1 Computer Basics

Exercise

A. 1. Input; 2. Output; 3. Mouse; 4. Printer

B. 1. Hard disk; 2. programs; 3. input; 4. Hospitals, doctors; 5. microphone

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

D. 1. Hardware; 2. Windows; 3. Input unit; 4. Printer; 5. Microphone

E. 1. Operating system allows us to comunicate with the computer. Example-windows 10, windows 7

2.

Hardware	Software
1. Any part of a computer that can be felt and touched.	1. It is a set of rules or programs given to a computer to perform certain tasks or actions. It cannot be touched, but can be stored on a device that you can touch, such as a CD-ROM and DVD-ROM.
2. It wears out with time.	2. It does not wear out with time.
3. Monitor, keyboard, CPU, scanner and printer are examples of hardware.	3. Windows Operating System, Paint and MS Excel are examples of software.

3.
- **Banks**
  Every bank uses computers to keep a record of the transactions.
  With the help of computers, banks are able to provide services like Internet banking, mobile banking and ATM services.
- **Hospitals**
  Hospitals and doctors use computers to examine ill people. They use computers to identify diseases which helps in correct medical treatment.
- **Schools**
  Computers help us to find information. As a result, the quality of education has improved. Records of books and school results are prepared using computers.
- **Shops**
  Records of items and printing of bills in shops is done using computers.

4.	Hardware	Software
	1. All physical parts of a computer are called hardware.	1. Software are not the physical parts.
	2. We can see and touch the hardware.	2. We can not see and touch the software.
	3. Hardware needs software to give input to the computer.	3. Software is a set of programs.
	Example : Keyboard, Mouse	**Example :** MS Word, DBMS

5. • It is very fast and accurate.
   • It can do several tasks at the same time.
   • It can do very large calculations in a few seconds.
   • It can store a huge amount of data that can be used whenever required.
   • It allows us to collect information about almost anything using the Internet.
6. • Computer is used to find information.
   • Computer is used to do home work at home.
   • Computer is used to do calculations very fast.
7. **Media**
   • Cartoon and science fiction movies are made on computers. 3-D movies that you love to watch would not be possible without a computer.
   • Musicians, today, are making good music with the help of the computer.

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2 The Operating System

Exercise

A. 1. MS Windows; 2. Documents; 3. Operating system
B. 1. operating; 2. MS Windows; 3. desktop; 4. Recycle bin
C. 1. T; 2. F; 3. T; 4. F
D. 1. icons; 2. windows 10; 3. Graphical user interface; 4. single-user operating system
E. 1. Windows 10   2. Windows 7
      3. Recycle bin   4. Network
F. 1. Operating system is a set of programs that manages the computer hardware and software.

2. Small picture that appears on the desktop screen.
3. There are ready-made commands in the form of menu and can be applied by a mouse click.
4. Recycle bin displays the list of all the deleted items.
5. There are two types of operating systems :
   Single User Operating System
   Multi User Operating System

G. 1. **Features Of Microsoft Windows**
   - MS Windows provides a Graphical User Interface (GUI). It means that the user gives input (data and instructions) to a computer by clicking on small graphics on the screen.
   - MS Windows allows you to open many programs to work in at the same time.
   - MS Windows provides What You See Is What You Get (WYSIWYG) environment to work on the computer.
   - MS Windows lists programs as small picture buttons or icons which can be opened by clicking or double clicking.

2. A multi-user system allows many people to work on different computers that are connected to the main computer through a network.

3. The Windows 7 Desktop has mainly four components :
   (i)   Desktop Background   (ii) Icons
   (iii) Taskbar   (iv) Gadgets

   Here we will discuss about desktop background and Icons.

   Desktop Background

   The first screen that appears after booting process is called desktop. As you have many things at your study table, similarly a computer desktop contains many items on it to work with.

   Icons

   Icon is a small picture that appears on the desktop screen. Each icon represents a file, folder or a program. You can open icons by double-clicking on them.

   Some of the icons are :

   Computer, Recycle Bin, Documents and Network.

   Computer : This icon displays the content of a computer. It displays all the available drives in the system.

   Documents : It gives the list of all the documents.

   Recycle Bin : It displays the list of all the deleted items. When you delete a file or a folder, it goes to the recycle bin. It acts as a dustbin for the computer. The deleted files remain in the bin unless you empty it.

   Network : It helps you to connect your computer with other computers.

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Exercise

A.
- change the font face
- change the size of the text
- type in different colour
- draw picture

B. 1. several; 2. doc; 3. cursor; 4. home; 5. title; 6. scroll; 7. status

C. 1. Ctrl+N; 2. Ctrl+S; 3. Ctrl+W; 4. Ctrl+O

D. 1. All Programs
   Microsoft office word 2007
   2. Save
   Save

E. 1. To select press (Ctrl + A)
   2. Home tab contains font size; font colour; font style.
   3.
   - Click on the Start button.
   - Click on all programs.
   - Select Microsoft Office.
   - Click on Microsoft Office Word 2007.
   4. This bar displays page numbers, number of words, zoom option, etc.
   5.
   - Click on Office button on title bar.
   - Click on New option.
   - Click on the Blank document.
   - Click on Create button.
   6. **Step 1 :** Click on **Office** button on **Title** bar.
   Step 2 : Click on the **Save** option. (A Save As dialog box will appear).
   Step 3 : Type the name of the file.
   Step 4 : Click on **Save** button.
   7. Text can be placed in the centre, left, right or justified alignment of the page, as per your requirements. You will find these buttons on the Home Tab.
   8. Some common fonts are :
   Times New Roman, Arial, Monotype Corsiva, Century Gothic, Algerian.
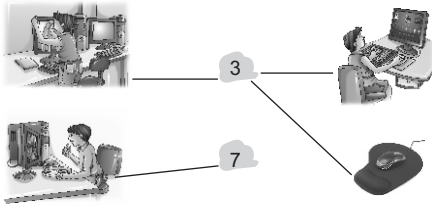
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Exercise

A. 1. shoes; 2. pirated; 3. cool; 4. completed; 5. internet; 6. original; 7. hard; 8. sticker

B.

C. 1. Don't bring food and drink near the computer.
2. There is a great harm in download music from the Internet without an anti-virus program.
3. There is a need to work on the keyboard with clean hands.
4. Always buy original software and never use cheaper pirated software.
5. If the computer is giving trouble, it's best to call an expert.

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5 Notepad

Exercise

A. 1. Text editor; 2. Work area; 3. New; 4. Formatting
B. 1. text; 2. title; 3. delete; 4. file
C. 1. F; 2. F; 3. F; 4. F; 5. T
D. 1. Notepad is a text editor that can be used for typing text.
2. There are three components of notepad :
    1. Title bar
    2. Menu bar
    3. Work area
3. **Making Changes to Text**
    Sometimes, there may be a need to make changes to the text that you have typed. Notepad lets you make the following types of changes.
    Inserting text :
    To insert text, follow the given steps :
    Step 1 : Place the cursor at the point where you want to insert text by clicking the left mouse button.
    Step 2 : Type the text to be inserted. The new text gets inserted at the chosen location.
    Selecting text :
    To select text, follow the given steps :
    Step 1 : Place the cursor at the point from where you want to start the selection.

Step 2 : Press the left mouse button and drag the mouse over the text to be selected. Release the mouse button when you have made the selection.

The selected text gets highlighted.

Deleting text :

Step 1 : Select the text to be deleted.

Step 2 : Press the Delete key. The selected text is removed.

Formatting text :

Formatting refers to changing the appearance of the text by changing its font, style and size.

Font : It refers to the manner in which the characters appear. There are a lot of fonts available for you to choose.

Font Style : It makes the text stand out by making the text appear Bold, Italic or a combination of Bold and Italic.

(a) Bold Style   (b) Italic Style   (c) Bold Italic Style

Font Size : You can also change the size to make the text appear big or small.

To format text, follow the given steps :

Step 1 : Click on the Format menu.

Step 2 : Choose the Font option. The Font dialog box appears.

Step 3 : Select the required Font, Font style and Size in the Font dialog box.

Step 4 : Click on the OK button.

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6 MSW Logo

Exercise

A.
1. Logo word has been taken from **logos** word.
2. Logo is a **computer** language.
3. A triangle in the main screen is called **turtle**.
4. **Command inputs box** is the place where execution of commands take place.
5. The commands in Logo are called **primitives** .
6. MSW Logo software is divided into **main screen** and **commander window** .
7. Commander window is divided into **Recall list box** and **command input box** .
8. **Reset** button clears the Recall List box.

B. 1. T; 2. F; 3. T; 4. T; 5. T; 6. T

C.
1. UTELRT   **TURTLE**   2. ONEPITR   **POINTER**
3. MCSNMODA   **COMMANDS**   4. CXETNIEUO   **EXECUTION**

D. 1. **Execution button :** Execution button executes the command typed in the input box.
   2. **Trace button :** Trace button finds the errors in the logo program.
   3. **Pause button :** Pause button temporarily stops the execution of logo commands.
   4. **Reset button :** Reset button clears the recall list box.
E. 1. Shows the direction, turtle is facing.
   2. Makes a logo carry out the command.
   3. A simple computer language.
   4. Used to draw in logo.
   5. You enter logo commands here.
F. 1. Computer is **an electronic** machine.
   2. The commands are also called **Primitives**.
   3. **Title bar** is positioned at the top of the main screen.
G. 1. Logo is a program used to draw figures, type text and to do mathematic calculations.
   2. • First click on start button.
      • Then click on programs.
      • Then slide the mouse pointer to Microsoft Window Logo.
   3. Commander window consists of Title bar, Recall list box, Command input box, Command buttons and Scroll bars.
   4. All the commands are stored in Recall list box. In case, you wish to use a command that has been used before it world be listed in recall list box.
   5. Select file menus and click on its Exit option.
      Type Bye command in Input Box and press Enter.

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7 The Internet

Exercise

A. 1. network; 2. network; 3. network of networks; 4. Electronic-mail; 5. 15 August, 1995; 6. Transmission Control Protocol; 7. Internet Protocol
B. 1. F; 2. T; 3. F; 4. T; 5. F; 6. T
C. 1. NETWORK; 2. INFORMATION; 3. BROWSING; 4. MODEM; 5. INTERNET
D. 1. Electronic-mail
   2. Internet Service Provider
   3. Transmission Control Protocol
   4. Videsh Sanchar Nigam limited
E. 1. Group of computers
   2. Paperless method of sending messages, notes etc.

3. Newspapers, magazines
4. Goods and services
5. An electronic device for connecting internet.
6. Graphics and multimedia information.

F.
1. **E-mail :** It is a paperless method of sending messages, notes, etc.
2. **Online shopping :** It provides goods and services at home of the buyer.
3. **Internet browsing :** Surfing the internet is like changing the channels with remote control on your TV and go to different sites.
4. **ISP :** Private Internet Service providers have been allowed to Provide internet services to the people.
5. **TCP/IP :** It allows you to access graphics and multimedia information available on the internet.

G.
1. The Internet is a worldwide network of networks.
2. A network is a group of computers connected for exchanging information and sharing equipments.
3. All types of data can be transmitted on the internet using lines, it is also called information superhighway or cyberspace.
4. Internet offers us many things. We can shop by computer through internet.
5. There are some specific equipments :
   * Computer
   * Modem
   * Telephone line
   * Internet connection
6. Search engines are used to search desired information about specific topic from Internet. They are specific websites.

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