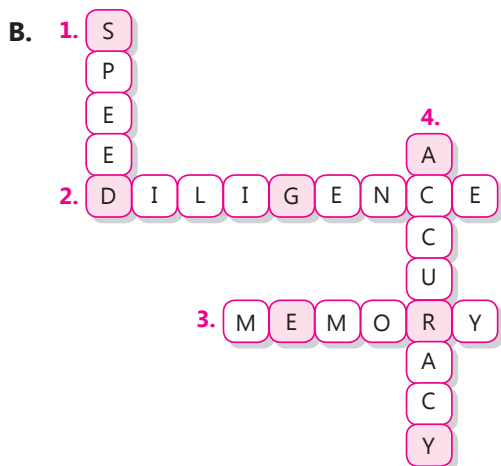
Crack

The

Code



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



Do it 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. |



- Office and Bank are the two places where computers are used.
- Computer is used to perform complex calculation and even forecast the weather.
- Education through computer is also called e-learning.
- Computers provides lots of information. It helps students to find information on almost any topic.

Higher Order Thinking Skills (HOTS)

- Computers are used in banks for:



- a. Maintaining the customer details.
 - b. Withdrawing money using ATM.
 - c. Depositing money.
2. Computer will help zyan learn English to check spellings.



2. BANK 3. ATM 4. SHOP



Do it 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 | |
| D. 1. screen | 2. headset | 3. 104 | 4. CPU | 5. scanner |



- 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.

- B.** It is used to record voice, music and sounds.



It is an output device used to print the result of the work done by the computer on a paper.



Higher Order Thinking Skills (HOTS)

1. Headset
2. A scanner is an input device that is used to send documents or images from paper to the computer.



A.



- B.** 1. Mouse 2. Keyboard 3. Microphone
4. Monitor 5. Speakers



Do it yourself.

4. Computer Keyboard



- | | | | | |
|-----------|----------|--------|----------------|--------------|
| A. | 1. c. | 2. c. | 3. a. | 4. b. |
| B. | 1. c. | 2. d. | 3. a. | 4. b. |
| C. | 1. signs | 2. Tab | 3. Combination | 4. Caps Lock |





1. Escape key allows us to cancel a task.
2. Cursor control keys are used to move the cursor in four directions: left, right, up and down.
3. Punctuation keys are used to add a punctuation mark while you are writing a 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.

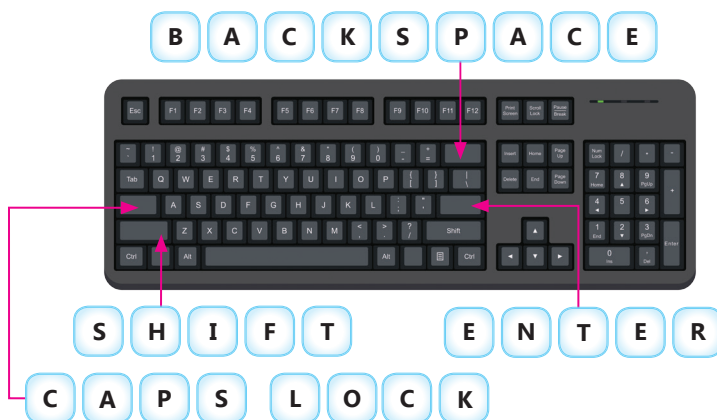
Higher Order Thinking Skills (HOTS)

1. Escape key
2. Enter Key multiple times



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

B.



Do it yourself.

Worksheet-1

(Based on chapters 1 to 4)

- A. 1. Hospitals 2. Railway Stations and Airports 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. Delete key is used to erase a character on the right of the cursor.
2. Monitor, Printer, Speakers 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. Computers helps us learn new things, such as a new language or a new recipe.
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

One Touch Learn



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

Let's Do It



- Optical Mouse has an LED sensor at its bottom that helps the pointer on the screen to move.
- We can open the selected item by double-clicking on it.
- A computer mouse has a wheel in between the right button and the left button. This is known as the scroll wheel.
- Click, Right-click, Double-click, Drag and Drop are the various functions of mouse.

Higher Order Thinking Skills (HOTS)

- Drag
- Two times





1. Opens
2. Selects



Do it yourself.

6. Introduction to Paint



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



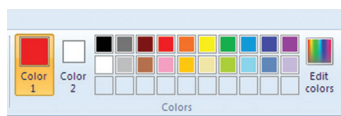
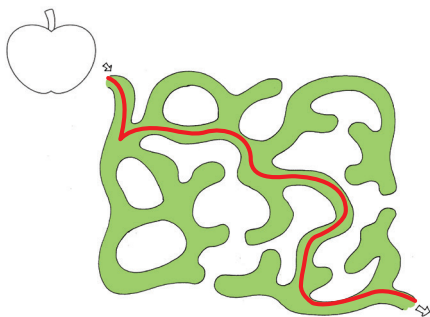
1. Tools group and Shapes group are the two groups of Paint.
2. Line tool is used to draw a straight line.
3. Fill with color tool is used to fill colour in a closed shape or figure.
4. You can close the Paint program using the Close button from the title bar.

Higher Order Thinking Skills (HOTS)

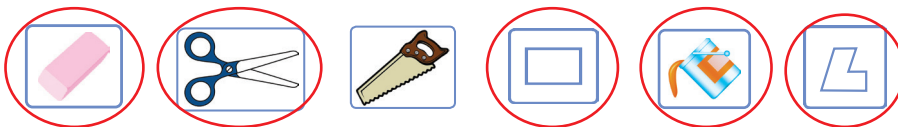
1. To close the paint program, click on the File tab. Then click on the Exit option.
2. John can use Oval shape.



A.



B.



Do it yourself.

7. File Management—An Introduction



- A. 1. Bag 2. Refrigerator 3. Cupboard 4. Hard disk
- B. 1. b. 2. c. 3. d. 4. a.



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

Higher Order Thinking Skills (HOTS)

1. File tab → Open option
2. To save your existing file at a different location, use the Save As option. Follow these steps:

Step 1 Click on the File tab.

Step 2 Click on the Save As option.

Step 3 From the left side of the window that opens, select a place where you want to save your file. For example, select Desktop.

Step 4 Type a new name if you want to change the name.

Step 5 Click on the Save button.



1. MEMORY CARD 2. DVD 3. PEN DRIVE

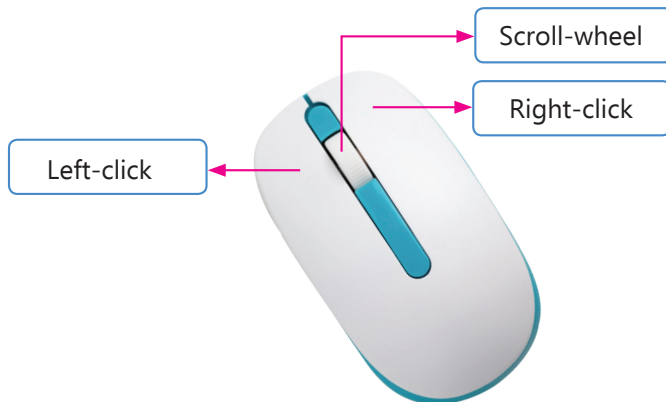


Do it yourself.

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. Mouse 3. Ctrl + S

Section B

- A. 1. Tools group and shapes group are the two groups of the Paint window.
 2. The optical mouse has an LED sensor at its bottom that helps the pointer on the screen move.
 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 the File tab.

Step 2 Click on Save or Save As. The Save As dialog box appears.

Step 3 Select the location where you want to save your file.

Step 4 Type a name for the file in the File name text box.

Step 5 Click on the Save button.

2. You can open a selected item by using double-click action.

