CANDY TREE

INFORMATION
TECHNOLOGY

A Book on Computer Education

HELP-KIT
1-5

Authors :
Anupam Garg
Reena Majumdar
Edwin Bux
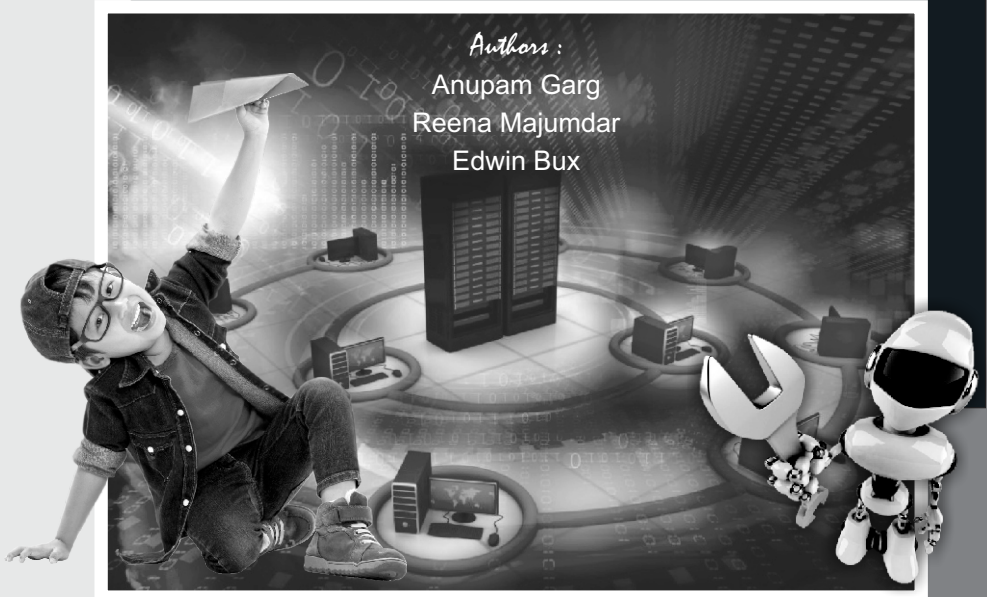
1 Introduction to Machine

Exercise

A. 1. b. Washing machine   2. a. car
3. b. Sewing machine

B. 1. F   2. T   3. F   4. F

C. 1. A machine is a **tool** which makes our work easy.
2. **Washing machine** are machines that help us to wash clothes.
3. All gardening tools are also **machines**.
4. An ATM is a machine which helps us to take out **money**.
5. Vehicles are machines that help us **transport** people and goods.

D. 1. Sewing machine   2. ATM

E. 1. Stitch clothes and wash the dirty clothes.
2. Vehicles
3. Washing machine help us to wash and dry the clothes.

Fun to Do

Do yourself.

2 Computer—A Smart Machine

Exercise

A. 1. a. works; 2.b. messages; 3. c. smart

B. 1. a. T; 2. F; 3. T; 4. F

C. 1. The computer is a **smart** machine.
2. Computer is used to write **letters**.
3. You can do **calculations** very fast on the computer.
4. You can draw **pictures** on the computer.
5. Computer is used at many **places**.

D. 1. Car racing, Chess.
2. (i) It works very fast.   (ii) It can do many things.

E. 1. To play games, to listen music, to write letter, to watch movies.
2. Offices, home, banks, schools, shop.

Fun to Do

Do yourself.

3 Parts of a Computer

A. 1. Central Processing Unit
   2. Digital Versatile Disk
   3. Uninterrupted Power Supply

B. 1. Connects to the Internet
   2. Draw pictures
   3. Prints cards
   4. Writes letters
   5. Plays games

C. 1. Monitor; 2. Compact disk; 3. Keyboard; 4. Mouse; 5. CPU; 6. The

   microphone; 7. UPS

D. 1. It shows all the work done by the computer.
   2. We use a keyboard to type words and numbers.
   3. A mouse is a pointing device that helps us to guide the pointer on the monitor.
   4. CPU (Central Processing Unit) is called the brain of computer.
   5. A scanner is a device that can copy pictures and text from a book and sent it to the computer.

E. 1. MONITOR   2. MOUSE
   3. CPU   4. KEY BOARD

Fun to Do

4 The Keyboard

Exercise

A. 1. Number; 2. Spacebar; 3. Spacebar; 4. Alphabet; 5. Backspace

B. 1. F; 2. T; 3. F; 4. T; 5. F

C. 1. There are 10 alphabet keys.
   2. There are 10 number keys.
   3. No, it doesn't.
   4. No, it doesn't.

D. 1. For writing on a computer we use **keyboard**.
   2. **Alphabet** keys have letters A to Z.
   3. Alphabet keys are used to **write** words and sentences.
   4. Standard keyboard has two sets of **number** keys.
   5. Number keys have **numbers** written on them.

6. The longest key on the keyboard is called the **spacebar** key.
7. Backspace key works like an **eraser**.
8. You should not eat or drink while **working** on the computer.

E. 1. **Enter key :** It is a key used to shift the cursor to next line.
   2. **Alphabet keys :** Alphabet keys are the keys that have letters A to Z written on them.
   3. **Spacebar :** Spacebar key is a key used for giving space between two words or numbers.
   4. **Numeric key :** A standard keyboard has two sets of number keys,. Number keys have numbers 0 to 9 written on them.
   5. **Backspace key :** Backspace key is a key that works like an eraser.

F. 1. Keyboard has numbers, letters, and symbols written on it. It is used for typing on a computer.
   2. Alphabet key is used to type words and sentences.
   3. Spacebar is the longest key on the keyboard.
   4. Enter key is used to move to the next line.
   5. Backspace key is used like an eraser.

Fun to Do

Do yourself.

5 The Mouse

Exercise

A. 1. buttons; 2. pad; 3. double; 4. move
B. 1. T; 2. T; 3. F; 4. F
C. 1. Mouse is used to **point** and **select** the programs on the computer screen.
   2. **Mouse pad** is a flat seat on which a mouse rests.
   3. A mouse has **three** buttons.
   4. **Right** button is used to give commands to the computer.
   5. **Single** clicking selects an object on the computer screen.
   6. Double clicking helps to **open** a window.
   7. **Dragging** the mouse helps to move an object from one place to another on the computer screen.
   8. A mouse is a **pointing** device.

D. 1. It helps to point the objects on the screen.
   2. A small arrow moving on the screen is called pointer.
   3. Press the left mouse button once is called single click.
   4. Clicking the left mouse button twice quickly is called 'double clicking'.

Fun to Do

Do yourself.

6 The Monitor

Exercise

A. 1. two; 2. television; 3. visual display unit; 4. screen

B. 1. T; 2. T; 3. F

C. 1. It looks like a TV.
   2. We can see words, numbers and pictures on the monitor.
   3. Visual Display Unit
   4. a. Single-colour Monitor   b. Colour Monitor
   5. A colour monitor helps you to see letters and pictures in colour.
   6. It is a flat monitor.
   7. Liquid Crystal Display.
   8. 1. Always sit at a distance of atleast 18 inches from the monitor.
       2. Do not touch the monitor screen.

Fun to Do

Do yourself.

7 MS Paint

Exercise

A. 1. Microsoft; 2. pictures; 3. drawing area; 4. clicking

B. 1. F; 2. F; 3. T; 4. F

C. 1. Microsoft Paint
   2. You can draw and colour pictures on a computer using MS Paint.
   3. For erasing the object in the computer that we have draw.
   4. Drawing area is the place where we can draw the picture.
   5. By rectangle tool.
   6. By brush tool we can we can draw the picture.
   7. You can change the colour by left-clicking on any other colour in the Color Box.
   8. You can choose the size of the eraser from the setting box by clicking on it.

Fun to Do

2. RECTANGLE   3. ERASER   4. SETTING BOX   5. MS PAINT

8 Turning ON and OFF the Computer

Exercise

A. 1. Computer; 2. power switch; 3. monitor; 4. CPU; 5. Shut down

B. 1. T; 2. T; 3. T; 4. T; 5. F

C. 1. Once the computer is on, you will see a screen on a computer. It is called desktop.

2. You can see many small pictures on it. These are called **icons**.

D. 1. **Step 1 :** Switch on the **Power switch**.

Step 2 : Switch on the **UPS** by pressing the power button on it.

Step 3 : Switch on the **CPU** by pressing the power button on it.

Step 4 : Switch on the **monitor** by pressing the power button on it.

2. **Step 1 :** With the help of the mouse, click the **Start** button on your desktop.

Step 2 : Click on the **Shut down** option in the **Start** menu.

3. Step-2.

4. Step-1.

5. Step-4.

Fun to Do

Do yourself.