Computer Part-2

Chapter-1 Computer – A Wonderful Machine

Oral Skills

1. Do it yourself

Writing Skills:

Multiple Choice Questions:

2. **Tick (✓) the correct option:**
   a) i) Computer   b) ii) A computer
   c) iv) All of the above.

3. **Answer the following questions:**
   a) The use of computer in offices helps:
      (i) In writing letters and drafting other documents.
      (ii) In maintaining accounts.
      (iii) In sending and receiving e-mails.
   b) Computers are used at Airports for keeping record of flights and security.
   c) Computer is used in the school to help:
      (i) in teaching the lessons.
      (ii) In maintaining records of students' name, address, etc.
      (iii) In preparing data sheets and report cards.
   d) The two differences between a computer and a human man are:
      (i) Computer : It does our work quickly, easily and neatly. The computer can remember a lot of things. It doesn't make errors. We can do different kinds of works at a time. It saves time and stores unlimited data.
      (ii) Human : Humans can remember very limited things. We take more time in doing a job. We can make errors. We get tired after some time. We can't do different kinds of work at a time.
   e) The two uses of a computer are:
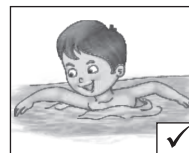   (i) It works quickly, easily and neatly. We can do different kinds of works at a time.
      (ii) It stores unlimited data, doesn't make errors and saves a lot of time.

4. **Write 'T' for true statement and 'F' for false statement:**
   a) True   b) True   c) True
   d) False   e) True

Activity:

1. **Look at the pictures. Tick (✓) the things which we can do in our life but not on a computer:**

2. **Write the names of any three places where you can see or have seen a computer:**
   a) Home   b) Banks   c) Offices

Lab Activity:

Do it yourself.

Chapter-2 Parts of Computer

Oral Skills

1. Do it yourself

Writing Skills:

Multiple Choice Questions:

2. **Tick (✓) the correct option:**
   a) ii) Keyboard   b) i) Mouse
   c) ii) Scanner

3. **Answer the following questions:**
   a) Microphone is a part of computer used to receive and record the voice.
   b) A Scanner is used to scan photograph.
   c) CPU stands for Central Processing Unit.
   d) A computer stores data in CPU.

4. **Match the following:**

	I	II
a)	Monitor	(iii) Shows the results.
b)	Mouse	(iv) Draws pictures with it.
c)	Scanner	(i) Scans photographs, etc.
d)	Printer	(ii) Prints the drawings, etc.
e)	DVD	(v) Stores documents and data.

Activity:

Do it yourself.

Lab Activity:

Do it yourself.

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Chapter-3 Computer & It's Start

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**
   a) ii) Switch on power plug
   b) iii) 5 steps.

3. **Write 'T' for true statement and 'F' for false statement:**
   a) True   b) True   c) False
   d) False   e) True

4. **Write the sequence number of the statements to start the computer:**
   a) Switch on the main power supply button.
   d) Switch on the UPS.
   b) Switch on the CPU by pressing the power button.
   c) Switch on the Monitor by pressing the monitor button.

5. **Answer the following questions:**
   a) When the light on monitor begins to glow, it shows that the computer is started.
   b) Shut Down option is clicked on to shut down computer.
   c) The process of shutting down the computer is as follows:
      (i) Click on the Start Button.
      (ii) Click on the Shut Down Button.
      (iii) Switch off the monitor button by pressing it lightly.
      (iv) Switch off the UPS.
      (v) Switch off the Main Power Supply button.
   d) The Main Power Switch is on the wall of the room.

Activity:

1. **Look at these pictures and arrange the steps taken to turn off a computer:**
   (a) Click on the Start Button.
   (b) Click on the Shut Down Button.
   (c) Switch off the Monitor Button by pressing it lightly.
   (d) Switch off the UPS.
   (e) Switch off the Main Power Supply button.

Lab Activity:

Do it yourself.

Chapter-4 Keyboards

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**
   a) iii) Space Bar   b) i) left
   c) i) 10 Number Keys

3. **Write 'T' for true statement and 'F' for false statement:**
   a) True   b) True   c) False
   d) False   e) False

4. **Write the functions of the following keys:**
   a) **Caps Lock** : It is used to type capital letters. When it 'On', capital letters can be typed. When it is 'Off', small letters can be typed.
   b) **Space Bar** : It is the longest key. It is used to insert space between two letters, words, sentences, etc.
   c) **Enter Key** : It is used to move the cursor to next line or change of paragraph.
   d) **Alphabet Keys** : These are used to type alphabet or letters. There are 26 alphabet keys or letter keys containing letters from A to Z.

5. **Answer the following questions:**
   a) Two special keys are:
      (i) Alphabet Keys
      (ii) Numeric Keys
   b) Enter Key' is used to move the cursor to next line or change of paragraph.
   c) There are three different kinds of keys given on the keyboard as:
      a) Alphabet Keys   (A to Z or a to z)
      b) Numeric Keys   (0 to 9)
      c) Special Character Keys   (!, @, #, $, %, ^, &, *, ( ), _,+)
   d) Arrow Keys are used to move the cursor or pointer on the screen. They are also known as Cursor Control Keys. They can move the cursor up, down, left and right on the page.

e) We can write capital letters when CAPS LOCK is 'On' of by pressing the Shift Key.

Activity:

1. Puzzle for searching words:
   a) CAPS LOCK
   b) SPACE BAR
   c) ARROW KEYS
   d) ENTER
   e) DELETE

Lab Activity:

Do it yourself.

Model Test Paper - 1

1. Tick (✓) the correct option:
   a) i) Computer   b) ii) A Computer
   c) iii) Space Bar   d) iii) Left

2. Write 'T' for true statement and 'F' for false statement:
   a) True   b) True

3. Answer the following questions:
   a) The use of computer in offices helps:
      (i) In writing letters and drafting other documents.
      (ii) In maintaining accounts.
      (iii) In sending and receiving e-mails.
   b) A Scanner is used to scan photograph.
   c) The process of shutting down the computer is as follows:
      (i) Click on the Start Button.
      (ii) Click on the Shut Down Button.
      (iii) Switch off the monitor button by pressing it lightly.
      (iv) Switch off the UPS.
      (v) Switch off the Main Power Supply button.
   d) We can write capital letters when CAPS LOCK is 'On' of by pressing the Shift Key.

4. Write the functions of the following keys:
   a) **Caps Lock** : It is used to type capital letters. When it 'On', capital letters can be typed. When it is 'Off', small letters can be typed.
   b) **Space Bar** : It is the longest key. It is used to insert space between two letters, words, sentences, etc.
   c) **Enter Key** : It is used to move the cursor to next line or change of paragraph.
   d) **Alphabet Keys** : These are used to type alphabet or letters. There are 26 alphabet keys or letter keys containing letters from A to Z.

5. Match the following:

	I		II
a)	Monitor	(iii)	Shows the results.
b)	Mouse	(iv)	Draws pictures with it.
c)	Scanner	(i)	Scans photographs, etc.
d)	Printer	(ii)	Prints the drawings, etc.
e)	DVD	(v)	Stores documents and data.

Chapter-5 Mouse-The Input Device

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. Tick (✓) the correct option:
   a) i) Mouse Pad   b) i) Dragging
   c) i) Input   d) ii) Pointer

3. Write 'T' for true statement and 'F' for false statement:
   a) False   b) True   c) True
   d) True   e) True

4. Answer the following questions:
   a) Right Click is used to display a list of commands related to the pointed item.
   b) Mouse helps move icons on the screen. We can select an icon and shift it to another part of the screen.
   c) A Mouse Pointer is a small arrow moving on the monitor screen.
   d) The use of Mouse Pad is to move the mouse pointer comfortably to any part on the monitor screen.
   e) The use of a Single Click of left mouse button is to select the an item to which the mouse is pointing.

Activity:

Do it yourself.

Lab Activity:

Do it yourself.

Chapter-6 Software and Hardware

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) iii) Computer   b) i) Input

c) iii) C.P.U.

3. **Answer the following questions:**

a) A Software is a program that helps the user to give commands to the computer hardware. A set of instructions given to a computer is known as a program. There are two types of Softwares:

(i) System Software

(ii) Application Software

b) A Hardware is the term used for various parts of a computer. Hardware devices are performers of the command given by software applications. Some important hardware parts are Motherboard, Keyboard, Hard Disk, CD-Rom, etc.

c) Motherboard is the main central part of a computer. It has a combination of various Ics for various operations. All parts of a computer are connected to the Motherboard.

Activity:

Do it yourself

Chapter-7 Paint - The Funny Program

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) i) Fill with Colour   b) iii) Pencil

c) iii) Right Button   d) iii) Brush

e) ii) Colour Box

3. **Answer the following questions:**

a) Ribbon is used to select commands which are logically grouped together under each tab.

b) The first four options we see in the Menu on clicking the Paint Button are:

(i) New

(ii) Open

(iii) Save As

(iv) Print

c) Eraser in Paint is used to undo the task already performed.

d) Brush Tool is used to select a particular type of brush with the help of which we wish to do the painting work.

e) Paint Page is found by:

(i) Clicking on Start Button

(ii) Click on All Programs

(iii) Click on Accessories

(iv) Click on Paint.

Activity:

Do it yourself

Lab Activity:

Do it yourself

Chapter-8 Signs and Shapes in Paint

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

a) i) Airbrush   b) iii) Text Tool

c) ii) Polygon

3. **Write 'T' for true statement and 'F' for false statement:**

a) False   b) False   c) True

d) False   e) True

4. **Which tool is used for the given activity:**

a) Fill with Color Tool

b) Text Tool

c) Rounded Rectangle Tool

d) Airbrush Tool

5. **Answer the following questions:**

a) An outline is a chosen shape with a transparent interior.

b) The chosen shape is filled with the current background colour by right clicking a colour.

c) Text Tool is used to write text in the created picture.

d) Airbrush Tool is used to spray the picture or painting.

Activity:

Do it yourself

Lab Activity:

Do it yourself

Model Test Paper - 2

1. **Tick (✓) the correct option:**

a)   i)   Fill with Colour   b)   iii)   Pencil

c)   iii)   Right Button   d)   iii)   Brush

2. **Write 'T' for true statement and 'F' for false statement:**

a)   False   b)   True   c)   True

d)   True   e)   True

3. **Answer the following questions:**

(a)   Brush Tool is used to select a particular type of brush with the help of which we wish to do the painting work.

(b)   Pencil Tool is used to draw a picture.

(c)   Hardware is the term used for various parts of a computer. Hardware devices are performers of the command given by software applications. Some important hardware parts are Motherboard, Keyboard, Hard Disk, CD-Rom, etc.

(d)   A Mouse Pointer is a small arrow moving on the monitor screen.

4. **Which tool is used for the given activity:**

(a)   Fill with Color Tool

(b)   Text Tool

(c)   Rounded Rectangle Tool

(d)   Airbrush Tool

Project Work:

Do it yourself