



## 1

## Introduction to Computers



### Exercise

- A. 1. electronic; 2. multi tasking; 3. desktop; 4. notebook; 5. artificial  
B. 1. T; 2. T; 3. F; 4. F; 5. F  
C. 1. Desktop; 2. Palmtop; 3. Laptop; 4. Human  
D. 1. b. Palmtop; 2. c. Human; 3. a. Computer  
E. 1. Some computers which we can hold in our hand or put them inside our pocket, are called Palmtop computers.

2.

#### Human

- Needs food to work.
- Has its own brain.
- Works on his own.
- Has emotions and feelings.
- Gets tired and needs rest after work.
- Can take decisions.
- Slow in computing and calculation.

#### Computer Machine

- Needs electricity to work.
- Has its artificial brain called CPU.
- Needs commands to work.
- Does not have emotion and feelings.
- Never get tired and can work longer.
- Cannot take decisions.
- Fast in computing and calculating.

3. They look like a small briefcase. We can carry them with us while travelling.
4. Mainframe computers are computers used primarily by large organizations for critical applications; bulk data processing, such as counting of population, industry and consumer statistics, etc.
5. Mini, Micro, Mainframe and Super Computer.
6. a. It works very fast. b. It never gets bored.  
c. It never gets tired.
7. Desktop, Laptop, Notebook, Palmtop.

8.

#### Man

1. Man has fixed life.
2. Man can tired.
3. Man is a living thing.

#### Machine

1. Machines does not have a fixed life.
2. Machines does not get tired.
3. Machines are non-living things.

**Fun to Do**  
Do yourself.



# 2 Parts of a Computer








### Exercise

- A.** 1. input; 2. TV; 3. mouse pad; 4. printer; 5. store; 6. front
- B.** 1. b. Monitor                      2. a. Mouse  
3. a. Hard disk                      4. a. Monitor
- C.** 1. **KEYBOARD**                      2. **MONITOR**                      3. **MOUSE**  
4. **PRINTER**                      5. **DIGITAL**                      6. **INPUT**  
7. **OUTPUT**                      8. **TYPEWRITER**  
9. **PROCESSING**                      10. **MOUSEPAD**
- D.** 1. **KEYBOARD**                      2. **MONITOR**                      3. **MOUSE**  
4. **PRINTER**                      5. **SCREEN**                      6. **KEYS**  
7. **DEVICE**                      8. **OUTPUT**                      9. **STORAGE**  
10. **DISK**

**E.** 1. T; 2. T; 3. F; 4. F; 5. T

- F.** 1. **Keyboard** : It helps us to write in computer.  
2. **CPU** : It is the brain of the computer.  
3. **Monitor** : It shows the work done by the computer.  
4. **Mouse** : It is used to give instructions to the computer. So, it is also called an input device.  
5. **Printer** : A printer is used to print the results of work done by the computer.  
6. **Floppy** : Floppies are used to store information.  
7. **Compact Disk** : It is used to store information like notes, words and pictures.  
8. **Input devices** : These devices are used to give instructions to the computer.  
9. **Output device** : This device is used to show the result of word done by the computer.  
10. **Mouse pad** : A mouse is kept on a mouse pad.

**G.**

1. Keyboard		
2. Monitor		
3. Mouse		
4. Printer		
5. Digital Versatile		

*(Note: Lines connect 1 to 2, 2 to 1, 3 to 5, 4 to 3, and 5 to 4.)*

H. 1. Keyboard and Mouse

**Keyboard**

A keyboard has keys.

**Mouse**

A mouse does not have keys for typing.

2. Monitor and Printer

**Monitor**

Monitor gives the output on screen.

**Printer**

Printer gives the output in printed form on Paper.

3. Floppy and Compact Disk

**Floppy**

A floppy is rectangular in shape. It can store data in small quantity.

**Compact Disk**

A compact disk is circular in shape. It can store data in large quantity.

I. 1. The three essential parts of a computer are as follows :

- **Keyboard** : A keyboard is used to give instructions to the computer.
  - **CPU** : It does all the calculation work.
  - **Monitor** : A monitor shows the results of work done by the computer.
2. Keyboard is used to give instructions to the computer, whenever you press a key on the keyboard.
  3. When we move the mouse, the pointer points at an object on the screen. Then you can select the object by pressing the mouse button.
  4. CPU does all the calculation work.

**Fun to Do**

Do yourself.



# 3

## Working of a Computer



**Exercise**

1. data; 2. CPU; 3. monitor; 4. printer; 5. brain; 6. input; 7. output
1. F; 2. F; 3. T; 4. T; 5. F
1. **IPO cycle** : IPO stands for input processing and output.  
2. **Input** : The data and instructions that a computer needs to perform any task is called input.  
3. **Processing** : The CPU solves the given problem and perform all the calculations. This step is called processing.  
4. **Data** : The text and numbers entered in computer are called data.

5. **Instructions** : These tell the computer that what it has to do with the entered data.
  6. **Output** : The final result that comes after processing is called output.
  7. **CPU** : CPU is the brain of the computer.
  8. **UPS** : It supplies the electricity to the computer.
- D.
1. IPO stands for Input, Processing and Output.
  2. The CPU solves the given problem and returns the result. This step is called processing.
  3. Keyboard, mouse.
  4. Monitor.
  5. The input to the computer is called data.
- E.
1. All machines perform various tasks using **IPO** cycle.
  2. Computer get input in the form of **text** and **numbers**.
  3. The data and **instructions** that a computer needs to perform any task are called input.
  4. **CPU** is the brain of a computer.

### Fun to Do

Do yourself.




## 4

## Start and Shutdown a Computer



### Exercise

- A. 1. desktop; 2. UPS; 3. CPU; 4. icon; 5. options; 6. Switch off the main power button
- B. 1. CPU 2. DESKTOP 3. ICONS
- C. 1. The small pictures that you see on the desktop are called **icons**.
2. The desktop maintains **start** button at the bottom left corner.
- D. 1. **Step 1:** Turn ON the main power switch.  
**Step 2:** Switch ON the UPS.  
**Step 3:** Switch ON the CPU button.  
**Step 4:** Switch ON the monitor.
2. The screen appeared on the monitor is called desktop.
3. The small pictures that you see on the desktop are called icons.
4. The desktop also contains a Start button  at the bottom left corner. Clicking this button displays a list of options.
5. **Step 1.** Click the **start** button on the desktop.  
**Step 2.** Click the **turn off computer** option.  
**Step 3.** A small window with three buttons is displayed.  
Click the **Turn off** button.

A message showing that the computer is shutting down appears on the monitor.

The CPU then turns off.

**Step 4.** Switch OFF the monitor.

**Step 5.** Switch OFF the UPS.

**Step 6.** Switch OFF the main power button.

### Fun to Do

Do yourself.



## 5 Uses of a Computer



### Exercise

A. 1. songs; 2. records; 3. bills; 4. patients; 5. book; 6. inside; 7. ATM

B. Put a tick for things that a computer can do :

- |                         |   |                       |   |
|-------------------------|---|-----------------------|---|
| 1. Showing films        | 3 | 2. Playing games      | 3 |
| 3. Playing music        | 3 | 4. Washing dishes     |   |
| 5. Mixing water colours |   | 6. Typing a letter    | 3 |
| 7. Baking a cake        |   | 8. Climbing a tree    |   |
| 9. Making drawings      | 3 | 10. Sending an e-mail | 3 |
| 11. Booking seats       | 3 | 12. Playing football  |   |

C. 2. Teachers can make result on it.

3. Police can keep record of all criminals.

4. Shopkeepers use computer to make bills.

5. A computer is very helpful in designing things like clothes, house etc.

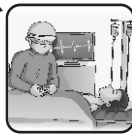
D. 1. There are 500 rupees left in your account, Sir.

2. Go to the lab during computer period.

3. Show me the record of this thief.

4. I think your blood test shows infection.

5. Your ticket for the express train will cost rupees 1400.



E. 1. Computers are used at many places like– home, banks, schools, shops, offices etc.

2. A teacher uses it to make test papers, work sheets, results, etc.

3. Police keeps a record of all criminals and helps in tracking them.

4. A shopkeeper uses a computer to make bills.

5. A computer is very helpful in designing many things like clothes, houses, cars, aeroplanes, rockets, machines, etc.

6. At homes computer is used for :
  - Playing games.
  - Listening to music.
  - Watching cartoons.
7. A computer keeps record of all the bank accounts and changes made in any of them.
8. A computer is used to reserve seats and book tickets.

### Fun to Do

- Do yourself.
- Game (Sports)                      ATM (Bank)



## 6 WordPad



### Exercise

- A. 1. Start button; 2. File menu; 3. Keyboard
- B. 1. T; 2. F; 3. T

Steps to open WordPad	Steps to Save a file
Click <b>Start</b> ↓	Click <b>File</b> ↓
Click <b>All Programs</b> ↓	Click <b>Save</b> ↓
Click <b>Accessories</b> ↓	Type <b>Any name</b> ↓
Click <b>Wordpad</b>	Click <b>save</b>

- D.
  1. **Menu bar** : It has different menus to perform different actions.
  2. **Tool bar** : It has different tools to perform different actions.
  3. **Text area** : It is the big white space to type text.
  4. **Cursor** : It is the blinking line on the text area.
  5. **Saving a file** : Storing the work in the computer is called saving file.
  6. **Typing text** : We can enter text in wordpad by simply using the keys of the keyboard.
  7. **Opening a file** : To open a file we have already saved.
  8. **Closing wordpad** : After finishing the work, we close the wordpad program.
- E.
  1. Has different menus.
  2. Has different tools.
  3. A big white space to type text.
  4. Blinking line.
  5. Having keys.
- F.
  1. MS Paint    2. Menus    3. blinking    4. wordpad    5. Text
- G.
  1. Text area is the big white space to type text.
  2. Storing the work in computer is called saving.
  3. Word pad
  4. Menu bar

5. Cursor is the blinking line on the text area.
6. Wordpad
- H. 1. Wordpad is used to write letters and stories.
2. How to open word pad :
  - Step 1** : Click on start button.
  - Step 2** : Click all programs.
  - Step 3** : Click Accessories.
  - Step 4** : Click word pad. Word pad screen is displayed.
3. Parts of word pad window :  
Menu bar, Tool bar, Text area, Cursor
4. To save the file, follow the given steps :
  - Step 1** : Click file menu on the menu bar.
  - Step 2** : Click Save option.
  - Step 3** : In the file name box type any name for your work.
  - Step 4** : Click save button.
5. Opening your saved work :
  - Step 1** : Click the File menu on the menu bar.
  - Step 2** : Click the open option.
  - Step 3** : Click the file you want to open.  
The file gets selected.
  - Step 4** : Click open button.
6. Closing the word pad program. After finishing your work, close the word pad program.
  - Step 1** : Click File menu.
  - Step 2** : Click Exit option.
7. Toolbar has different tools to perform different actions.

### Fun to Do

Do yourself.



## 7 Fun with Paint



### Exercise

- A. 2. 7; 3. 3; 4. 3; 5. 3; 6. 3; 7. 3; 8. 7; 9. 7; 10. 3
- B. Rectangle tool; Ellipse tool; Pencil tool; Line tool; Brush tool; Fill with colour tool; Eraser tool; Text tool
- C. 1. MS Windows    2. three    3. tools    4. Pencil  
5. figures, objects.
- D. 1. Follow these steps to open paint in windows :
  - Step 1** : Click the start button.
  - Step 2** : Select the programs menu.
  - Step 3** : Select Accessories you will notice a list of option.

**Step 4** : Click on the paint option.

A screen will appear on clicking paint. The paint window is divided into three parts.

2. There are many tools in the tool box :  
Pencil tool, Eraser tool, Brush tool, Ellipse tool, Line tool, Rectangle tool, Full with colour tool.
3. The use of Eraser tool is to erase any part of the picture.
4. It is used to select the desired colour from the colour box.

### Fun to Do

Do yourself.



## 8

## Windows 10 – Getting Started



### Exercise

- A.** 1. Windows; 2. taskbar; 3. icons; 4. desktop
- B.** 1. T; 2. F; 3. T; 4. T
- C.** 1. TASKBAR                      2. WINDOWS                      3. ICONS  
4. APPLICATION                  5. BUTTONS
- D.** 1. Just click **anywhere** to go to the user accounts.  
2. Windows desktop is **operative system**.  
3. The **taskbar** is a long rectangular strip at the bottom of the screen.
- E.** 1. It shows all the windows that are opened but minimized.  
2. Latest version of windows operating system.  
3. It facilitates an easy way to find files or documents with a keyword.  
4. You will get a Welcome Screen with the time and date after installing and upgrading your windows.

### Fun to Do

Do yourself.