

Computer Part-3

Chapter-1 Components of Computer

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. Tick (✓) the correct option:

- | | |
|----------------|------------|
| a) ii) Printer | b) i) LCD |
| c) i) Keyboard | d) ii) CPU |

3. Give full form of the following:

- | |
|---------------------------------------|
| a) CPU : Central Processing Unit |
| b) LCD : Liquid Crystal Display |
| c) IPO : Input, Processing and Output |
| d) CRT : Cathode Ray Tube |

4. Answer the following questions:

- a) Processing is when a computer accepts, examines and calculates the result. The result given by the computer after processing is called output.
- b) In IPO Cycle, data and instructions are entered. They are processed, stored and finally the result is taken out.
- c) C.P.U. is Central Processing Unit. CPU is made up of three parts:
 - (i) Arithmetic and Logical Unit (ALU). It performs all arithmetic and logical operations.
 - (ii) Control Unit (CU). It controls all parts of a computer and movement of data.
 - (iii) Memory Unit (MU). It stores the input and output data.
- d) Three benefits of computer are:
 - (i) We can send and receive e-mails.
 - (ii) We can write letters.
 - (iii) We can do designing work.
- e) Mouse is an input device. It is used to give commands to the computer. It is used to point and choose things displayed on the monitor. It may have two or three buttons. The most commonly used one has two buttons – left mouse button and right mouse button. The left button is the most frequently used button.

Activity:

1. Unscramble the following letters:

- | | |
|---------------|--------------|
| 1. MUPCOTRE | : COMPUTER |
| 2. POCRSINGES | : PROCESSING |
| 3. OPUTUT | : OUTPUT |

Lab Activity:

Do it yourself

Chapter-2 A Smart Working Machine

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. Tick (✓) the correct option:

- a) i) For booking tickets.
- b) iv) All of these.

3. Fill in the blanks:

- a) In preparing time tables and report cards.
- b) Keeping record of the items available in the shop.
- c) Arrival and departure time of employees.
- d) Keeping record of all patients.

4. Answer the following questions:

- a) Two uses of computer in Home are:
 - (i) Playing games and listening music.
 - (ii) Watching movies and doing homework.
- b) Two uses of computer in Computer Room are:
 - (i) Teaching lessons to students.
 - (ii) Keeping records of students and teachers.
- c) Two uses of computer in Shop are:
 - (i) Preparing Bills and receiving Money.
 - (ii) Keeping record of all items available in the shop.
- d) Two uses of computer in Hospital are:
 - (i) Keeping records of all the patients, doctors and employees.
 - (ii) Preparing medical reports.

Activity:

1. Word Search Puzzle

Here are some places where computers are

used. Find them all!

- 1) STATION (2nd row starting from 1st)
- 2) SCHOOL (4th row starting from 1st)
- 3) OFFICE (6th row starting from 1st)
- 4) SHOP (7th row starting from 3rd)
- 5) AIRPORT (8th row starting from 1st)
- 6) HOSPITA (8th column starting from 1st)
- 7) BANK (9th column starting from 1st)

Chapter-3 Hardware and Software

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. **Tick (✓) the correct option:**

- a) i) an application software
- b) iii) both
- c) ii) MS Office
- d) ii) Storage Device

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

- a) False b) True c) True
- d) False

4. **Answer the following questions:**

- a) Hard Disk is the main storage device. It has usually largest data storage device in a computer.
- b) A system software runs the application software. It controls and manages the computer. A computer starts with a software called Operating System. It manages all input and output operations. It is also a link between different part of computer and the user. Some examples are Windows, Unix, Dos, etc.
- c) A computer hardware is performer of the command given by software applications. Hardware can be classified into these (i) Input Devices (ii) Processing Unit (iii) Output Device. Some important hardware parts are Motherboard, Keyboard, Hard Disk, CD-Rom, etc.
- d) A computer software cannot be touched. It can be seen in the form of icons (symbols) when installed in the computer. Software is

the program written for hardware to work.

There are two kinds of software:

- (i) Application Software
- (ii) System Software

Activity:

1. **Puzzle with Parts**

- | | |
|----------------------|--------------|
| 1) CD | 2) Mouse |
| 3) CPU Box | 4) Hard Disk |
| 5) Motherboard | 6) Monitor |
| 7) Power Supply Unit | 8) Speakers |

Model Test Paper - I

1. **Tick (✓) the correct option:**

- a) ii) a storage device
- b) iii) both
- c) i) for booking ticket
- d) iv) all of these
- e) i) LCD

2. **Fill in the blanks:**

- a) In preparing time tables and report cards.
- b) Keeping record of the items available in the shop.
- c) Arrival and departure time of employees.
- d) Keeping record of all patients.

3. **Give full form of the following:**

- a) CPU : Central Processing Unit
- b) LCD : Liquid Crystal Display
- c) IPO : Input, Processing and Output
- d) CRT : Cathode Ray Tube

4. **Answer the following questions:**

- a) Two uses of computer in Shop are:
 - (i) Preparing Bills and receiving Money.
 - (ii) Keeping record of all items available in the shop.
- b) Hard Disk is the main storage device. It has usually largest data storage device in a computer.
- c) Mouse is an input device. It is used to give commands to the computer. It is used to point and choose things displayed on the monitor. It may have two or three buttons. The most commonly used one has two buttons – left mouse button and right mouse button. The left button is the most frequently used button.
- d) Two uses of computer in Hospital are:

- (i) Keeping records of all the patients, doctors and employees.
- (ii) Preparing medical reports.
- e) A system software runs the application software. It controls and manages the computer. A computer starts with a software called Operating System. It manages all input and output operations. It is also a link between different part of computer and the user. Some examples are Windows, Unix, Dos, etc.
- c) A Keyboard is an input device. It is used for writing text into the computer. It is similar to a typewriter keyboard. It has some additional keys. The most commonly available computer keyboard has 104 keys.
- d) The difference between Delete and Enter Key is as follows:
 - (i) **Delete Key** : It erases the character after the cursor or the selected text.
 - (ii) **Enter Key** : It allows letter to be inserted. When it is On, we can insert text at cursor position. When it is Off, the text we write overwrites the existing text.
- e) Backspace Key is used to delete any character before the current position of the cursor.

5. Word Search Puzzle

Here are some places where computers are used. Find them all!

- 1) STATION (2nd row starting from 1st)
- 2) SCHOOL (4th row starting from 1st)
- 3) OFFICE (6th row starting from 1st)
- 4) SHOP (7th row starting from 3rd)
- 5) AIRPORT (8th row starting from 1st)
- 6) HOSPITA (8th column starting from 1st)
- 7) BANK (9th column starting from 1st)

Chapter-4 Keyboard

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. Tick (✓) the correct option:

- a) ii) Enter Key b) i) Page up
- c) ii) Alphabet d) ii) F1

3. Write the name of the key:

- a) CAPS LOCK b) DELETE
- c) SPACE BAR d) Arrow Keys
- e) Enter

4. Answer the following questions:

- a) Two names of different kinds of keys of the keyboard are:
 - (i) Alphabet Keys
 - (ii) Number Keys
- b) Use of Alphabet Keys and Number Keys are:
 - (i) **Alphabet Keys** : These are used to type letters or words.
 - (ii) **Number Keys** : These are used to type the numerals.

Activity:

1. The following alphabet keys are present in the second row of the keyboard. Make some words from them.

- 1) ASK 2) SAD 3) HAS
- 4) GAS 5) LASS 6) DASH

Word Search Key

Across:

- 1. ARROW
- 2. CAPITAL
- 3. DELETE

Down:

- 4. PAGE DOWN
- 5. BACKSPACE

Lab Activity:

Do it yourself

Chapter-5 Jobs on Windows - 7

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. Tick (✓) the correct option:

- a) iii) Both b) i) Two Panes
- c) i) Taskbar d) i) Right Click

3. Fill in the blanks:

- a) Windows is built by an American Company, Microsoft.
- b) Gadgets are mini programs.
- c) Secondly Click on the sort by option.
- d) Your desktop has new background here.
- e) An icon is a small graphic image.

4. Answer the following questions:

- a) A Mouse Pointer is a small arrow moving on the monitor screen. The pointer often appears as a small angled arrow. But mouse pointer changes its shapes as we do different actions.
- b) An Operating System is a system software. It makes the other programs or applications run.
- c) The Start Button does all important tasks. When we Left Click on the Start Button, a pop-up menu appears on the screen. This is called the Start Menu. It is divided into two panes. Start Menu contains many options.
- d) Taskbar can be seen at the bottom of the desktop. It has the components as given below:
 - (i) Start Button
 - (ii) Quick Launch Bar
 - (iii) System Tray
 - (iv) Show Desktop Button
- e) The Start Button does all important tasks. When we Left Click on the Start Button, a pop-up menu appears on the screen. This is called the Start Menu. It is divided into two panes. Start Menu contains many options.

Activity:

Do it yourself

Lab Activity:

Do it yourself

Chapter-6 Enjoy with Paint

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

2. Tick (✓) the correct option:

- a) i) Cut & Paste b) iii) Magnifier
- c) iii) Rectangle Tools d) i) Ellipse

3. Answer the following questions:

- a) Pick Color Tool helps to pick a colour from one part of the drawing and fill the same colour in the other part of the drawing.
- b) Two types of Brushes available in Paint are:
 - (i) Calligraphy Brush
 - (ii) Airbrush
- c) The use of Paint Button is to create, save, open and print the drawing and pictures.
- d) Paint is a program. We can draw colourful pictures of every kind. We can create paint images. It can make diagrams. We can twist and turn them. We can change their colours and do all sorts of editing at a click of the mouse.
- e) For colouring and selecting picture, Select Tool is used to select a rectangular shaped area of the image. Free-Form Select Tool is used to select an irregular shaped drawing area. Pick a Color Tools is used to pick a colour from one part of the drawing and fill the same colour in the other part of the drawing.

Activity:

Do it yourself

Lab Activity:

Do it yourself

Chapter-7 M.S. Word - 2007

Oral Skills

1. Do it yourself

Writing Skills

Multiple Choice Questions:

1. Tick (✓) the correct option:

- a) ii) cursor b) i) Word Processor
- c) i) Commands d) ii) Title Bar
- e) iii) Shift + End f) iii) Paint

2. Write the shortcut key for the following directions:

- a) To print a document : Ctrl + P
- b) To save a document : Ctrl + S
- c) To open a document : Ctrl + O
- d) To open an existing document : Double Click

3. Answer the following questions:

- a) Two components of MS Word Screen are:

- (i) Office Button
- (ii) Quick Access Toolbar
- b) The use of Office Button is that it allows us to create a New Documents. Open an existing document, Save or Save As, Print, Send (through e-mail or fax), Publish or close. It is compulsory to learn for proper use.
- c) Ribbon is located near the top of the screen, below Quick Access Toolbar. We use commands to tell Microsoft Word what to do. In Microsoft Word 2007, we can use the Ribbon to issue commands. As you click on tab buttons, it shows relevant options. For example, if we are working with a table tab, the Ribbon displays the various table commands and tools.
- d) Quick Access Toolbar provides us shortcut of few commands. By default Save, Undo and Redo appear on the Quick Access Toolbar.
- e) The use of Ruler on the computer screen is to keep track of the page margins, height and width of the page.

Activity:

1. Puzzle with Activity:

Do it yourself

Lab Activity:

Do it yourself

Model Test Paper - II

1. Tick (✓) the correct option:

- a) a) Alphabet b) i) Taskbar
- c) i) Right Click d) iii) Rectangle Tool
- e) iii) Shift + End

2. Fill in the blanks:

- a) An icon is a small graphic image.
- b) Windows is built by an American Company, Microsoft.
- c) Gadgets are mini programs.
- d) Secondly Click on the sort by option.
- e) Your desktop has new background here.

3. Write the shortcut key for the following directions:

- a) To print a document : Ctrl + P
- b) To save a document : Ctrl + S
- c) To open a document : Ctrl + O
- d) To open an existing document : Double Click

4. Answer the following questions:

- a) Paint is a program. We can draw colourful pictures of every kind. We can create paint images. It can make diagrams. We can twist and turn them. We can change their colours and doo all sorts of editing at a click of the mouse.
- b) Ribbon is located near the top of the screen, below Quick Access Toolbar. We use commands to tell Microsoft Word what to do. In Microsoft Word 2007, we can use the Ribbon to issue commands. As you click on tab buttons, it shows relevant options. For example, if we are working with a table tab, the Ribbon displays the various table commands and tools.
- c) The use of Paint Button is to create, save, open and print the drawing and pictures.
- d) Backspace Key is used to delete any character before the current position of the cursor.
- e) The use of Paint Button is to create, save, open and print the drawing and pictures.
- f) Paint is a program. We can draw colourful pictures of every kind. We can create paint images. It can make diagrams. We can twist and turn them. We can change their colours and doo all sorts of editing at a click of the mouse.
- g) A Keyboard is an input device. It is used for writing text into the computer. It is similar to a typewriter keyboard. It has some additional keys. The most commonly available computer keyboard has 104 keys.

5. Puzzle To Do with Classmate :

Do it yourself.