

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPUTER—A WONDERFUL MACHINE

### A. Fill in the missing letters.

1. 

	A	P		P
--	---	---	--	---
2. 

M		V		E	
---	--	---	--	---	--
3. 

I		F	O		M		T			N
---	--	---	---	--	---	--	---	--	--	---
4. 

	I		T		R		S
--	---	--	---	--	---	--	---

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

1. An air conditioner makes a room cool. ....
2. Computer can do many kinds of work. ....
3. Machines waste our time. ....
4. Desktop computer can be kept on your lap. ....

### C. Draw and colour a picture of any man-made thing that works on electricity.

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## USES OF A COMPUTER

### A. Read the clues and complete the name of the place.

1. Making project
2. Maintaining records
3. Making bill
4. Making medical reports of patients

	C	H			L
O		F			E
			H		P
H		S			T
					L

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

**Hints:** games, bills, movies, Railway stations

1. We can watch ..... on the computer.
2. .... and airports are places where computers are used.
3. Chess and car racing are some of the computer .....
4. Computer are also used to make ..... quickly for the customer.

### C. Tick (✓) the correct option.

1. A computer is used at .....  
 a. Airport ☐      b. School ☐      c. Both a and b ☐
2. We can listen to ..... on the computer.  
 a. Music ☐      b. Money ☐      c. Machine ☐
3. Why computers are used in office?  
 a. To make records ☐      b. To play games ☐      c. To watch movies ☐
4. Why computers are used in shops?  
 a. To write letters ☐      b. To pay bills ☐      c. None of these ☐

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## PARTS OF A COMPUTER

### A. Tick (✓) the correct option.

- Buttons on the keyboard are called .....  
 a. Keys ☐ b. Numbers ☐ c. Letters ☐
- Which of these is also known as Visual Display Unit?  
 a. Mouse ☐ b. Monitor ☐ c. CPU ☐
- The CPU is called the ..... of the computer.  
 a. Heart ☐ b. Hand ☐ c. Brain ☐
- What does the monitor of the computer looks like?  
 a. Television ☐ b. Fan ☐ c. Washing Machine ☐

### B. Rearrange the letters to make the correct words.

- KYEBRDOA
- MSEOU
- MNITORO
- SPAERKES


### C. Identify and name parts of computer.

1.



.....

2.



.....

3.



.....

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## USING COMPUTERS-DO'S AND DONT'S

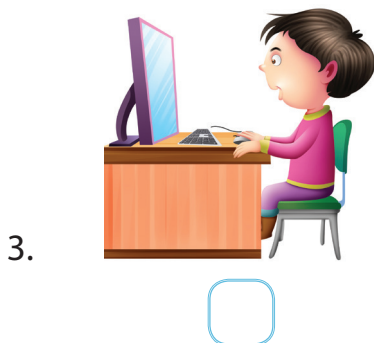
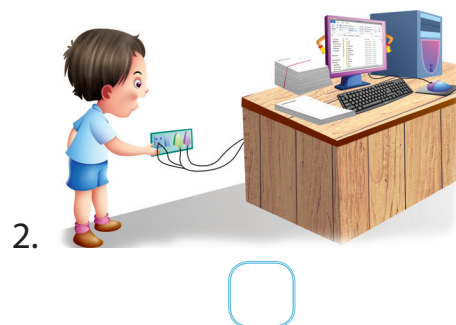
### A. Tick (✓) the correct option.

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. Always follow manners in the lab to avoid any damage to the computer. ....
2. We should clean our computer with wet cloth. ....
3. We should not pull wires connected to our computer. ....
4. We should eat on computer table. ....

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



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## USING THE MOUSE

### A. Tick (✓) the correct option.

1. What is pressing and releasing the left button of the mouse quickly called?

a. Right-click

☐

b. Left-click

☐

c. Double-click

☐

2. Clicking, the ..... mouse button ..... is called double-click.

a. Left, Twice

☐

b. Left, Once

☐

c. Right, Thrice

☐

### B. Rearrange the letters to make correct words:

1. LICKCING

2. OINPETR

3. GRADGING

4. VOMSE


### C. Answer the following question:

1. What is a mouse?

.....

2. Write a use of the mouse.

.....

3. How many buttons a mouse has?

.....

4. What is a mouse pointer?

.....



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## USING THE KEYBOARD

### A. Fill in the missing letters.

- S         C                     Y
- A      P      A      E            Y   S



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

- A keyboard has 26 alphabet keys. ....
- The backspace is the longest key on the keyboard. ....
- Number keys cannot help you to type numbers. ....
- The arrow keys are four in number. ....

### C. Write the names of the keys.

1.



2.



3.



### D. Colour the number keys on the keyboard.



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## STORAGE DEVICES

### A. Guess who am I?

1. I can be used in a mobile phone, digital camera or similar devices to increase their storage capacity. ....
2. I am circular in shape and have a shiny surface. ....

### B. Name three storage devices. Draw their pictures.

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

1. CD stands for circular data. ....
2. Pen Drive is also a storage device. ....
3. DVD has more storage capacity as compared to CD. ....
4. Computers can't store data for future use. ....