

1. Computer—An Electronic Device

LET'S CATCH UP



(Page no. 9)

1. O I P
2. P I O

Exercise

Section A (Objective)

- | | | | |
|-----------------------|-----------------|-------------|---------------|
| A. 1. b | 2. c | 3. b | 4. c |
| B. 1. Accurate | 2. Multipurpose | 3. Feelings | 4. Efficiency |
| C. 1. T | 2. F | 3. T | 4. F |

Section B (Subjective)

1. Tia can use keyboard to give instructions to the computer.
2. The part of the computer that does all the calculations is the Central Processing Unit (CPU).
3. We see the results after input and processing on an output device.
4. In the office, computers are used to:
 - type letters and documents.
 - send and receive messages and e-mails.

Higher Order Thinking Skills (HOTS)

1. No, computers do not get tired and do not need rest.
2. Printer



Crack The Code

M	A	C	C	U	R	A	C	Y	S
T	P	M	H	D	Z	U	O	P	P
M	A	M	C	I	D	T	L	G	E
P	E	F	G	L	O	O	Q	W	E
H	S	B	O	I	N	M	G	N	D
F	A	B	L	G	I	A	J	T	J
V	B	Z	C	E	W	T	D	Z	Y
H	Z	B	W	N	U	I	J	Y	A
B	K	A	D	C	V	C	J	T	R
H	V	R	M	E	M	O	R	Y	F

Be Creative



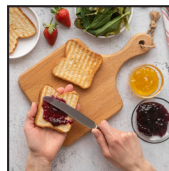
1.



3



1



2

2.



3



2



1

2. Role of Computers

LET'S CATCH UP



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1. Treat patients and keep their record
2. Prepare medical reports

Exercise

Section A (Objective)

- A. 1. a 2. b 3. b 4. b



B. 1. Information 2. Airport 3. Hospital 4. Police station

C. 1. Here you can deposit money a. Supermarkets
 2. One can make bills of goods sold b. School
 3. Help teachers in teaching c. Hotel
 4. Store the details of guests d. Bank

Section B (Subjective)

1. Ramya can use smart classrooms.
2. Two uses of a computer in our daily lives are:
 - a. watch movies and listen to music
 - b. play games
3. Education through computers is called e-learning.

Higher Order Thinking Skills (HOTS)

1. Draw pictures.
2. Police station.



Crack The Code



3. Input and Output Devices

LET'S CATCH UP



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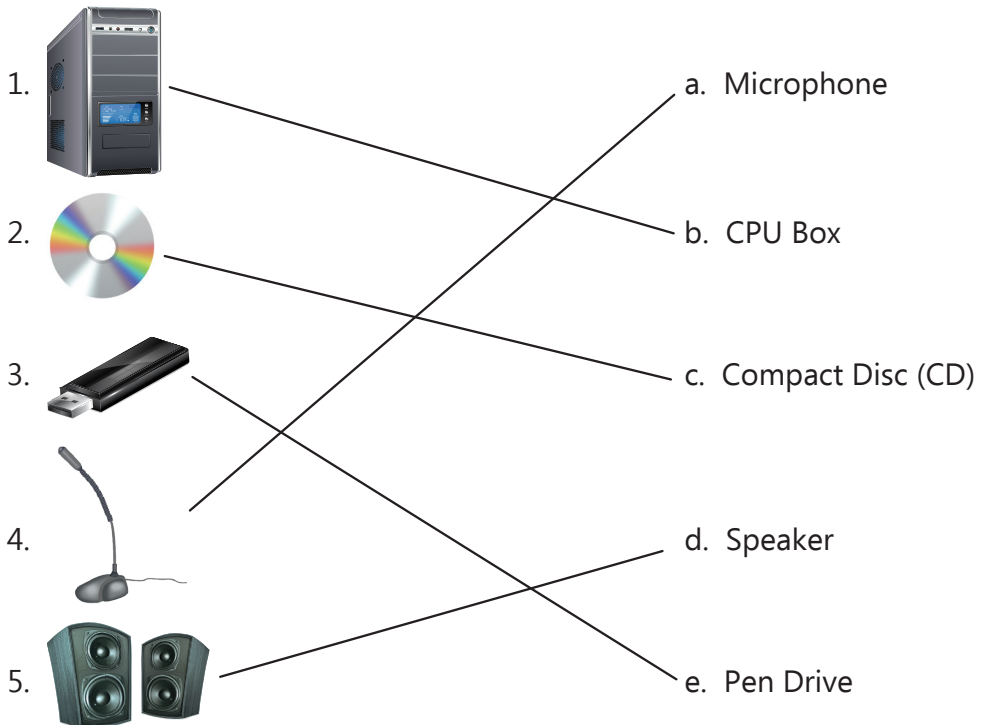
1. MOUSE 2. PRINTER

Exercise

Section A (Objective)

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

B.



- C. 1. T 2. F 3. F 4. T

Section B (Subjective)

1. Scanner
2. A headset is a combination of headphones and a microphone.
3. There are two types of printers:
 - Inkjet printer
 - Laser printer



Higher Order Thinking Skills (HOTS)

1. Microphone
2. Mouse



Crack The Code

1. Keyboard
2. Monitor
3. Computer
4. Hard Disk
5. CD/DVD

4. Keyboard—Special Keys

LET'S CATCH UP



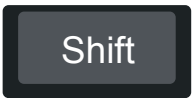


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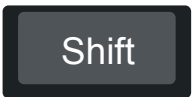


1. CAPS LOCK
2. SHIFT
3. ENTER
4. SYMBOL

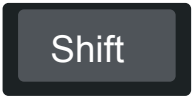


Exercise






Section A (Objective)

- A.** 1. c. 2. b. 3. a. 4. b.
- B.** 1. Esc 2. Enter 3. Twelve 4. Arrow

C. 1.  +  → 

2.  +  → 

3.  +  → 

4.     → 

Section B (Subjective)

1. Punctuation Keys
2. Symbols on the number keys are above the numbers on the top row of the keyboard.
3. Home Key

Higher Order Thinking Skills (HOTS)

1. CAPS LOCK Key
2. No



Crack The Code

A.

!	✦	⚡	ψ	#	¥
✋	@	φ	%	Ψ	©
◇	✓	\$	~	≠	()
&	Љ	δ	α] [→
†	}	β	^	€	∞
×	Σ	-	π	*	μ

- B. 1. Delete Key 2. Punctuation Key 3. Spacebar Key 4. Numeric Keys



WORKSHEET 1

(Based on chapters 1 to 4)

- A. 2. Milk 3. Dry fruits 4. Vanilla
- B. 1. Microphone 2. Speaker 3. Headphones 4. CPU Box/Cabinet
- C.



Test Sheet 1

(Based on chapters 1 to 4)

Section A

- A.** 1. c. 2. a. 3. c.
- B.** 1. Input 2. IPO 3. Home 4. Shift

Section B

- A.** 1. Caps Lock key helps us to write capital letters.
2. Monitor the device which gives output.
3. Arrow Keys

5. Mouse—An Input Device

LET'S CATCH UP






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1. F 2. T 3. T

Exercise

Section A (Objective)

- A.** 1. a. 2. d. 3. b. 4. b.
- B.** 1. Pointer 2. Ball 3. Palm 4. Index 5. Double

- C.** 1.  a. Optical Mouse
2.  b. Wireless Mouse
3.  c. Ball Mouse

Section B (Subjective)

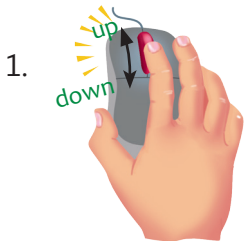
1. Drag and Drop
2. Optical mouse and Wireless mouse.
3. A single-click is used for selecting an item.

Higher Order Thinking Skills (HOTS)

1. Ball Mouse
2. Double-click to open the selected item.



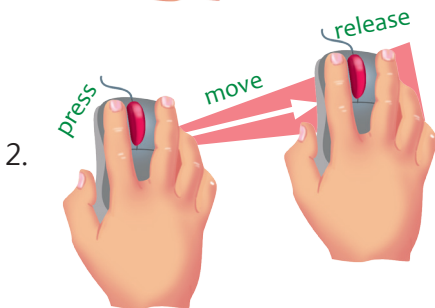
Crack The Code



Scroll



Opens



Selects

Drag



6. Introduction to Paint

LET'S CATCH UP



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1. Ribbon
2. Tools
3. Title
4. Drawing
5. Line shape



Exercise

Section A (Objective)

- A.** 1. c. 2. a. 3. d. 4. b.
- B.** 1. Drawing Area 2. Images 3. Curve
4. Group 5. Maximize
- C.** 1. T 2. T 3. F 4. F 5. T

Section B (Subjective)





1. The Quick access toolbar is located on the left side of the title bar. It contains the most frequently used tools in Paint.
2. To close Paint, follow these steps:
Step 1: Click on the File tab.
Step 2: Click on Exit.
3. To fill colour in a closed shape in Paint, the Fill with color tool is used.

Higher Order Thinking Skills (HOTS)

1. Title Bar
2. Triangle



Crack The Code

1.  L I N E S H A P E
2.  B R U S H E S T O O L
3.  C U R V E S H A P E
4.  R E C T A N G L E S H A P E

7. File Management -An Introduction

LET'S CATCH UP



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Step 3: Type a name for the file in the File Name box.

Step 4: Click on the Save button.

Step 2: Click on the Save option.

Step 1: Click on the File tab.

Exercise

Section A (Objective)

- A.** 1. a. 2. a. 3. b. 4. c.
- B.** 1. A refrigerator to store food, fruits, vegetables, milk, etc.
2. A bag to store books, notebooks, pencil cases, lunch boxes, etc.
3. A cupboard to store books, toys, clothes, etc.

Section B (Subjective)

1. Use the Open option from the File tab.
2. Hard disk, CD and DVD.
3. A new file.

Higher Order Thinking Skills (HOTS)

1. To save a file at a different location, follow the given 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, choose a place where you want to save your file. For example, choose Desktop.
Step 4: Type a new name if you want to change the name.
Step 5: Click on the Save button.
2. Mahira can press Ctrl + S keys to save a file.





Crack The Code

1. Save

2. Open

3. Save as



WORKSHEET 2

(Based on chapters 5 to 7)

A.

1. Hard disk

2. Pen drive

3. CD

4. Memory Card

a.

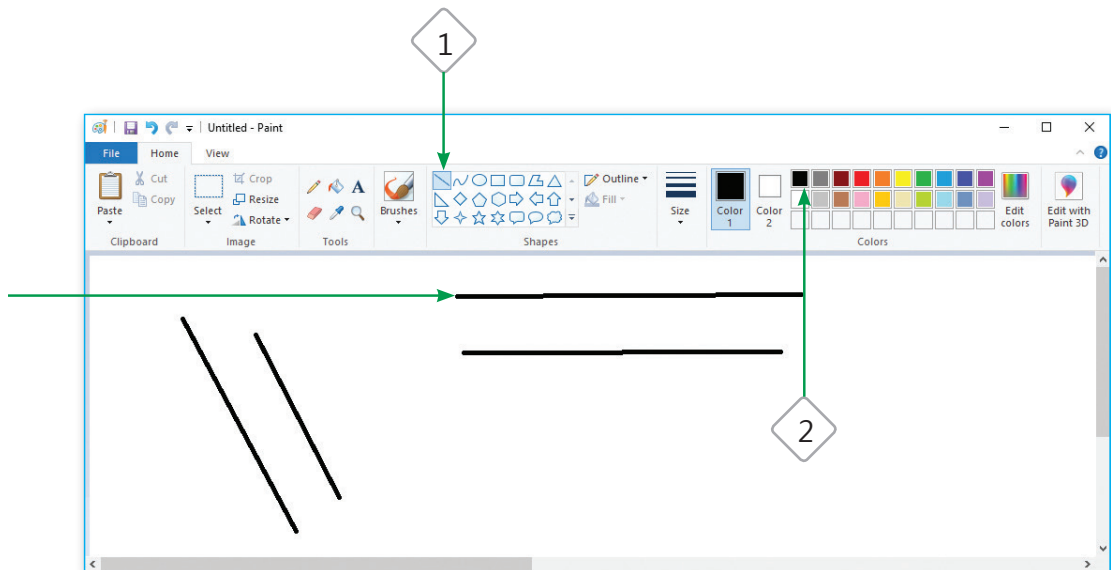
b.

c.

d.



B.



- C.** 1. A mouse is a pointing device. It displays an arrow on the screen, known as a pointer.
2. A Wireless Mouse has no wire. It runs on batteries and connects to the computer through Bluetooth. It is also an optical mouse.

Test Sheet 2

(Based on chapters 5 to 7)

Section A

- A.** 1. b. 2. b. 3. a.
B. 1. mouse 2. Ball 3. Fill with color 4. Rounded
C. 1. T 2. F 3. F 4. F

Section B

- A.** 1. Pressing and releasing the left button of the mouse after pressing it once is called a single-click.
2. A Wireless Mouse has no wire. It runs on batteries and connects to the computer through Bluetooth. It is also an optical mouse.
3. The Quick access toolbar is located on the left side of the title bar. It contains the most frequently used tools in Paint.
4. Hard Disk and Compact Disk.

