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COMPUTER—AN ELECTRONIC DEVICE

A. Tick (✓) the correct option.

1. The result stored in the computer after processing is called

a. Process

☐

b. Input

☐

c. Output

☐

2. Which of these performs action on the input with the help of CPU?

a. Computer

☐

b. Printer

☐

c. Mouse

☐

B. Rearrange the letters to make the correct words.

1. EPEDS

2. AMHCENI

3. SULTRE

4. ORMYEM

C. Answer the following questions:

1. Write any two advantages of a computer.

.....

2. Write any three things that a computer cannot do.

.....

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

1. Computer is a machine.

.....

2. Input is the result that we see on the computer.

.....

3. Computer cannot work for a long time.

.....



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ROLE OF COMPUTERS

A. Tick (✓) the correct option.

- Computer are used for research labs.
 - shops ☐
 - space ☐
 - time ☐
- In station, computers are used for tracking the records of criminals.
 - Police ☐
 - Publishing ☐
 - Railway ☐
- Education on computer is also called
 - e-computer ☐
 - e-learning ☐
 - e-book ☐

B. Rearrange the letters to make correct option.

1.



H P A

2.



S O

3.



H E

4.



S P

C. Answer the following questions:

- What is the use of computers in home?

.....

- Write any one way in which computers are used in schools.

.....

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INPUT AND OUTPUT DEVICES

A. Tick (✓) the correct option.

- The printed copy on paper is called a
 a. soft copy ☐ b. hard copy ☐ c. record copy ☐
- Which of these is used to store data using a USB port?
 a. DVD ☐ b. Pen Drive ☐ c. Hard Disk ☐
- Which of these is a storage device?
 a. Hard disk ☐ b. CD/DVD ☐ c. All of these ☐
- What is the full form of VDU?
 a. Visual Display Unit ☐ b. Compact Disc ☐ c. None ☐

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

Hints: Scanner, microphone, portable

- A is used to record our voice in computer.
- CD is storage device.
- works like a photocopier.

C. Answer the following questions:

- Write the name of the two types of printer.

- What is a Microphone used for?

- Which part of a computer looks like a television?

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COMPUTER KEYBOARD

A. Tick (✓) the correct option.

1. Which of these is not a symbol key?

- a.  ☐ b.  ☐ c.  ☐

2. Which of these is used to type your address?

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

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

- Shift key is used with the other keys.
- Delete key is used to erase a character on the left of the cursor.
- Functions keys are keys at the top of the keyboard.
- Keyboard is the output device.

C. Circle the symbol keys.



D. Answer the following questions:

- What is the use of Shift key?
.....
- What is use of Tab key?
.....
- What is use of Alt + F4 key?
.....

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COMPUTER MOUSE

A. Tick (✓) the correct option.

1. Which of the following function can be used to take one document from one place to another?

a. Typing ☐ b. Clicking ☐ c. Dragging ☐

2. Which of these is used for selecting an item on the computer screen?

a. Double-click ☐ b. Single-click ☐ c. None ☐

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

1. A ball mouse has a hard iron ball under it.

2. Mouse is not a pointing device.

3. Double-click opens the selected item.

4. Wireless mouse has no wire.

C. Write the names of following types of mouse.



1.

2.

3.

D. Answer the following questions:

1. What is a pointer?
.....

2. What is pop-up menu?
.....

3. What is use of single-click on the mouse?
.....

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INTRODUCTION TO PAINT

A. Tick (✓) the correct option.

1. Which of the following is not a part of the Paint program?

a. Edit ☐ b. Shapes ☐ c. Colour ☐

2. Which group is used to select the thickness of line?

a. Size ☐ b. Curve ☐ c. Image ☐

3. Which tool is used from the tools group?

a. Shapes ☐ b. Cursor ☐ c. Text ☐

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

1. In Paint, curve shape is used to make curved lines.

2. Circles in Paint can be drawn with the help of line tool.

3. Select command is not used to move any part of the drawing.

4. Paint cannot be used to draw shapes and tools.

C. Answer the following questions:

1. Which group has eraser tool?
.....

2. Which tool is used to make free hand drawings?
.....

D. Complete the following steps to start Paint:

1. Click on Button.

2. Go to

3. Click on

4. Click on

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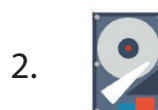
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FILE MANAGEMENT—AN INTRODUCTION

A. Number the steps in correct order to open a file.

- ☐ Click Open.
- ☐ Click on Paint button.
- ☐ Select the file icon. You can identify your file with the name you have saved it.
- ☐ Click on Open option.

B. Name the following storage devices.



C. Answer the following questions:

1. Why we should save our files?

.....

.....

2. What is Pen Drive?

.....

.....

3. What are storage devices?

.....

.....