TRACKGPT
iPRO Ver. 5.0

Chapter-1

CLASS 1

COMPUTER—A WONDERFUL MACHINE

A. Tick (✓) the correct option.

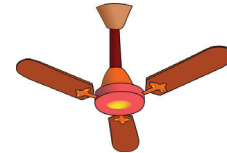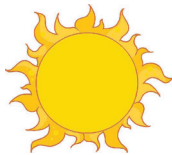1. Which of the following is used to talk to people who are far away?

   a.   b.   c.

2. Which of the following is man-made thing?

   a.   b.   c.

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

Hints: television, portable, search, save

1. Tablet is a .... computer.

2. A .... is used for entertainment.

3. Machines also .... our time.

4. Computers can .... information.

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

1. You use a telephone to talk.   ....

2. Machines cannot be used in daily life.   ....

3. Computer can store large amount of data.   ....

4. Desktop computer can be kept on your lap.   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

Chapter-1

CLASS 1

COMPUTER—A WONDERFUL MACHINE

A. Match the following:

1. Desktop Computer   a.
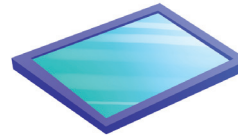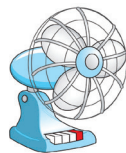
2. Tablet   b.

3. Laptop Computer   c.

B. Circle natural things with green colour and circle man-made things with red colour.

C. Answer in one word.

1. Name a machine that can do difficult sums to learn math. ....

2. Name a machine that has colourful beads used for counting. ....

3. Name a machine that can be used for travelling. ....

4. Name a machine that can be made up of man-made things. ....

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Name: _____

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Class: _____ Section: _____ Date: _____

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Chapter-2

CLASS 1

USES OF A COMPUTER

A. Tick (✓) the correct option.

1. Why are computers used in hospitals?

   a. To publish books ☐   b. To make reports ☐   c. To store data ☐

2. Why is computer used in shops and malls?

   a. To make music ☐   b. To write letters ☐   c. To make bills ☐

3. Computer are used to make .... in the schools.

   a. projects ☐   b. music ☐   c. none of these ☐

4. Why are computers used in the office?

   a. To make records ☐   b. To play games ☐   c. To watch movies ☐

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

Hints: dance, store, make, songs

1. Computers are used to .... information of all the students.

2. A computer cannot ....

3. You can play .... and sound on a computer.

4. Computer are also used to .... bills.

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

1. Computer are used at railways stations and airports for booking tickets. ....

2. You cannot watch movies on computers. ....

3. You can cook food on a computer. ....

4. You can make our school projects on a computer. ....

5. You can draw and colour images on a computer. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

WORKSHEET ②

Chapter-2

CLASS 1

TRACKGPT
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Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

USES OF A COMPUTER

A. Mark (✓) for places where computers are used and mark (✗) where not used.

a.   b.   c.

B. Rearrange the letters to make correct words.

1.   ARTOONSC

2.   SAGME

3.   SESMSGEA

4.   MESHYR

C. Answer in one word.

1.   Name a place where computers are used to keep record of money.   ....

2.   Name a game that you have played on a computer.   ....

3.   Name a place where you can watch movie on the computer.   ....

4.   Name a place where computers are used to store the details of items for the customers.   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

PARTS OF A COMPUTER

A. Tick (✓) the correct option.

1. A mouse has two or three .... on it.

   a. Keys ☐   b. Tabs ☐   c. Buttons ☐

2. The monitor of a computer looks like a ....

   a. Television ☐   b. Fan ☐   c. Washing machine ☐

3. The CPU is called the .... of the computer.

   a. Heart ☐   b. Hand ☐   c. Brain ☐

4. Which of these is used to display the icons on the screen?

   a. Monitor ☐   b. CPU ☐   c. Mouse ☐

5. Which of these is also called Visual Display Unit (VDU)?

   a. Mouse ☐   b. Monitor ☐   c. CPU ☐

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

Hints: speakers, printer, mouse, type

1. .... are used to print text and pictures on paper.

2. Keyboard helps us to .... the letters.

3. .... are used to hear sounds.

4. A .... is a device with long wire attached to it.

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

1. CD and Pendrive are storage devices which saves data. ....

2. CPU is not fixed inside CPU box. ....

3. You can see picture, games on computer monitor. ....

4. A computer does not work on its own. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

WORKSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-3

CLASS 1

PARTS OF A COMPUTER

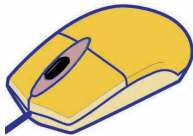**A. Match the following:**

1.   a. Sound

2.   b. Pages

3.   c. Scroll wheel

4.   d. CPU box

B. Write the full form of the following:

1. CPU   –   ....

2. VDU   –   ....

3. CD   –   ....

C. Answer in one word.

1. I am used to type letters, numbers or words.   ....

2. Which part of a computer helps us to play games?   ....

3. Which part of a computer is attached with a long wire?   ....

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ORANGE

WORSHEET ①

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACK GPT
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Chapter-4

CLASS 1

USING COMPUTERS–DO'S AND DONT'S

A.   Tick (✓) the correct option.

1.   Always press the keyboard keys ....

    a. Firstly ☐   b. Gently ☐   c. With force ☐

2.   Do not sit too close to the computer. It can harm your ....

    a. Eyes ☐   b. Ears ☐   c. Respiratory system ☐

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

1.   We may use any type of posture while using the computer.   ....

2.   We should clean our computer with dry and clean cloth.   ....

3.   We should not pull wires connected to our computer.   ....

4.   We should never use covers on our computer.   ....

C.   Cross out the activities that can be done in a computer lab.

ORANGE

WORKSHEET ②

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Chapter-4

CLASS 1

Name: _____

Roll No: _____

Class: _____ **Section:** _____ **Date:** _____

USING COMPUTERS–DO'S AND DONT'S

A. Fill in the blanks using the hints given below:

Hints: dust, monitor, clean & dry cloth

1. We should clean our computer with a ....

2. We should keep the computer room free of ....

3. Do not touch anything on the .... with a finger, pencil or an eraser.

B. Guess who am I?

1. You should put me on the computer to save it from dirt.   ....

2. You should never switch me off directly.   ....

3. Do not spill anything on me.   ....

C. Answer the following:

1. List any 3 things we should not do while using a computer lab.

   ....

2. What should we keep in mind while walking in the computer room?

   ....

3. Why should we use covers while our computers are not in use?

   ....

Grade: ☆ ☆ ☆ ☆ ☆   **Teacher's Signature:** _____

ORANGE

WORKSHEET ①

TRACKGPT
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Chapter-5

CLASS 1

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

USING THE MOUSE

A. **Tick (✓) the correct option.**

1. .... is used to select an icon.

   a. Single-click ☐   b. Double-click ☐   c. Scroll ☐

2. What is a small arrow on the monitor screen called?

   a. Keyboard ☐   b. Mouse Pointer ☐   c. Monitor ☐

3. What is the pressing and releasing of any button of a mouse called?

   a. Pointing ☐   b. Dragging ☐   c. Clicking ☐

4. Single-click is used to select an .... on the screen.

   a. Icon ☐   b. Arrow ☐   c. Menu ☐

B. **Fill in the blanks using the hints given below:**

Hints: buttons, dragging, scroll, clicking

1. The mouse contains a .... wheel.

2. Mouse has two .... on it.

3. Pressing and releasing any button is called ....

4. .... is used to move any object on the screen.

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

1. Right click is used to display shortcut menu. ....

2. We cannot point to things on the computer. ....

3. To hold a mouse properly, middle finger is placed on the right button. ....

4. The small arrow moving on the screen is the pointer. ....

5. We cannot use the mouse by pressing its buttons. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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Chapter-5

CLASS 1

USING THE MOUSE

A. Match the following.

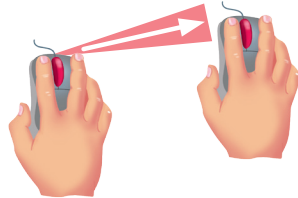1.   a.   Drag

2.   b.   Double-click

3.   c.   Single-click

4.   d.   Right-click

B. Answer the following questions:

1. What is a mouse pointer?

....

2. Write a use of a computer mouse.

....

3. How many scroll wheels does a computer mouse have?

....

4. What is meant by dragging?

....

5. Which finger will be used to press the left button of mouse with right hand?

....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

WORKSHEET ①

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Chapter-6

CLASS 1

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

USING THE KEYBOARD

A. Tick (✓) the correct option.

1. How many Enter keys are present on the keyboard?

   a. One ☐   b. Two ☐   c. Four ☐

2. Which key erases the text on the left side of the cursor?

   a. Enter ☐   b. Spacebar ☐   c. Backspace ☐

3. A keyboard has small buttons on it called _____ .

   a. Paper ☐   b. Keys ☐   c. Cursor ☐

4. Which of these is a small blinking line on screen?

   a. Cursor ☐   b. Buttons ☐   c. Erase ☐

5. Which of these keys is used to go to the next line?

   a. Backspace key ☐   b. Enter key ☐   c. Caps Lock key ☐

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

Hints: cursor, enter, alphabet, spacebar

1. _____ is the longest key at the bottom of the keyboard.

2. The keys on which A–Z letters are written are called _____ keys.

3. _____ is also called the Return key.

4. We use the _____ control keys to move the cursor.

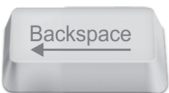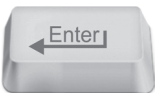**C. Write 'T' for true and 'F' for false.**

1. A keyboard has 26 alphabet keys on it. _____

2. Spacebar key is used to give blank space. _____

3. Alphabet keys are not used to type words. _____

4. Enter key moves the cursor to the next line. _____
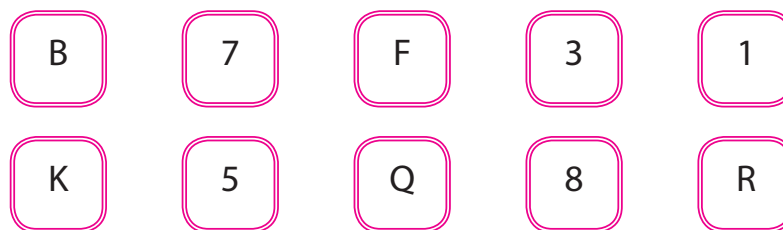
5. The arrows keys are four in number. _____

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Chapter-6

CLASS 1

USING THE KEYBOARD

A. Match the following:

1. [Backspace key]   a.   Cursor Control Keys

2. [Enter key]   b.   Alphabet keys

3. [QWERTY keyboard keys]   c.   Enter keys

4. [Arrow keys]   d.   Backspace keys

B. Color the number keys orange and the alphabet keys blue.

| B | 7 | F | 3 | 1 |
| K | 5 | Q | 8 | R |

C. Answer in one word:

1. Which type of the keys are used to type the phone numbers?   ....

2. Which type of key is used to erase anything that is typed?   ....

3. Name the longest key at the bottom of the keyboard.   ....

4. How many alphabet keys are there on the keyboard?   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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Chapter-7

CLASS 1

STORAGE DEVICES

A. Fill in the blanks using the hints given below:

Hints: digital cameras, school bag, compact disc, versatile, information, smart

1. CD stands for ....
2. We use a .... to store books, notebooks, pencil case, lunch box etc.
3. A memory card may be used in smart phones and ....
4. A memory card is usually fitted inside a .... phone.
5. DVD stands for digital .... disc.
6. We store our .... on a computer using storage devices.

B. Name the storage devices used to store the following:

1. ....

2. ....

3. ....

4. ....

C. Answer the following questions:

1. Define memory card.

   ....

2. Where do we store fruits, vegetables and other food items at our home?

   ....

3. What is a DVD?

   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

WORSHEET ②

Chapter-7

CLASS 1

TRACKGPT
iPRO Ver. 5.0

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

STORAGE DEVICES

A. Name the following devices:

1. ....

2. ....

3. ....

4. ....

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

1. Hard disks can be used in digital cameras. ....

2. A CD has more storage capacity than a pen drive. ....

3. CD stands for compact disc. ....

4. Memory cards can be used in digital cameras. ....

5. Hard Disks can be used with smart phones. ....

6. DVD stands for digital versatile disc. ....

C. Guess who am I?

1. It is a storage device that is fitted inside the CPU box. ....

2. It is used inside a digital camera and smart phones to increase their storage capacity. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____