REINVENTING...

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ARMY EDITION

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Computer Series

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CONTENTS

COMPUTER : A MAGIC MACHINE

Topics Covered

•Introduction to Computer •What is a Machine? •Different types of Machines •Features of Computer

INTRODUCTION TO COMPUTER

Hi Kids! I am your friend- Lappy. I will help you learn and understand the computer as a machine.

Wow!

Computer is a smart **machine**. It can do many things for you.

WHAT IS A MACHINE?

A **machine** is a **man-made** device, that makes our work easy. Let me explain it.

We see so many things around us, like trees, flowers, grass, clouds, mountains, etc.

Nature has created all these things.

That is why, these things are called **Natural things.**

There are many things around us which are **man-made**. These things help us do our work easily. These things are called **machines**.

Given below are the pictures of some machines.

Television   Mobile   Bicycle   Air Conditioner

There are two kinds of machines:

(1) Manual machines   **(2)** Electronic machines

Typewriter is a **manual** machine.

Laptop is an **electronic** machine.

- **Manual machines** are run by **man**.

- **Electronic machines** are run on **electricity**.

DIFFERENT TYPES OF MACHINES

There are many types of machines that help you in one or the other way.

Some machines help you to **move**.

Car	Bicycle	Bus

Some machines help you to do **work** with ease, at home.

Microwave oven	Vacuum cleaner	Washing machine

Some machines **entertain** you.

Television	Music system	Video Game

FEATURES OF A COMPUTER

Like other machines, a **computer** is an **electronic machine**. It does many things and makes our work easier. Let us now have a look at what a computer can do for us.

I can show you a movie.

I can play games with you.

I can sing a song for you.

I can count.

I can tell you a story.

I can help you draw and paint.

I can work very fast and save time.

I never make mistakes and never get tired.

I can remember many things.

SELF EVALUATION

After reading the chapter, I know these points:

	Agree	Disagree
◦ I have learned that computer is a machine.	☐	☐
◦ I know that a computer makes our work easy.	☐	☐
◦ I know that a computer works very fast.	☐	☐
◦ I know that a computer never gets tired.	☐	☐
◦ I know that machines work faster than men.	☐	☐

EXERCISES

A.   Tick [✓] the correct answer.

1.   Machines make our work

a.   Boring ☐   b.   Easy ☐   c.   Difficult ☐

2.   We can play .... on a computer.

a.   Machines ☐   b.   Flowers ☐   c.   Games ☐

3.   .... is a smart machine.

a.   Computer ☐   b.   Cloud ☐   c.   Human ☐

B.   Write 'T' for True and 'F' for False statements.

1.   Machines are man-made things. ☐

2.   A computer can do many things. ☐

3.   Manual machines are run on electricity. ☐

4.   A car is a machine. ☐

5.   Laptop is a manual machine. ☐

C. Fill in the blanks in the following.

1   A computer is a | M | | C | | I | | E | .

2. Trees and flowers are | N | | T | U | | | L | things.

3. Computer can tell you a | S | | O | | Y | .

4. A computer never makes | M | | S | T | | K | E | | .

5. A computer can show you a | M | | V | | E | .

D. Tick [✓] the machines used in our home.

E. Write 'M' against the man-made things and 'N' against the natural things in the boxes given below.

F. Write the following numbered letters of the English alphabet. One has been done for you.

3rd   15th   13th   16th   21st   20th   5th   18th

C

Write the word you have written above twice, in the space given below.

G. Application Based Question.

Lily entered the computer lab for the first time and wondered what functions are performed by the computer. Help Lily to understand functions of a computer.

LIFE SKILL ACTIVITY

Tick [✓] the correct pictures shown below.

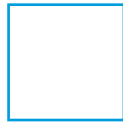a. Your father wants to reach office quickly. He should go by:

Car   Walking

b. Your mother wants to clean the home without getting tired. She should use:

Broom ☐

Vacuum Cleaner ☐

c. Your brother wants to go to the sixth floor of the mall quickly. He should use:
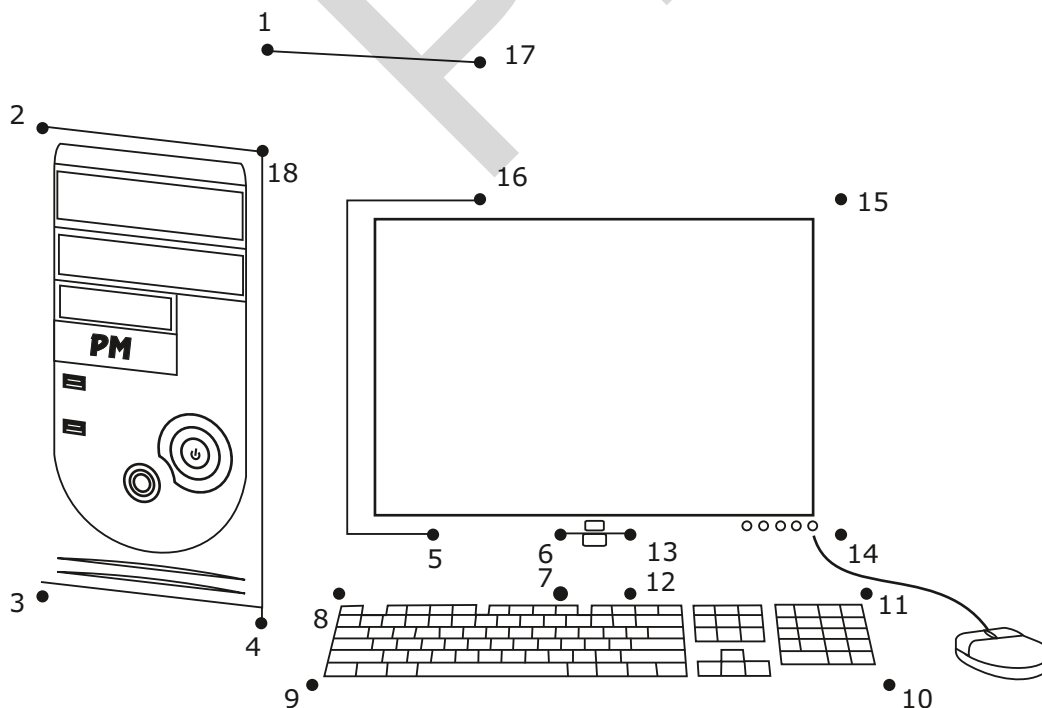
Stairs ☐

Escalator ☐

FUN ACTIVITY

Join the dots, take out your crayons and colour the picture.
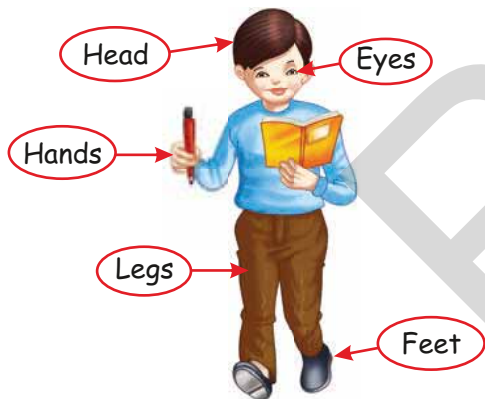
PARTS OF A COMPUTER

Topics Covered

- Parts of a Computer • Functions of Computer Parts • Monitor • Keyboard • CPU • Mouse

C
O
M
P
U
T
E
R

Hello friends! Would you like to know more about computers? Let us start.

PARTS OF A COMPUTER

Just as our body has different parts, a computer also has different parts.

Head
Eyes
Hands
Legs
Feet

Every part in our body has some specific functions to perform. For example- eyes are used for seeing, hands for writing, legs for walking, etc.

Similarly, a **computer** also has different parts.
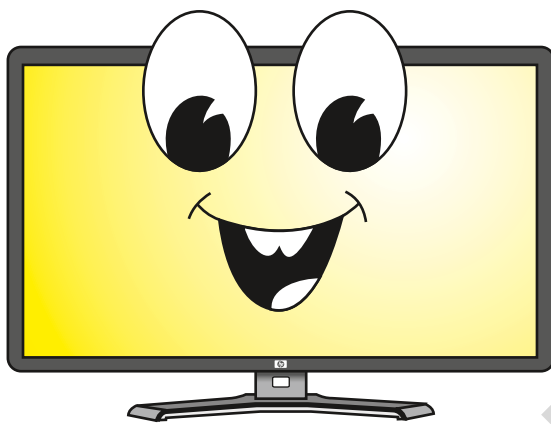
CPU
Monitor
Keyboard
Mouse

A computer has **four** main parts. These parts together help a computer system to work.

FUNCTIONS OF COMPUTER PARTS

Now, you will learn about the functions of different computer parts. These parts will tell you about their functions themselves!
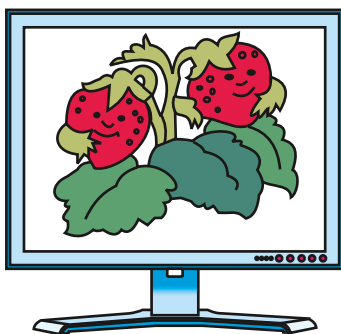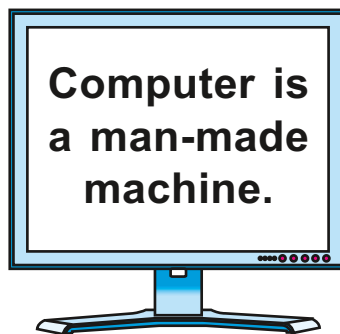
1. Monitor

Who are you?

I am a **monitor**. I look like a **television screen**. I display everything that you do on a computer.

A **monitor** is used to display drawings, words, games, cartoons, etc.

Computer is a man-made machine.
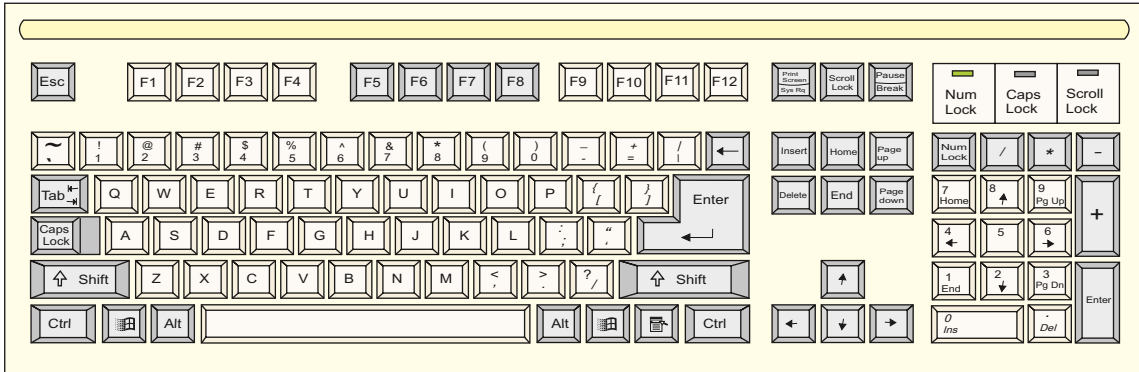
Drawing   Words   Game   Cartoon
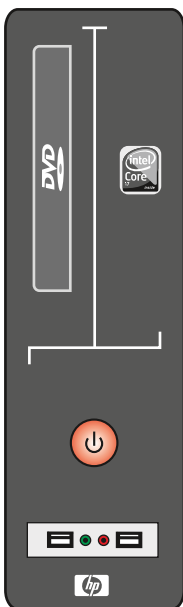
2. Keyboard

Who are you ?

I am a **keyboard**.
I have small buttons called **keys**.
I am used to **type** words or numbers on the computer.

3. CPU

Who are you ?

I am a **CPU**, which stands for 'Central Processing Unit'. I am the **brain** of a computer. I control all the parts of a computer. I do all types of **calculations**.

4. Mouse
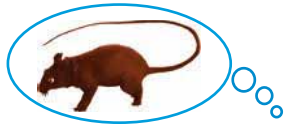
Who are you? You look like a creepy mouse!!

Oops! Don't compare me with the mouse in your house, that eats your food and spoils things.

I am a **computer mouse**. I have two buttons and a scroll wheel. I help you draw, paint and play games. I am used to move the **mouse pointer** on the screen.

The arrow you see on the monitor screen is called **mouse pointer**.

Mouse Pointer

SELF EVALUATION

After reading the chapter, I know these points:

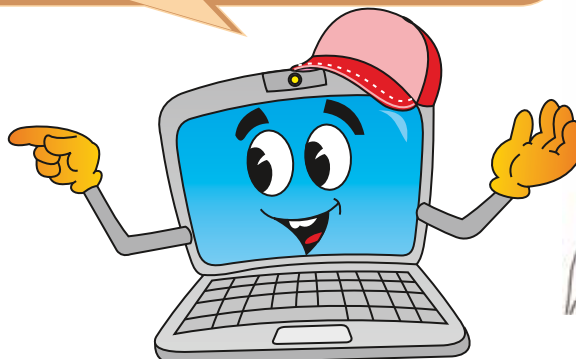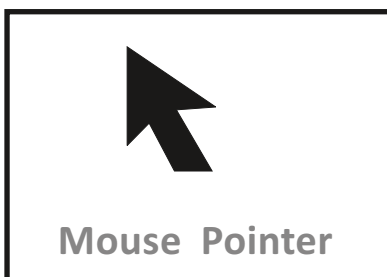|	Agree	Disagree
• I understand that a computer has four main parts.	☐	☐
• I know that a monitor looks like a TV screen.	☐	☐
• I know that a keyboard has buttons called keys.	☐	☐
• I know that a CPU is the brain of a computer.	☐	☐
• I know that a mouse is used to paint and play games.	☐	☐

EXERCISES

A. Tick [✓] the correct answer.

1. A monitor looks like a .... screen.

   a. CPU ☐   b. Paint ☐   c. TV ☐

2. The buttons on a keyboard are known as........................... .

   a. Keys ☐   b. Cursor ☐   c. Pointer ☐

3. A computer mouse has .... buttons.

   a. Four ☐   b. Two ☐   c. Three ☐

B. Write 'T' for True and 'F' for False statements.

1. A monitor is the brain of a computer. ☐

2. A monitor is used to see cartoons. ☐

3. A keyboard has small buttons called keys. ☐

4. CPU looks like a TV. ☐

5. A mouse is used to move the mouse pointer on the screen. ☐

C. Who am I?

1. I have many buttons on me which are used to type numbers or words.

		Y			A		D

2. I help you to draw lines, sketches and to play games.

	O			E

3. I look like a television screen.

M			I		O	
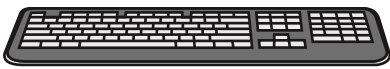
4. I am the brain of a computer.

	P	

D. Match the symbols to find the parts of computer.

☺	✿	◖	✠	✡	☯	❖	⌘	◎	✦	◫	⇕	⇘	☉	☐	✈
O	M	I	N	E	A	R	T	C	U	S	B	D	P	K	Y

✿	☺	✦	◫	✡
M				

☐	✡	✈	⇕	☺	☯	❖	⇘

✿	☺	✠	◖	⌘	☺	❖

◎	☉	✦

E. Find the missing part of each of the following computers and write their names in the spaces given below them.

_____ _____ _____
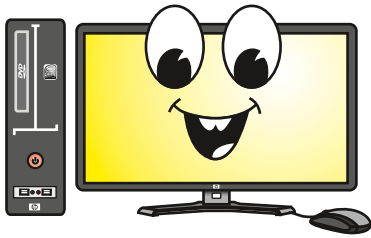
F. Application Based Question.

The computer teacher asked Rahul if he has seen anything at home, which resembles a computer monitor. What is it?

_____

FUN ACTIVITY

The keyboard wants to meet the other parts of this computer. Help the keyboard to make a complete computer system.

USES OF A COMPUTER

3
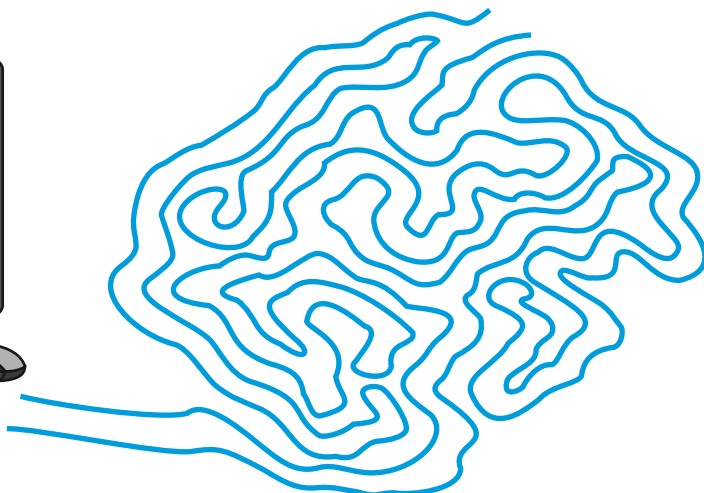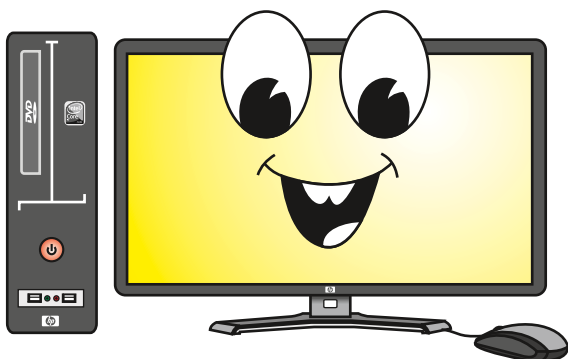
Topics Covered

•Drawing and Colouring •Solving Sums •Playing Games •Watching Movies and Cartoons •Playing Music •Typing •Sending and Receiving Messages

Hello Kids! Now, I am going to tell you how wonderful computers are!

What makes a computer wonderful?

There are many tasks that a computer does for you.

What are those tasks?

Ok friends, let's have a look.

DRAWING AND COLOURING

Computers can help you draw and paint.

You can draw and paint anything very easily, just by using the mouse.

SOLVING SUMS

Computers can solve sums for you.

$4 \times 5 = 20$

You can do your sums very quickly and accurately.

PLAYING GAMES

Computers can play games with you.

You can play lots of games on a computer. You can play games like—boxing, cricket, car racing and many others.

WATCHING MOVIES AND CARTOONS

Computers can show you cartoons and movies.

You can also watch movies and cartoons on a computer. You can watch movies like—Spiderman, Donald Duck etc.

PLAYING MUSIC

Computers can play music for you.
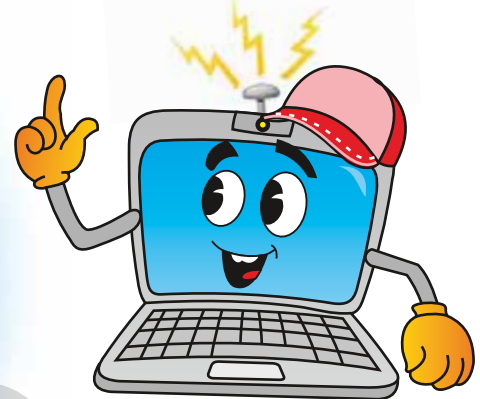
You can listen to songs and rhymes with the help of speakers attached to the computer.

TYPING

Computers can type words, sentences and numbers.

India 1947

You can type your name, count tables and do many other things on the computer, using a keyboard.

SENDING AND RECEIVING MESSAGES

Computers can send and receive messages.

You can send messages to your friends and relatives anywhere in the world, within a few seconds. You can also get a reply from them.
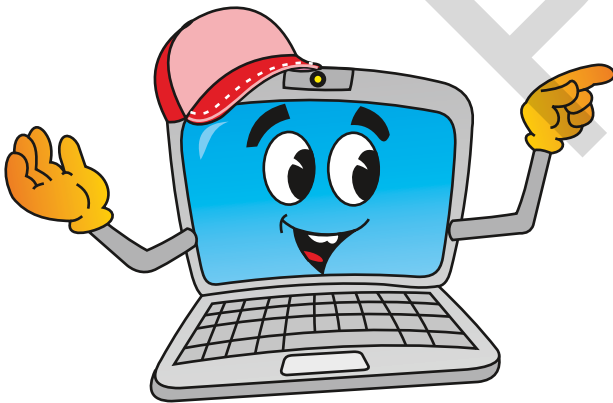
One computer and so many tasks! Just like a Genie, which can do many things for you at your command.

SELF EVALUATION

After reading the chapter, I know these points:

	Agree	Disagree
I know that a computer can do many things for us.	☐	☐
I know that a computer can draw, paint and do sums.	☐	☐
I know that a computer can show movies and cartoons.	☐	☐
I know that a computer can type words, sentences and numbers.	☐	☐
I know that we can send and receive messages with the help of a computer.	☐	☐

EXERCISES

A. Tick [✓] the correct answer.

1. Computer can solve .... for you.

    a. Sums ☐   b. Paint ☐   c. Drawing ☐

2. You can listen to songs with the help of .... attached to the computer.

    a. Keyboard ☐   b. Speakers ☐   c. Mouse ☐

3. Computer can type .... for you.

    a. Music ☐   b. Words ☐   c. Games ☐

4. Computers help to send and receive .... around the world.

    a. Games ☐   b. Speakers ☐   c. Messages ☐

B. Fill in the blanks.

1. You can play many | G | | M | | S | on a computer.

2. You can type words and numbers on a computer using | K | | Y | | | A | | D | .

3. You can | D | | A | | and paint objects using mouse.

4. You can listen to | M | | S | | C | on a computer.

5. You can solve | S | | M | | on a computer.

C. Write in boxes 'T' for True and 'F' for False statements.

1. Computers can walk from one place to another. ☐

2. Computers cannot draw pictures. ☐

3. Computers can type words and sentences. ☐

4. Computers can show movies. ☐

5. Computers can play in the playground. ☐

D. Application Based Question.

In the computer class, the teacher taught the uses of a computer. She asked the students to write any two uses of computer, in the homework. As Rahul forgot its uses, help him in doing his homework.

1. _____

2. _____

E. Computer is a single machine but can do many tasks for you. Tick [✓] the pictures of machines whose work can also be done on a computer.

LAB ACTIVITY

1. Show students the different tasks done by computers like-painting, calculation, playing songs, etc.

2. Show any educational cartoon movie to the students and let them have fun.

PLACES WHERE COMPUTERS ARE USED

4

Hello Kids! You know that a computer can do many tasks. For doing all these tasks it is used at different places. Now, I will tell you the places where computers are used.

AT SCHOOL

The computer is used for:

⊙ teaching the students.

⊙ keeping records of the students and the teachers.

⊙ preparing test papers and examination results.

⊙ keeping a record of the fees collected from students.

AT HOME

The computer is used for:

- doing homework.
- playing games.
- listening to music and watching movies.
- surfing the Internet.

AT OFFICE

The computer is used for:

- typing and printing documents.
- storing official records.
- sending and receiving e-mail messages.

AT SHOP

The computer is used for:

- making and printing bills.
- keeping a record of the stock.

IN HOSPITAL

The computer is used for:

◉ helping the doctors to diagnose the diseases.

◉ keeping a record of the patients.

◉ preparing medical reports.

IN BANK

The computer is used for:

◉ depositing and withdrawing money.

◉ maintaining the accounts.

◉ withdrawing cash through ATM.

AT AIRPORT AND RAILWAY STATION

The computer is used for:

◉ reserving tickets.

◉ checking the availability of seats/tickets.

◉ keeping record of the passengers.

SELF EVALUATION

After reading the chapter, I know these points:

	Agree	Disagree
I know that computers help in schools, homes, shops, hospitals, banks and offices.	☐	☐
I know that computers are used at airports and railway stations too.	☐	☐

EXERCISES

A. Tick [✓] the correct answer.

1. At......................, computers are used for preparing exam result.

    a. School ☐   b. Office ☐   c. Bank ☐

2. At shop, a computer helps in .... bills.

    a. Playing ☐   b. Drawing ☐   c. Printing ☐

3. At railway station, computers help in booking

    a. Fees ☐   b. Tickets ☐   c. Recording ☐

B. Guess the place where the computers are used, in these statements.

1. Helps to keep records in library.

S		H		L

2. Helps in typing letters.

O		F		C

3. Helps in making bills.

			O	

4. Helps in preparing medical reports.

| H			I		L

5. Helps in booking tickets.

A			P		T

C. Write 'T' for True and 'F' for False statements.

1. Computers are used for teaching. ☐

2. Computers can keep the record of fee at schools. ☐

3. Computers are helpful in offices. ☐

4. Computers cannot be used at shops. ☐

5. Computers help at railway stations. ☐

6. Computers cannot be used for booking tickets at the airport. ☐

D. Solve the crossword puzzle:

1. Diagnosing the diseases.

2. Surfing the Internet.

3. Reserving tickets.

4. Depositing and withdrawing money.

2. | H | | M | |

3. | A | | | P | | | |

4. | | A | | K |
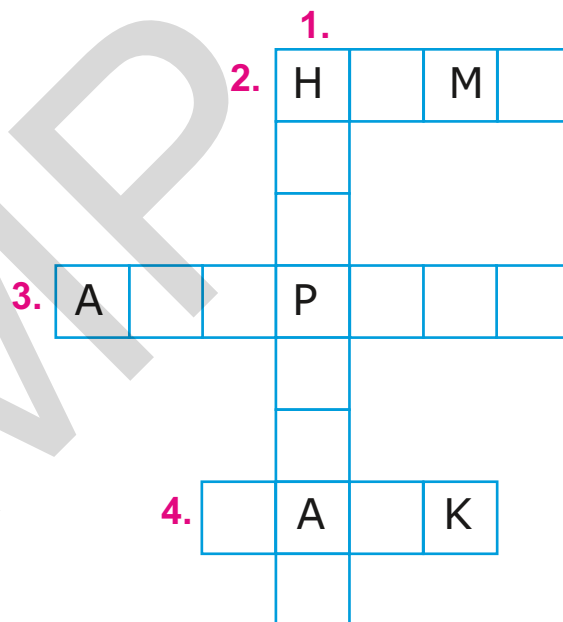
E. Application Based Question.

At your father's office you saw him using a computer. Tell your friend Shray, for what purpose it was being used there?

_____

_____

LAB ACTIVITY

Take the students to that area of the school where computers are used and explain its uses there, as taught in the chapter.
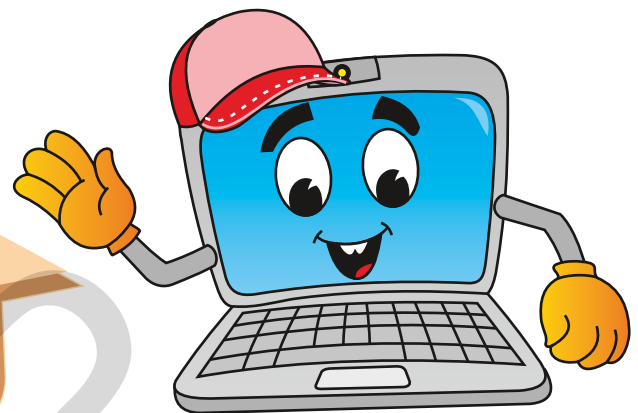
TURNING ON/OFF A COMPUTER

5

Topics Covered

•Steps to Turn on the Computer •Steps to Turn off the Computer

Hello Kids! Hope you are enjoying learning about computer. Computer is a delicate machine. We should operate it carefully. Let us learn how.

While learning, the first step you should know is how to turn ON and OFF a computer properly.
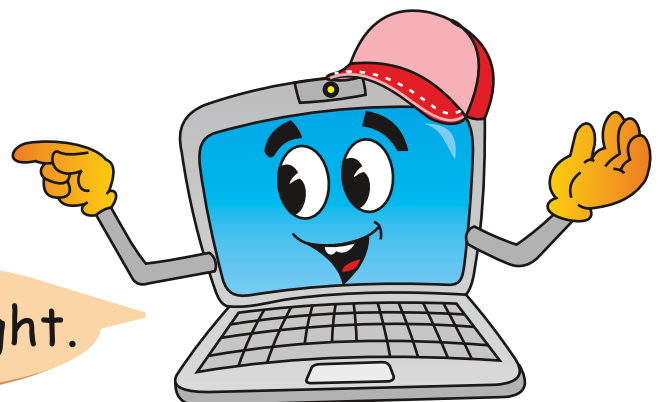
By now, you know that a computer is a man-made machine. Now, tell me what runs a computer?
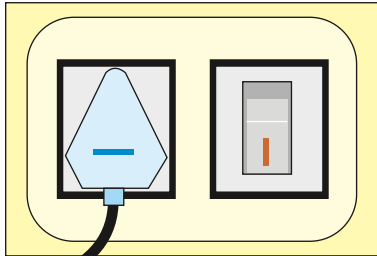
Electricity

You are right.

TURNING ON A COMPUTER

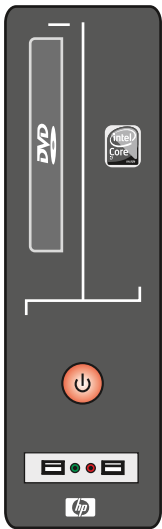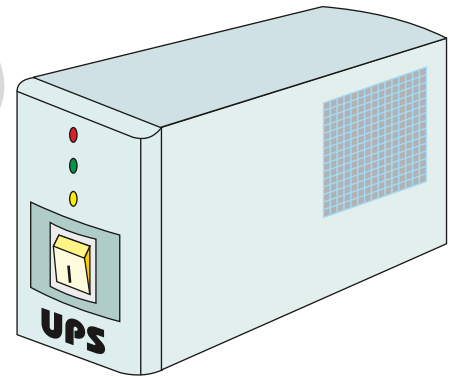There is a step-by-step procedure that you should follow to turn ON a computer.

Step 1.

Turn on the electronic switch from the electric board.

Step 2.

Turn on the **UPS** (Uninterrupted Power Supply).

Step 3.

Switch-on the power button of the Central Processing Unit (CPU), which has an on-off switch.

Step 4.

Switch-on the monitor's power button. It also has an on-off switch.
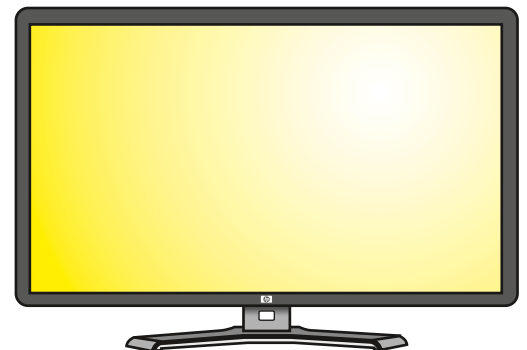
The Windows Welcome Screen appears.

You may be asked to enter the **password**. *(You can ask the password from your **teacher**.)*
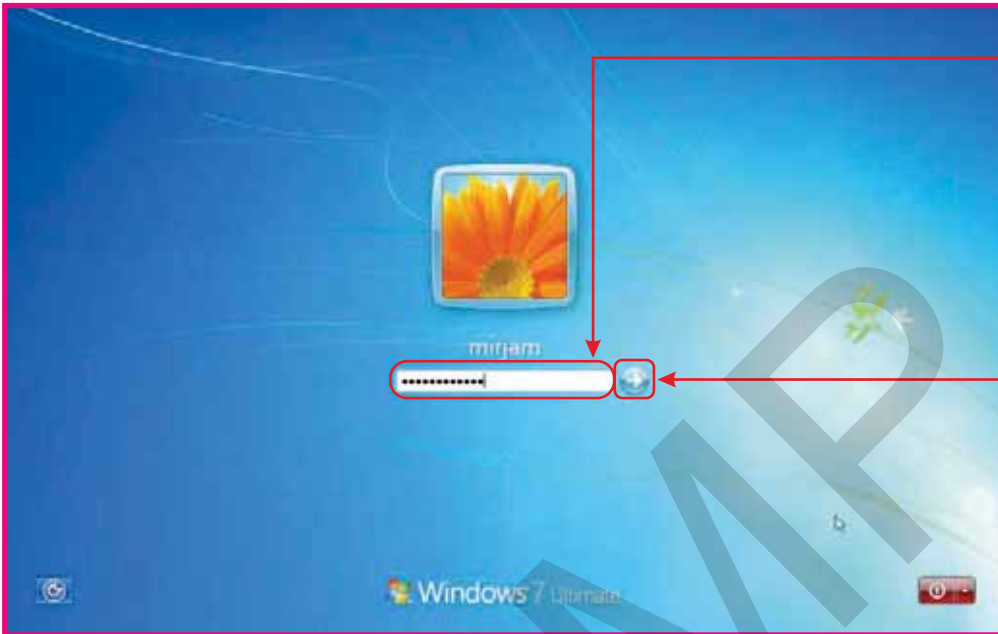
Step 5.

Type the **password**.

Step 6.

Click on the **Go** arrow.

Mouse Pointer
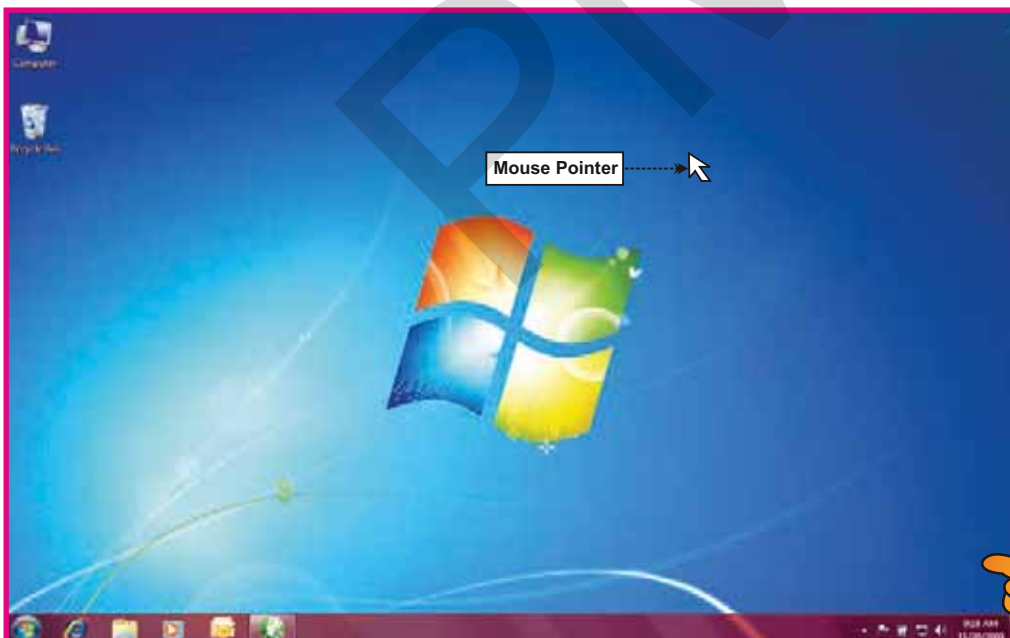
Step 7.

Now, you will get the final desktop screen.

Desktop

Your computer is now ready to work.

TURNING OFF THE COMPUTER

Just like there is a procedure for switching on a computer, there is also a step-by-step procedure to turn it OFF.

Step 1.

Click on **Start** button.

The start menu will appear.

Step 2.

Click on **Shut Down**.

Windows shuts down and turns off the computer.
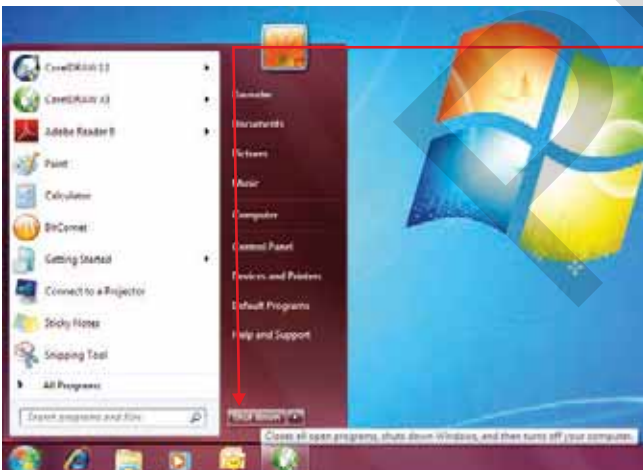
Step 3.

Switch-off the **monitor's power button** to turn off the monitor.

Step 4.

Switch-off the **UPS button**.
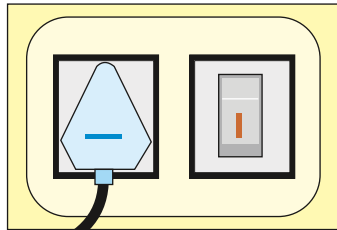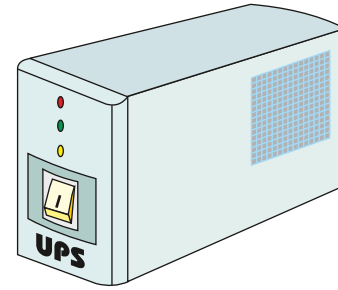
Step 5.

Switch-off the **main power** from the electric board.

These are the steps that you should always follow to switch On/Off a computer. Now get up and let us go to the computer room to try this.

⚠ **Never switch off the computer directly.**

<u>**SELF EVALUATION**</u>

After reading the chapter, I know these points:

	Agree	Disagree
⊙ I know that to turn on/off a computer, we should follow a step-by-step procedure.	☐	☐
⊙ I know that we should turn off a computer properly after finishing the work.	☐	☐
⊙ I fully know that a computer should not be turned off directly.	☐	☐

EXERCISES

A. Tick [✓] the correct answer.

1. Computer is a .... made machine.

   a. Man ☐   b. God ☐   c. Animal ☐

2. .... desktop appears after typing the password.

   a. Turn off ☐   b. Welcome ☐   c. Windows ☐

3. Computer should be turned .... after completing any work.

   a. On ☐   b. Off ☐   c. On/Off ☐

B. Match the pictures of Column A with the steps for turning ON the computer in Column B. One has been done for you.

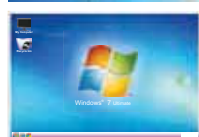| Column A	Column B
Step 1	a. Switch on CPU
Step 2	b. Welcome Screen
Step 3	c. Switch on monitor
Step 4	d. Turn on UPS
Step 5	e. Desktop screen
Step 6	f. Turn on the power switch from the board

C. Complete the steps to turn off the computer.

1. Click on | S | | A | | T | button.

2. Click on | S | | U | | D | | | N | button.

3. Switch-off the | M | | N | | T | | | power button.

4. Switch-off the | U | | S | button.

5. Switch-off the | M | | | N | | P | | W | | R | from electric board.

D. Write 'T' for True or 'F' for False statements.

1. UPS stands for Uninterrupted Power Supply. | |

2. Computers can work without electricity. | |

3. We can switch off the computer directly. | |

E. Application Based Question.

Aastha tried to switch on a computer. After turning on the main power, UPS, CPU and monitor she was not able to do any work on it. Help her to open the desktop and start working.

_____

_____

_____

LAB ACTIVITY

In the computer lab, give a demo of turning ON and turning OFF the computer, following a step-by-step procedure.

THE KEYBOARD

Topics Covered

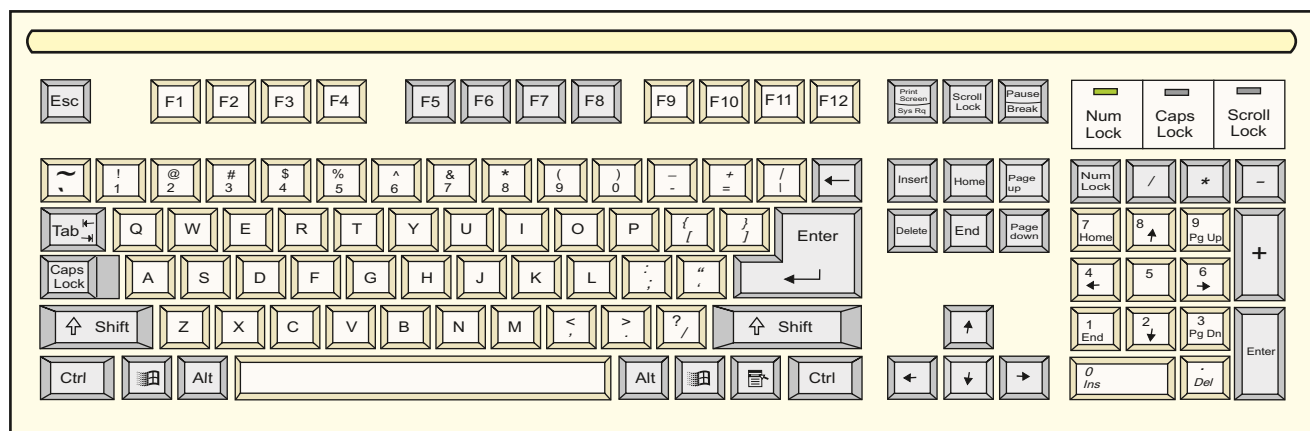•Keyboard •Alphabet Keys •Number Keys •Special Keys

Hey Kids! After turning ON the computer, you would like to work on it. So, to work on a computer, you must know about the Keyboard.

KEYBOARD

You use pencil to write in your notebooks. In the same way, a **keyboard** is used to write on a computer screen.

Writing on a computer using the keyboard is called **typing**.

A Keyboard

- **Keyboard** is one of the main parts of a computer which is used to type on it.

- It has many buttons, which are called **keys**.

- There are **101** to **105** keys on a keyboard.

- The keys on the keyboard are mainly divided into four parts:

1. **Alphabet keys** — (a to z or A to Z)

2. **Number keys** — (1, 2, ..., 9, 0)

3. **Special keys** — (Enter keys, Spacebar, Caps lock, etc.)

4. **Function keys** — (F1 to F12)
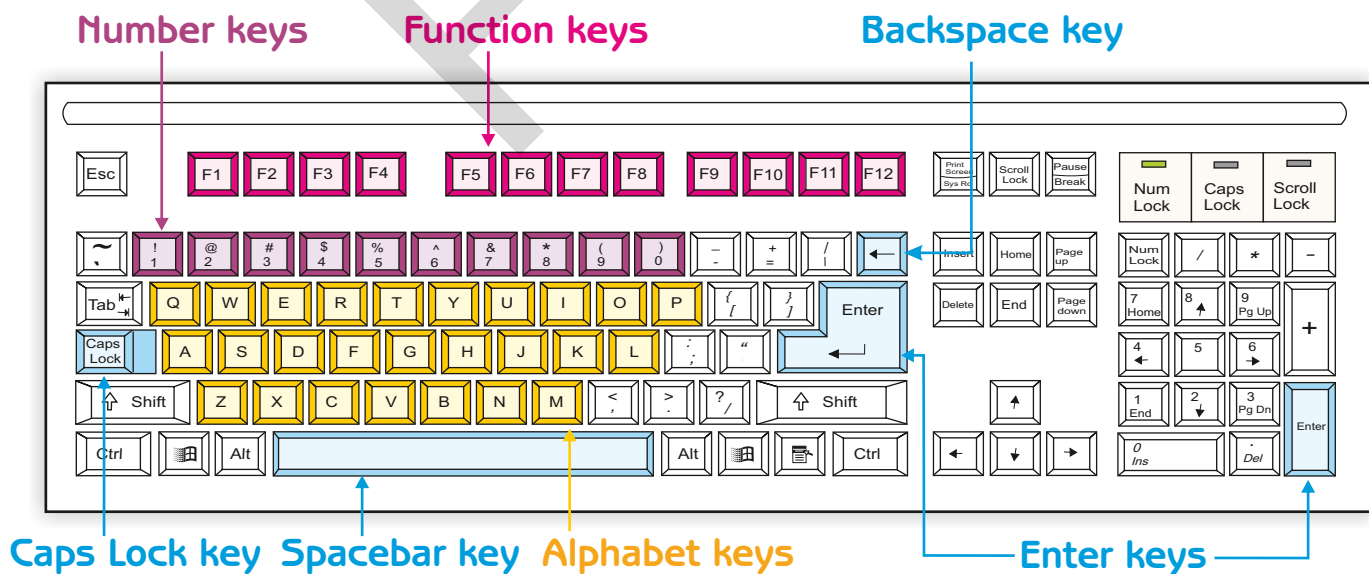
Keys on a Keyboard

Now, you will learn about these keys in detail.

ALPHABET KEYS

There are 26 **Alphabet keys** marked on a keyboard, with the letters **A** to **Z**. These keys help to type words and sentences.

The keyboard doesn't have keys in an alphabetical order.

Q	W	E	R	T	Y	U	I	O	P
	A	S	D	F	G	H	J	K	L
		Z	X	C	V	B	N	M	
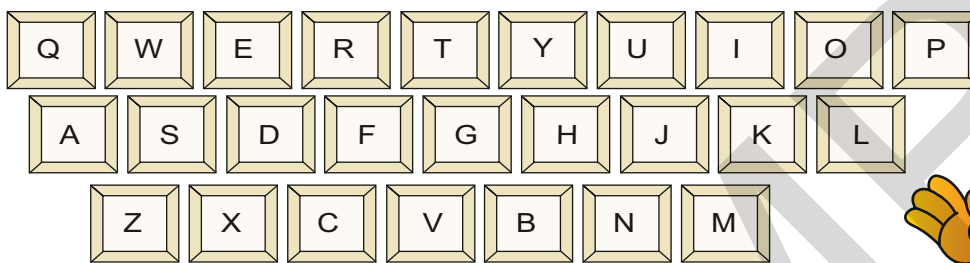
Alphabet keys

NUMBER KEYS

There are 10 **Number keys** on a keyboard marked with the numbers **1**, **2**, ..., **9** and **0**.

! 1	@ 2	# 3	$ 4	% 5	^ 6	& 7	* 8	(9	) 0

Number keys

These keys are used to type numbers, count tables, do sums, etc.

SPECIAL KEYS

Enter Key

Enter key is used to move the **cursor** to the next line while typing.
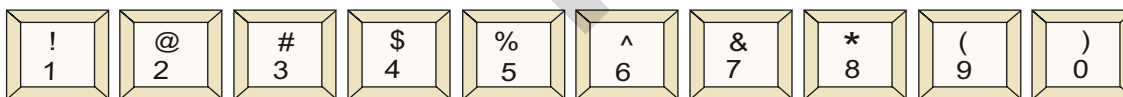
Enter key is also called **Return Key**.

There are **two** Enter keys on the keyboard.
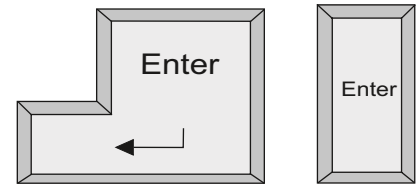
Enter keys

What is a cursor ?

A **Cursor** is a small blinking line | on the screen.

Spacebar Key

Spacebar is the **longest key** on the keyboard. It is used to give a blank space to the right of a word.

Spacebar

Type a sentence 'I love my country.'

Without using a Spacebar it will look 'Ilovemycountry.' Now type the sentence using the **Spacebar** key.

I■love■my■country.

space

First type **I**, then press the **Spacebar**, type **love**, again press the **Spacebar**, then type **my** and again press the **Spacebar**, then type **country**. In this way, you shall be able to type a complete sentence with proper space.
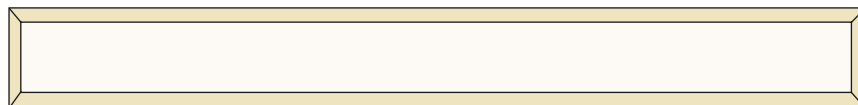
Caps Lock Key

Caps Lock

Caps Lock is an On/Off key. If the Caps Lock key is **ON**, capital letters are typed. If the Caps Lock key is **OFF**, small letters are typed.

Caps Lock
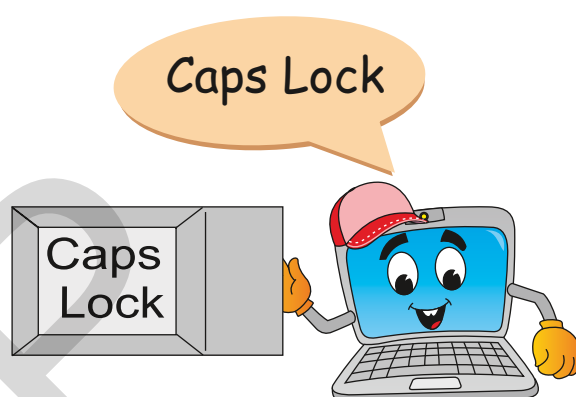
Backspace Key

Backspace key

Backspace key is used to erase the letter to the left of the cursor.

This is the last key, in the row of Number keys, marked with **backward arrow**.
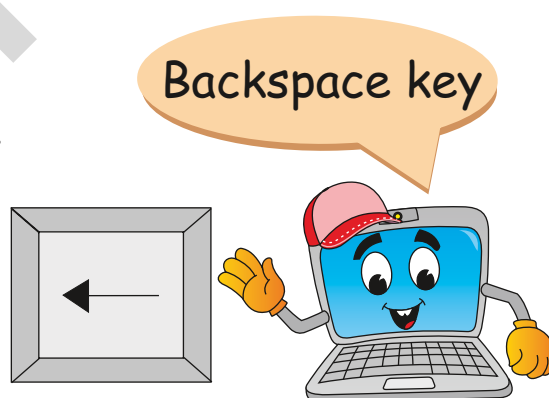
There are some more special keys on the keyboard like **Shift**, **Alt**, **Tab**, etc., about which I will tell you in the next class.

FUNCTION KEYS

There are 12 **Function keys** marked with **F1** to **F12**. These keys perform different functions.

Function keys are on the topmost row of the keyboard.
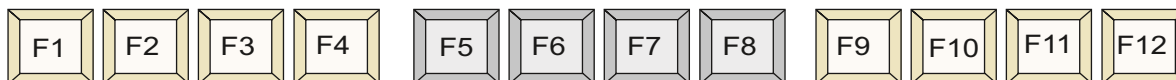
| F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 |

Function Keys

SELF EVALUATION
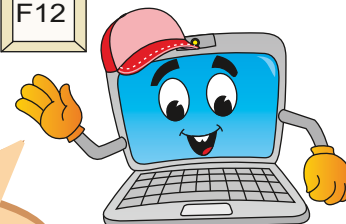
After reading the chapter, I know these points:

	Agree	Disagree
I know that a keyboard is used to type into the computer.	☐	☐
I know that buttons on a keyboard are called keys.	☐	☐
I know that there are 101 to 105 keys on a keyboard.	☐	☐
I have learned that 26 Alphabet keys are used to type letters, words and sentences.	☐	☐
I know that 10 Number keys are marked as 1 - 9 and 0, on the keyboard.	☐	☐
I know that Enter key is used to move the cursor to the next line.	☐	☐
I have learned that Spacebar key is used to give space between two characters/words.	☐	☐
I know that there are 12 Function keys marked F1 to F12.	☐	☐

EXERCISES

A.   Tick [✓] the correct answer.

1.   A .... is used to type into a computer.

   a. Mouse ☐   b. Printer ☐   c. Keyboard ☐

2.   Alphabet keys are used to type ....

   a. Words ☐   b. Numbers ☐   c. Lines ☐

3.   .... is the longest key on the keyboard.

   a. Enter ☐   b. Spacebar ☐   c. Shift ☐

B.   Guess which key am I?

1.   I can type your name.

A		P		A		T

2.   If I am ON, I type capital letters.

C		P				C	

3.   I insert a blank space between the words.

S		A		E		R

4.   I can move the cursor to the next line.

E		T		R

5.   I can erase the letters.

B		C		S		C	
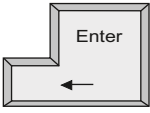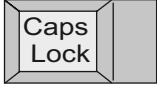
C. Match the Column A with Column B below. One has been done for you.

	Column A	Column B
1.	CURSOR	Enter
2.	ENTER	
3.	CAPS LOCK	I
4.	SPACEBAR	Caps Lock

D. Application Based Question.

The computer teacher asked Raghu to identify and name the longest key on a keyboard. He could easily identify it but was unable to tell its name. Tell him the name of this key.

_____

_____

_____

LAB ACTIVITY

In the computer lab, find and write the number of these keys present on the keyboard, in the given box.

1. Enter keys

2. Alphabet keys

3. Function keys

4. Number keys

THE MOUSE

Topics Covered

•Mouse •Features of a Mouse •Holding a Mouse •Using a Mouse •Functions of Mouse •Mouse Pointer

> Dear Kids! Now, you are familiar with the keyboard. Let us know about the Mouse, which is another important part of a computer.

MOUSE

A **mouse** is a **pointing device**, which is used to move, point or select items on a computer screen.

A mouse is also used to **draw** and **paint**.

Mouse

FEATURES OF A MOUSE

A mouse commonly has **two** buttons and a **small wheel** on it.

It has a long **wire** attached to it.

Wheel

Right Button

Wire
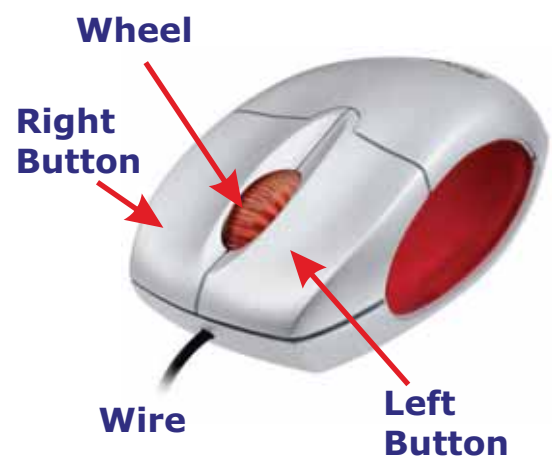
Left Button

HOLDING A MOUSE

- Keep your **palm** on the mouse.

- Keep your **index finger** on the **left** button.

- Keep your **middle finger** on the **right** button.

- Always place the mouse on the **mouse pad**, to move it smoothly.

- To move the **wheel** of the mouse, use your **index finger**.

USING A MOUSE

You can use a mouse by clicking it. Pressing the mouse button is called **clicking**.

By clicking, you can draw and select the objects.

FUNCTIONS OF MOUSE

You can click a mouse button in different ways to perform different functions.

Single-Click

Pressing the **left** mouse button once is called **single-click**.
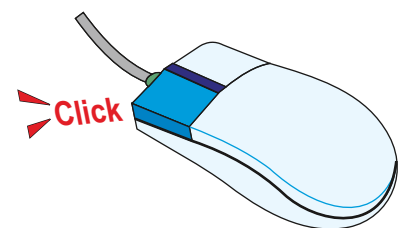
Double-Click

Pressing the **left** mouse button two times (twice) quickly is called **double-click**.
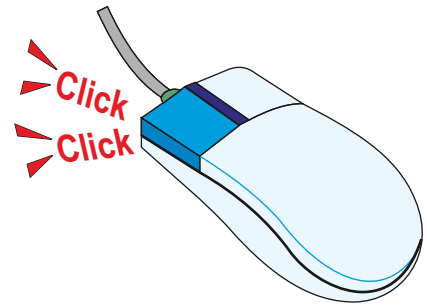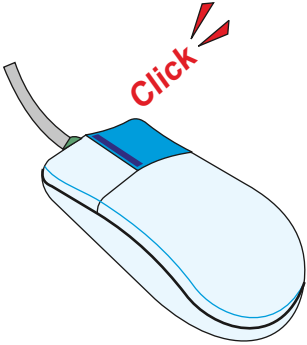
Click
Click

Click

Right-Click

Pressing the **right** mouse button once is called **right-click**.

Dragging a Mouse
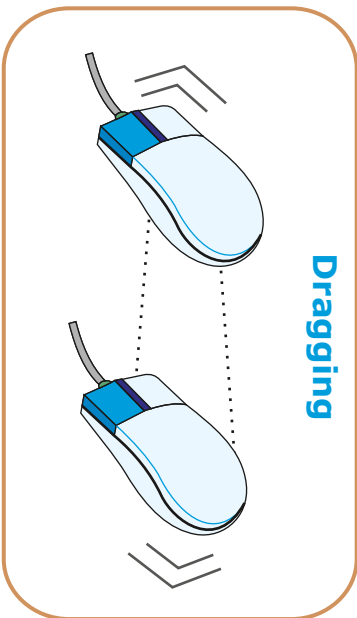
Dragging

Clicking and holding the left button while moving the mouse is called **dragging**.

You can drag the mouse to move the object from one place to another, on a computer screen.

You can also drag the mouse to draw shapes and pictures.

MOUSE POINTER

Whenever you move the mouse, a small arrow also moves on the screen of the computer. This small arrow is known as **mouse pointer**.
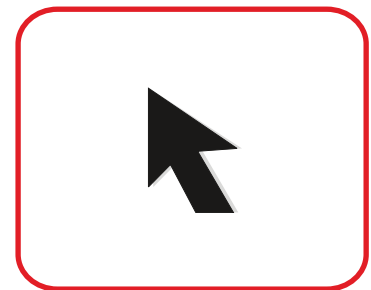
Mouse Pointer

SELF EVALUATION

After reading the chapter, I know these points:

	Agree	Disagree
I know that a mouse is a pointing device.	☐	☐
I know that a mouse has two buttons and a wheel.	☐	☐
I know that pressing the button of a mouse is called clicking.	☐	☐
I know that a small arrow on monitor that moves when a mouse is moved is called mouse pointer.	☐	☐

EXERCISES

A. Tick [✓] the correct answer.
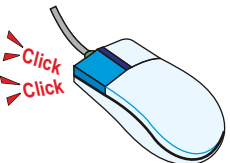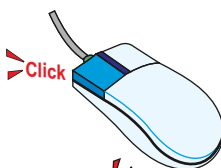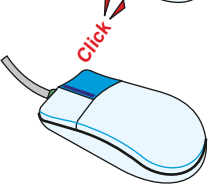
1. A mouse is a .... device.

    a. Holding ☐   b. Pointing ☐   c. Typing ☐

2. A .... is used for drawing and painting on computer.

    a. Mouse ☐   b. Keyboard ☐   c. CPU ☐

3. The small arrow that moves on the screen is called ....

    a. Shape ☐   b. Picture ☐   c. Pointer ☐

B. Write in boxes 'T' for True and 'F' for False statements.

1. You can draw pictures using a mouse. ☐

2. Pressing the left mouse button is called single-click. ☐

3. Pressing and releasing the right mouse button is called double-click. ☐

4. We keep index finger on the left button. ☐

C. Match Column A with Column B correctly.

Column A

1.

2.

3.

4.

Column B

a. Right-Click

b. Single-Click

c. Double-Click

d. Mouse Pointer

D. Unscramble the following words, taking the help of the below-mentioned clues.

1. | N | G | T | P | I | N | O | I | | E | V | D | I | E | C |

Clue: A Mouse.

| P | | I | N | | N | | | D | | | I | C | |

2. | E | D | I | X | N | | G | I | E | N | F | R |

Clue: A finger kept on left mouse button.

| I | | D | | X | | F | | N | | E | |

3. | E | S | O | U | M | | I | R | P | T | N | O | E |

Clue: A small arrow on the screen.

| M | U | | E | | P | | | N | T | | |

4. | A | N | D | G | R | I | G | G |

Clue: Pressing, holding and moving a mouse.

| D | | A | G | | I | | G |

E. Application Based Question.

The teacher asked Kriti which finger is used to operate the right button and which finger is used to operate the left button of the mouse. As she seems confused, help her in it.

LAB ACTIVITY

In the computer lab show the students the usage of a mouse.

FUN ACTIVITY

Draw and colour the real mouse and the computer mouse.
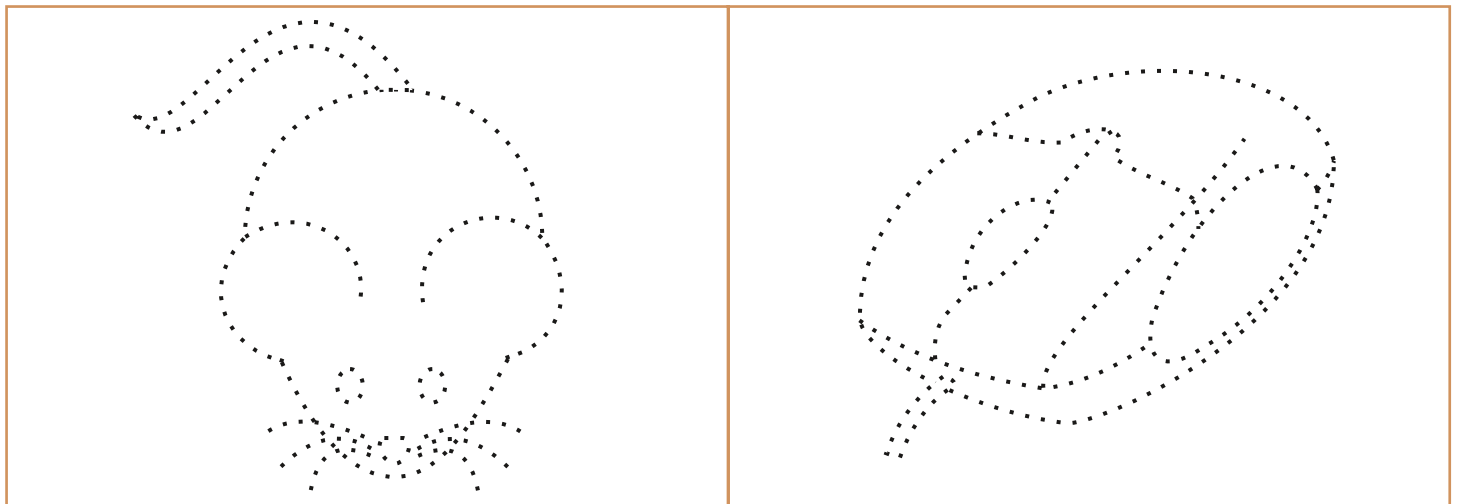
STARTING WITH PAINT

8

• Starting MS-Paint Program • Tool Box • Color Box • Tools in the Tool Box
• Pencil Tool • Eraser Tool • Brush Tool • Line Tool • Rectangle Tool • Oval Tool
• Fill with Color

Hi Kids! I know, all of you like drawing and colouring. Now, I will tell you how to draw and colour on a computer. Let us start.

MS-PAINT

Children, you need a pencil, an eraser, a scale, colours, etc. to draw and colour on a sheet of paper.

Similarly, you need all these things to draw on a computer also. All these things are present in a program called **MS-Paint**.
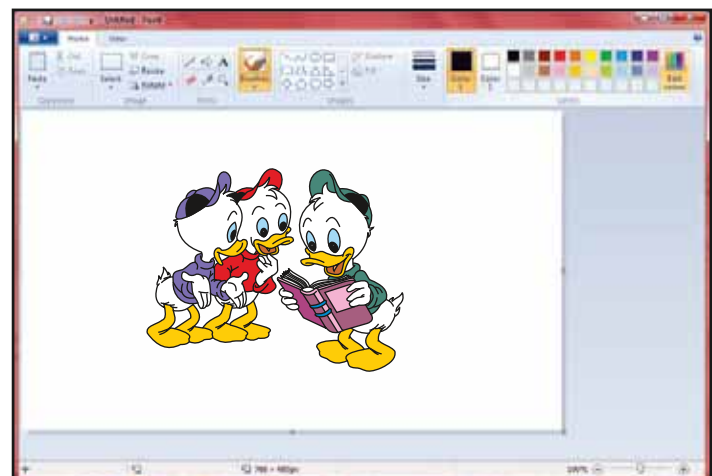
STARTING PAINT PROGRAM

To start Paint, first you have to turn ON your computer and then follow the steps as given below.
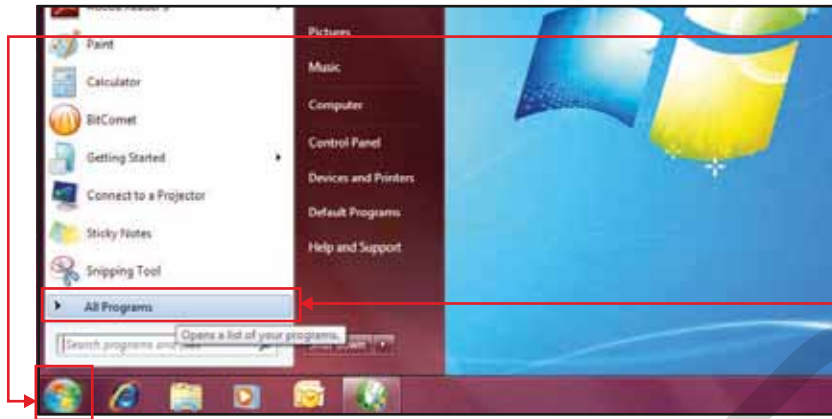
1. Click on the **Start** button.

2. Click on **All Programs.**
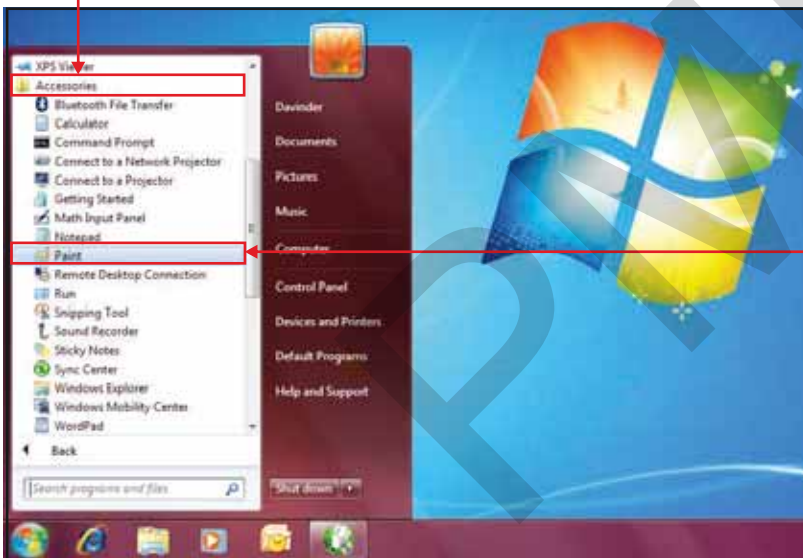
3. Click on **Accessories.**

4. Now click on **Paint.**

Note: To **click** means to press the left button once.

Tool Box

Color Box

Drawing Area
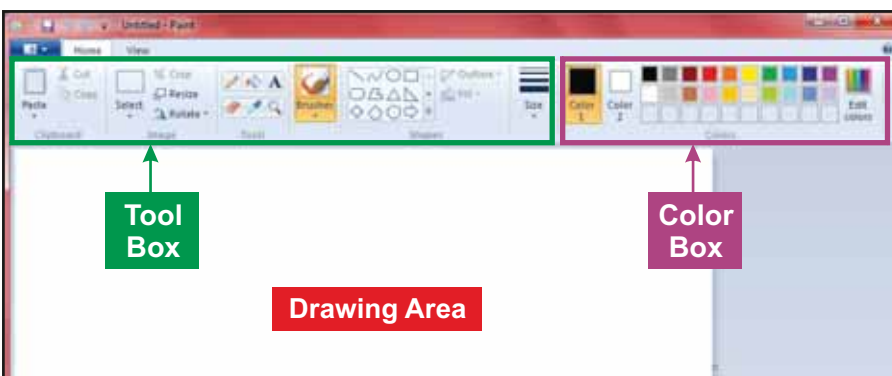
The **Paint program** will appear in front of you. You can now work on it.

TOOL BOX

Tool Box is on the top of the Paint program.

It contains all the tools that are required to make a drawing. It is just like your pencil box.

Fill with Color
Selection   Pencil   Text   Brushes   Different Shapes   Shape Outline   Shape Fill   Size

Eraser   Magnifier
Color Picker
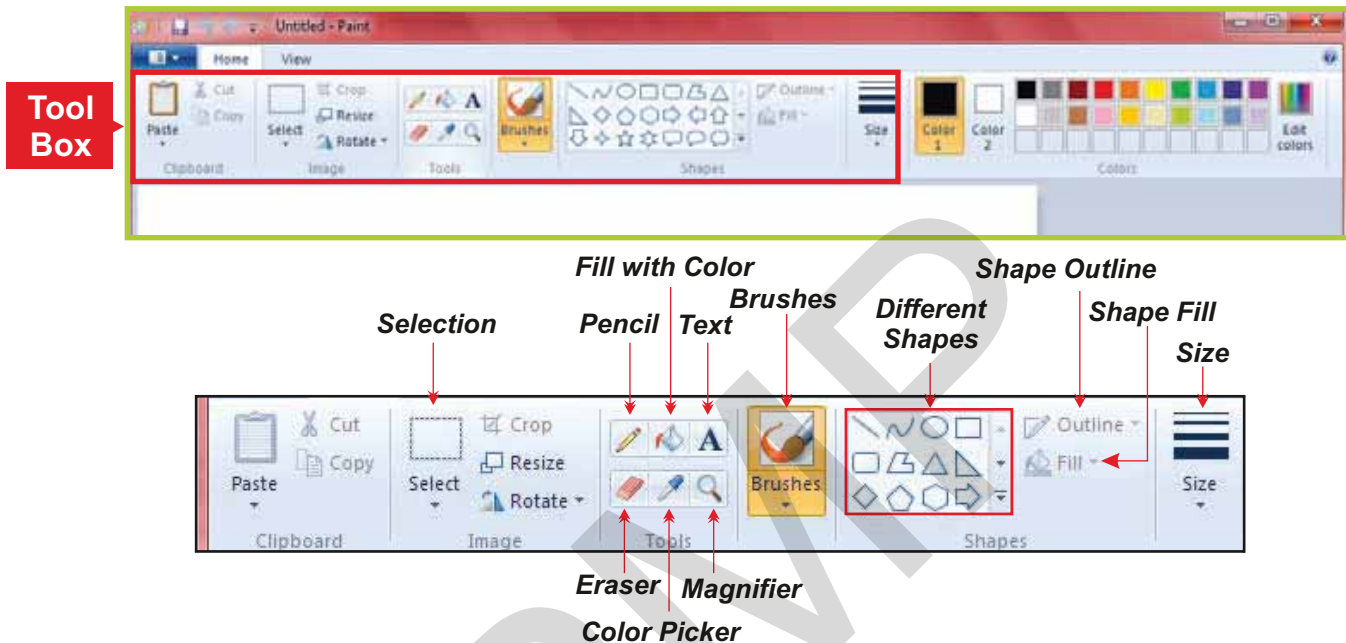
COLOR BOX

A Color Box is also on the top of the Paint Program. It is used to select the color you want to fill in your drawing.

Foreground Color
Background Color   Edit Colors

Color Palette
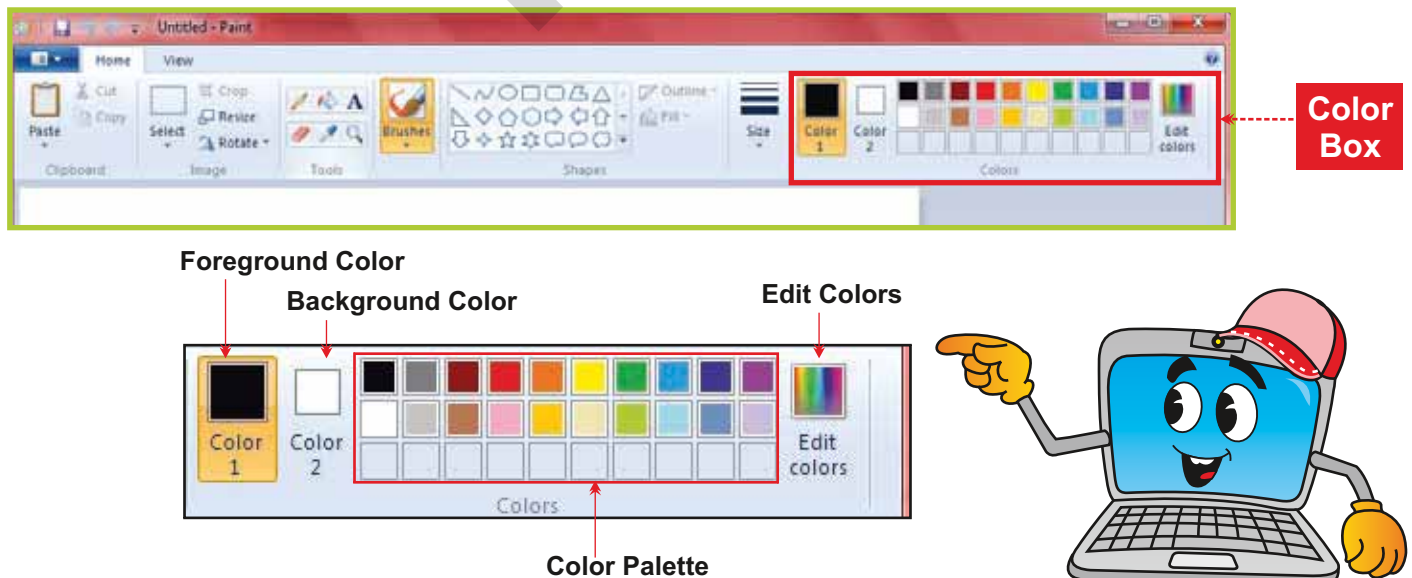
TOOLS IN THE TOOLBOX

PENCIL TOOL

It is used as you use your real pencil, for your drawing.

You can draw straight, wavy or curved line with pencil tool.
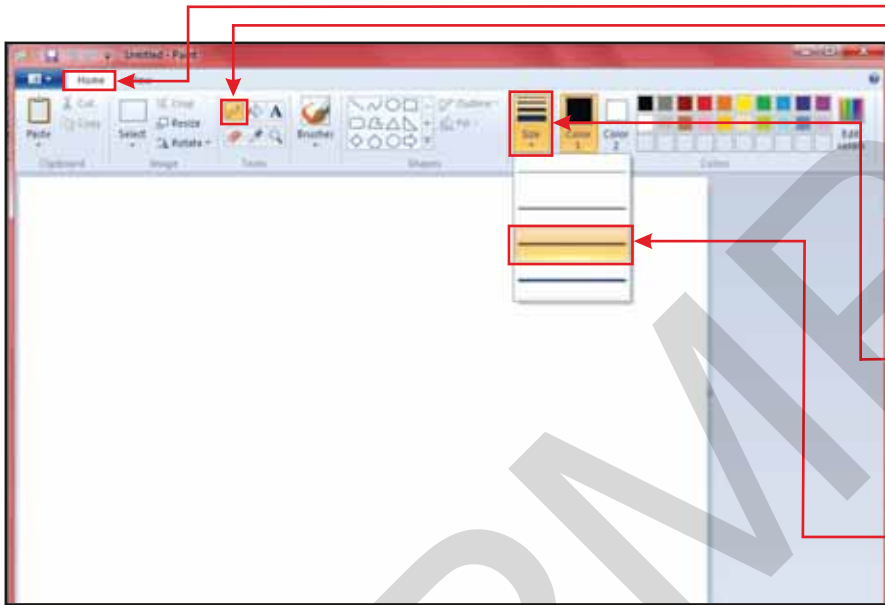
1. Click on **Home**.

2. Click on **Pencil**.

3. Click in the **Size** box.

4. Select the **width** of line.
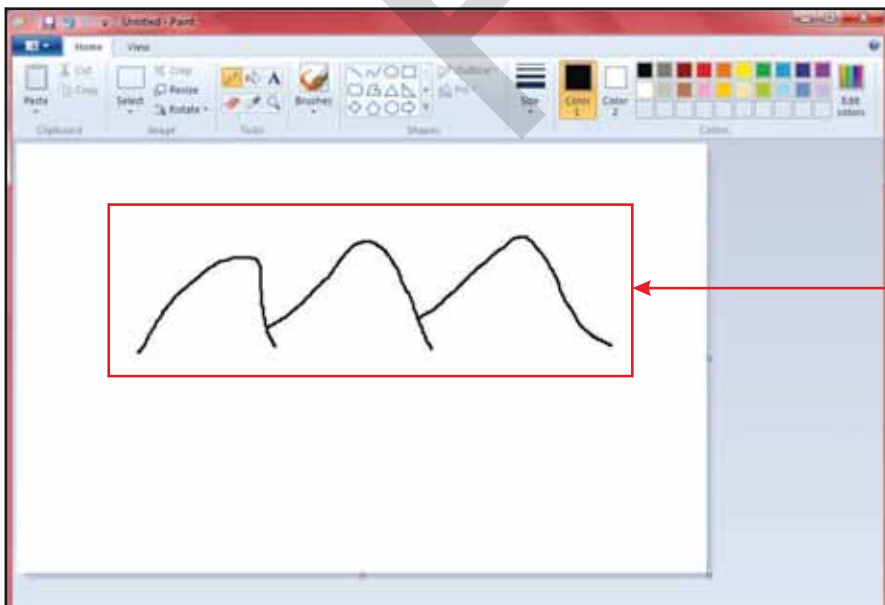
5. Now on the drawing area, drag the mouse and start making drawing.

ERASER TOOL

This tool is just like a real eraser, which is used to erase your drawings.
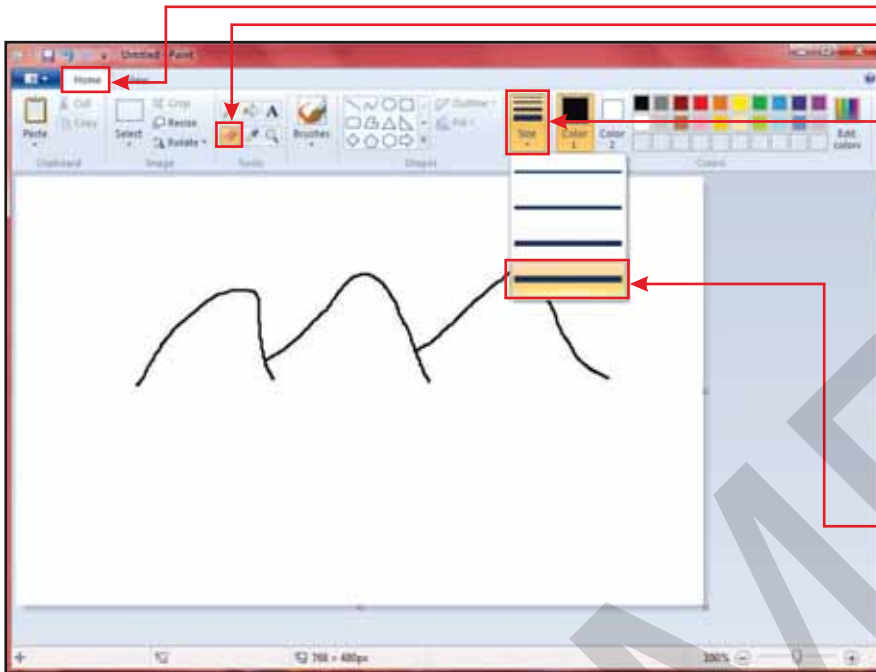
1. Click on **Home**.

2. Click on **Eraser** tool.

3. Click on the **Size** box.

4. Select the width of the eraser.
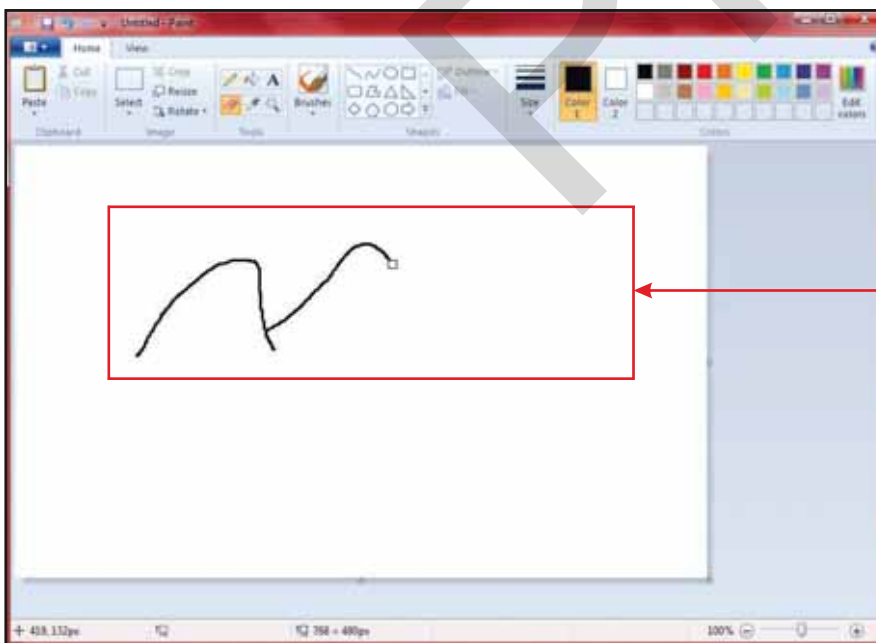
5. Drag it on your drawing, in the drawing area.

BRUSH TOOL

This tool is used as you use your real drawing brush.
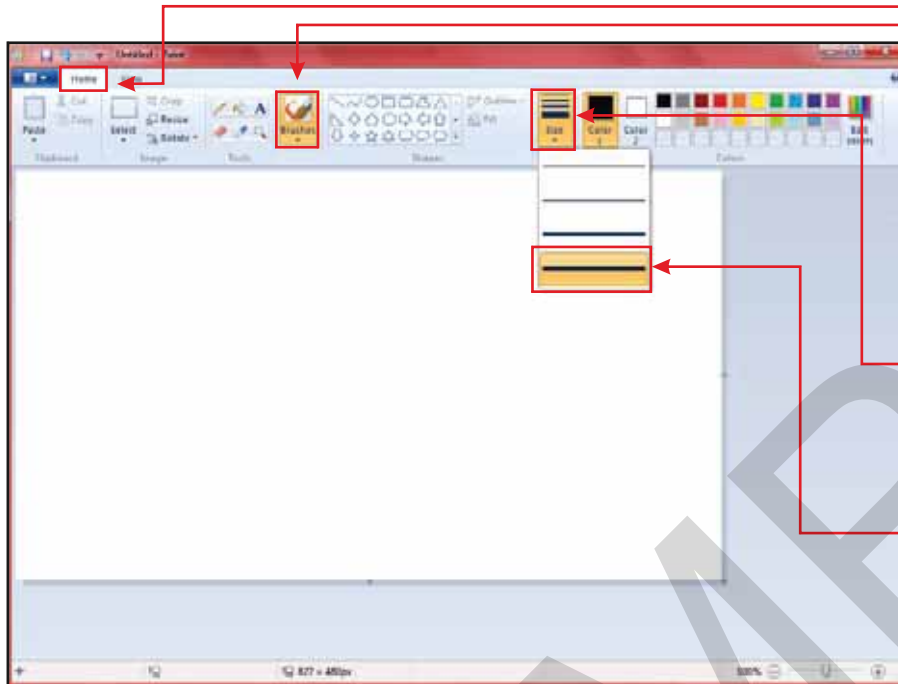
1. Click on **Home**.

2. Click on **Brushes**.

3. Click in the **Size** box.

4. Select the width of the brush.
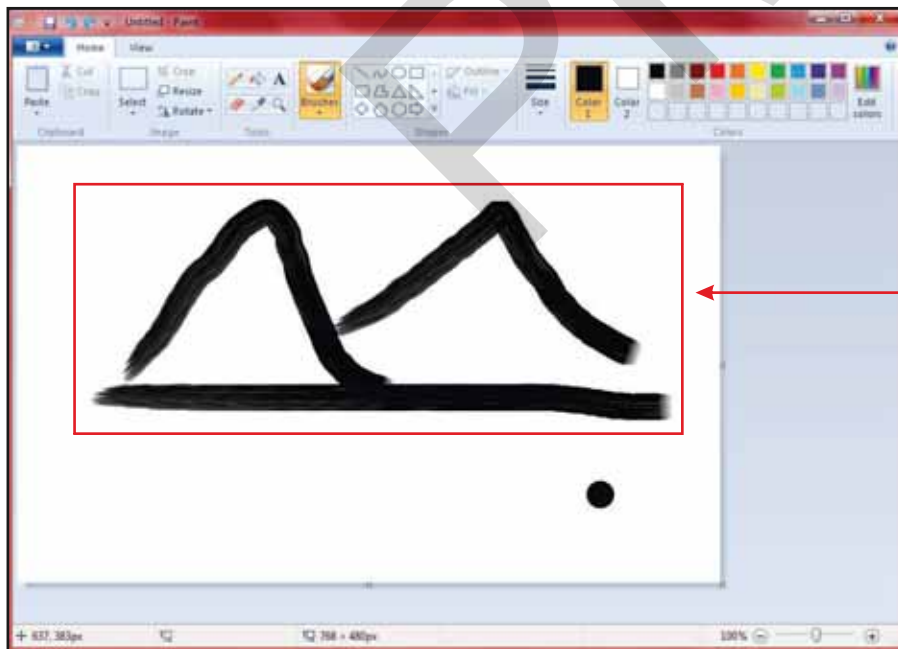
5. Now on the drawing area, drag the mouse and start making drawing.

LINE TOOL

Using Line tool, you can draw straight and slanting lines of varying thicknesses.
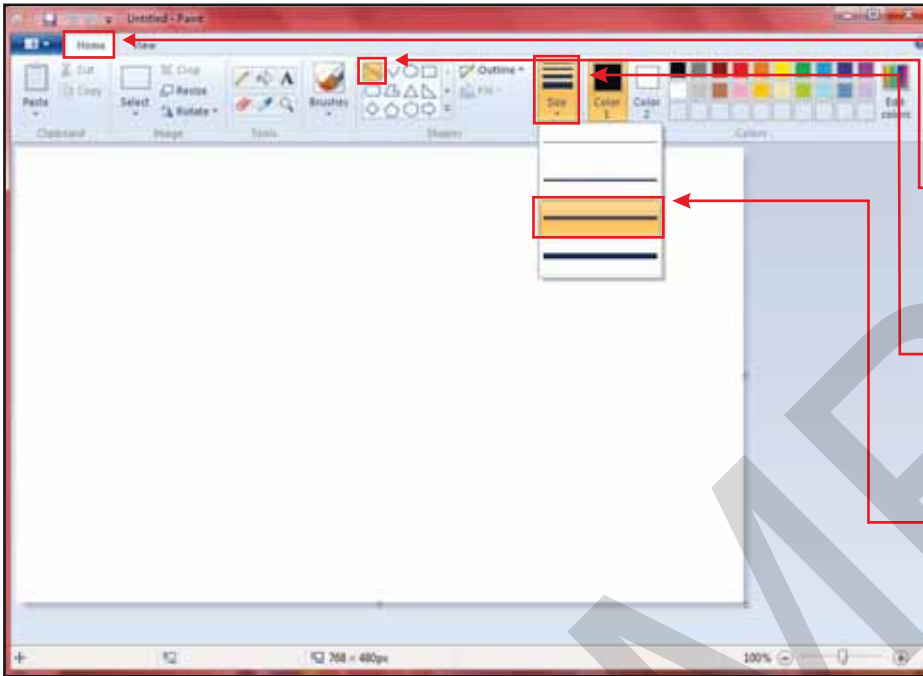
1. Click on **Home**.

2. Click on **Line** tool.

3. Click in the **Size** box.

4. Select the width of line.
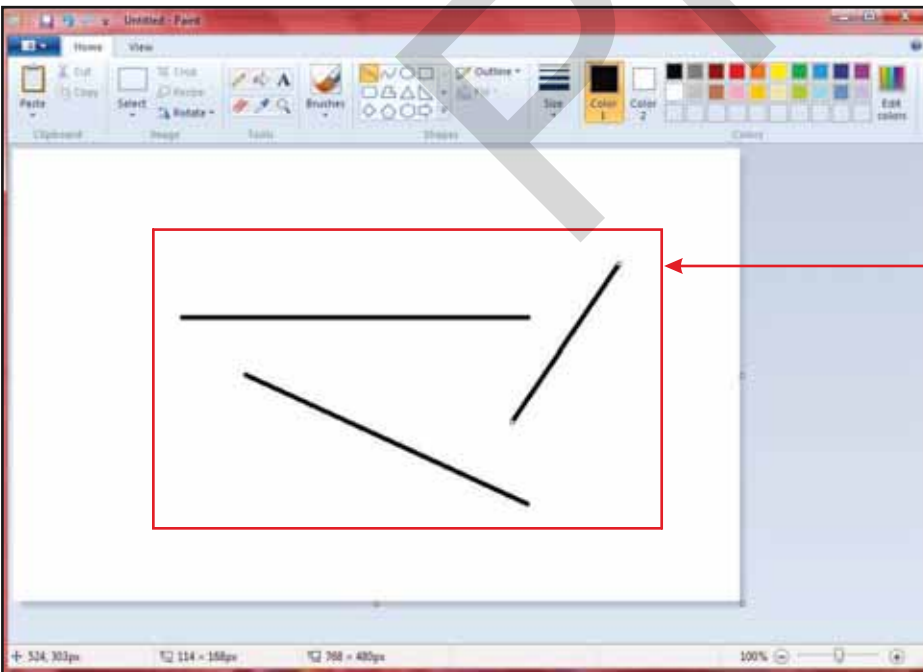
5. Drag the mouse to make line in any direction.

RECTANGLE TOOL

You can draw rectangle and square with this tool.
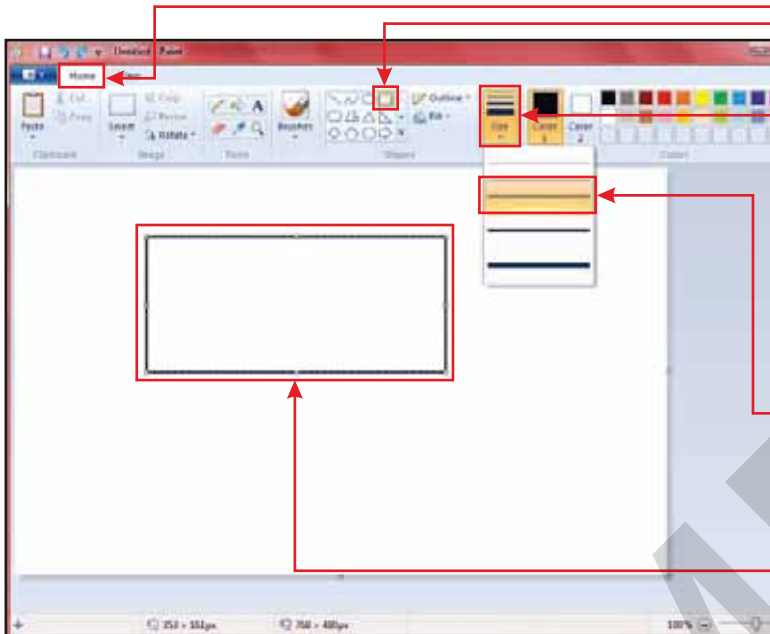
1. Click on **Home** tab.

2. Click on **Rectangle**.

3. Click in the **Size** box.

4. Select the width of line.

5. Drag the mouse to make rectangle.

OVAL TOOL

This tool is used to draw circle and oval shape.
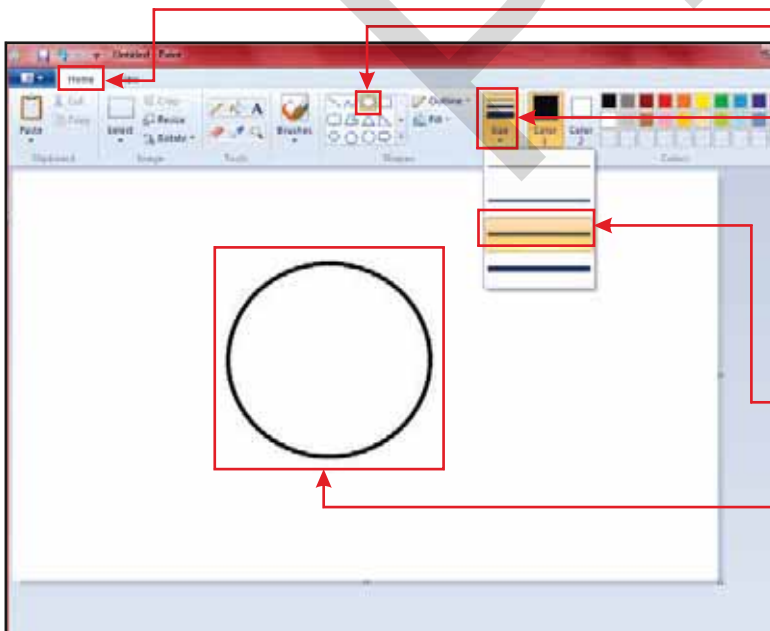
1. Click on **Home** tab.

2. Click on **Oval**.

3. Click in the **Size** box.

4. Select the width.

5. Drag the mouse to make oval or circle.

FILL WITH COLOR

You can fill color in your drawing with **Fill With Color** tool.
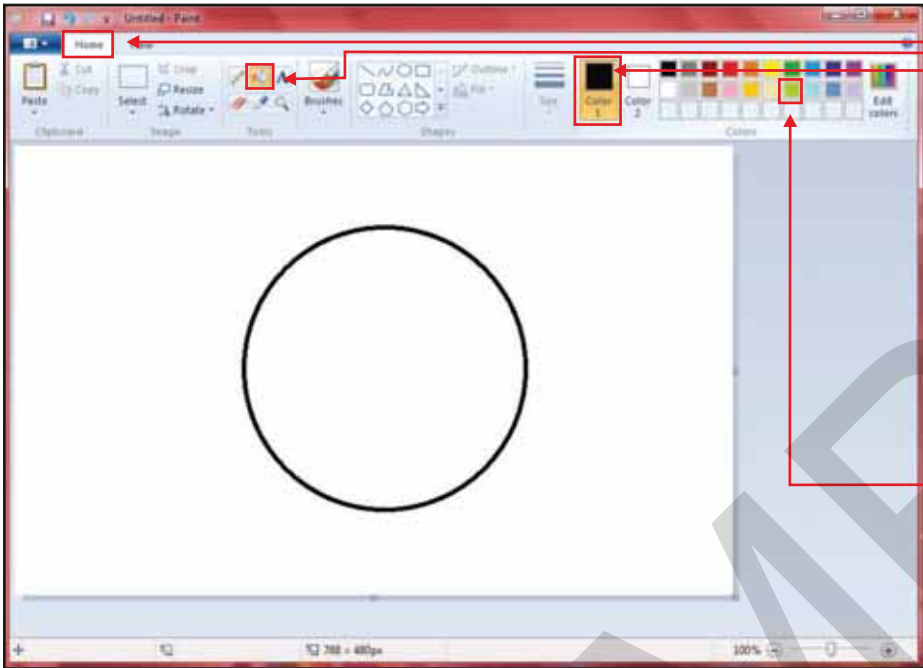
1. Click on **Home**.

2. Click on **Fill With Color**.

3. Click on **Color 1 box**.

4. Click on any **color** from color palette.
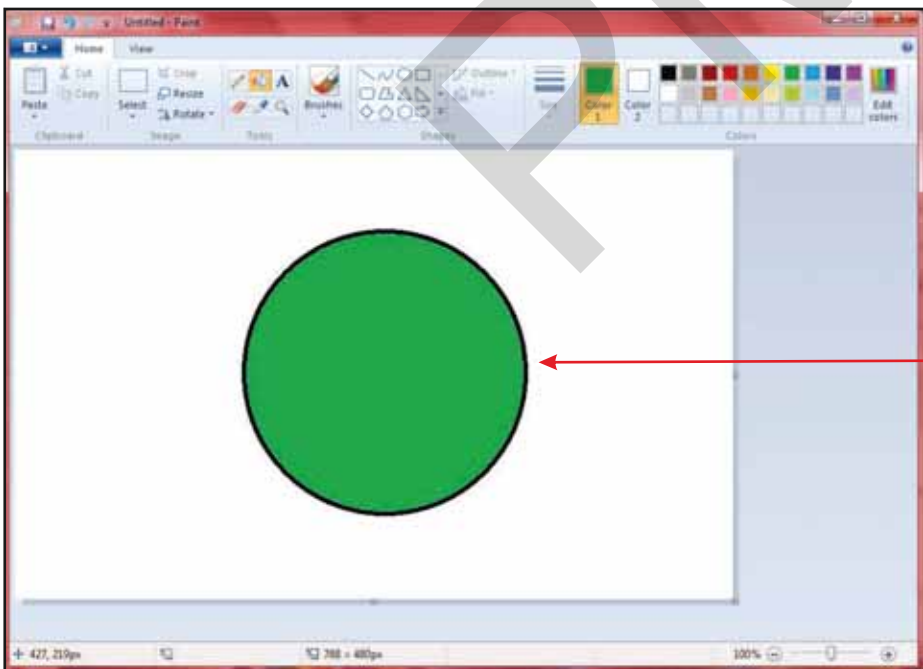
5. Click on the area where you want to color.

SELF EVALUATION

After reading the chapter, I know these points:

Agree   Disagree

- I know that MS-Paint is a program to make colourful drawings. ☐ ☐
- I know that Tool box contains all the tools we need to make a drawing. ☐ ☐
- I know that Pencil tool is used to draw straight lines. ☐ ☐
- I know that Circle tool is used to draw circles and ovals. ☐ ☐
- I know that Eraser tool is used to erase any drawing. ☐ ☐
- I know that a color box is used to select the color we want to fill in our drawing. ☐ ☐

EXERCISES

A. Tick [✓] the correct answer.

1. ……………… program is used to draw & colour objects.

   a. MS-Paint ☐   b. Notepad ☐   c. Calculator ☐

2. ………………………. tool is used to draw straight lines.

   a. Line ☐   b. Circle ☐   c. Brush ☐

3. ……………………. contains all the tools for drawing.

   a. Canvas ☐   b. Color Box ☐   c. ToolBox ☐

B. Match the following.

Column A

 1

 2
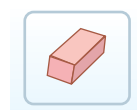
 3

Column B

a. used to erase the drawing.

b. used to draw straight or wavy lines.

c. used to fill colour in the objects.

C. Fill in the blanks.

1. .... is present on the top of Paint screen.

T			L			X

2. .... program is used to make drawings.

M		P			T

3. .... is used to make straight and slanting line.

L			

			L

4. .... is used to draw wavy lines.

P					

			L

5. .... is used to make circles and ovals.

O			

			L

D. Application Based Question.

Every time Rakhi draws something wrong in MS-Paint, she is not able to delete it. Do you think she has forgotten a very important tool, taught in the class? Help her to correct her drawing.

_____

_____

_____

LAB ACTIVITY

Take the students to the computer lab and show the tool box and tell them how each tool works.

FUN ACTIVITY
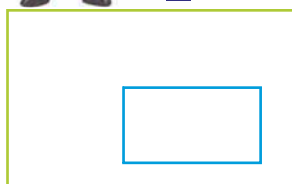
1. Click the **Rectangle** tool and drag in the drawing area to draw rectangle shape.
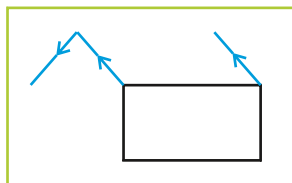
2. Now click on **Line** tool and draw three tilted lines like those shown on your left hand side.
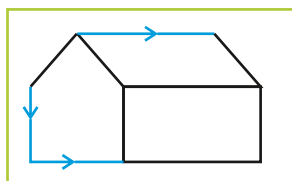
3. Using the same tool draw three straight lines.
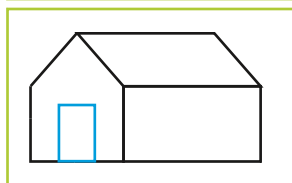
4. Take the **Rectangle** tool to draw the door area.
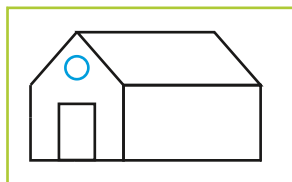
5. Now draw a small circle above the door using **Oval** tool.

UNIT TEST - 1

Chapters 1 - 2

M.M. : 10

A. **Tick [✓] the correct answer.**   1 x 2 = 2

1.   A machine makes our work

     a.   Boring ☐   b.   Easy ☐   c.   Difficult ☐

2.   .... is the brain of a computer.

     a.   CPU ☐   b.   Keyboard ☐   c.   Mouse ☐

B. **Write 'T' for True and 'F' for False statements.**   1 x 3 = 3

1.   A keyboard has small buttons called keys.   ☐

2.   A computer works very slowly.   ☐

3.   Machines are man-made things.   ☐

C. **Fill in the blanks.**   1 x 2 = 2

1.   A computer can show you | M | | V | | E | | .

2.   A computer never makes | M | | S | | A | | E | | .

D. **Match the following.**   1 x 3 = 3

1.   Keyboard

2.   Monitor

3.   Mouse

UNIT TEST - 2

Chapters 3 - 4

M.M. : 10

A. **Tick [✓] the correct answer.**   1 x 3 = 3

1. At railway station, computers help in booking

    a. Fees ☐   b. Tickets ☐   c. Records ☐

2. Computers can solve .... for you.

    a. Sums ☐   b. Drawing ☐   c. Paint ☐

3. You can listen to songs from the

    a. Keyboard ☐   b. Mouse ☐   c. Speakers ☐

B. **Write 'T' for True and 'F' for False statements.**   1 x 3 = 3

1. A computer can show movies.   ☐

2. Computers can walk from one place to another.   ☐

3. Computers are used for teaching.   ☐

C. **Guess the areas where computers are used.**   1 x 2 = 2

1. Help doctors in diagnosing the diseases. | H | | S | P | | | L |

2. Help in typing letters. | O | | | I | | E |

D. **Fill in the blanks.**   1 x 2 = 2

1. You can listen to | M | | | I | C | on the computer.

2. You can play | G | | | E | S | on the computer.

UNIT TEST - 3

Chapters 5 - 6

M.M. : 10

A.   Tick [✓] the correct answer.   1 x 3 = 3

1.   Alphabet keys are used to type

a.   Words ☐   b.   Numbers ☐   c.   Symbols ☐

2.   ……………………………. is the longest key on the keyboard.

a.   Enter ☐   b.   Spacebar ☐   c.   Shift ☐

3.   ……………………… screen appears when we start the computer.

a.   Turn off ☐   b.   Password ☐   c.   Welcome ☐

B.   Which key am I?   1 x 2 = 2

1.   I can erase the letters. | B | | C | K | | P | | | E |

2.   If I am ON, I type capital letters. | C | | P | | | L | | | K |

C.   Match the following: 1 x 3 = 3

1.   Spacebar key

2.   Enter key

3.   Backspace key

D.   Fill in the blanks.   1 x 2 = 2

1.   There are …………………………… Number keys, on a keyboard.

2.   There are …………………………… Function keys, on a keyboard.

UNIT TEST - 4

Chapters 7 - 8

M.M. : 10

A. **Tick [✓] the correct answer.**   1 x 3 = 3

1. …………………… program is used to draw and color objects.

   a. MS-Paint ☐   b. Notepad ☐   c. Calculator ☐

2. …………………… contains all the tools for drawing in MS-Paint.

   a. Canvas ☐   b. Color Box ☐   c. Toolbox ☐

3. A mouse is a ………………………………. device.

   a. Holding ☐   b. Pointing ☐   c. Typing ☐

B. **Fill in the blanks.**   1 x 2 = 2

1. | T | | O | | B | | X | is present on the top of the MS-Paint.

2. | I | | D | | | finger is kept on left mouse button.

C. **Unscramble the following words using the clues.**   1 x 2 = 2

1. | O | S | M | U | E | | O | P | N | I | E | T | R |

   Clue: A small arrow on the screen.

   | M | | U | | E | | P | | I | N | | E | |

2. | R | A | G | D | G | G | N | I |

   Clue: Pressing, holding and moving mouse

   | D | | A | | G | | N | |

D. **Match the following.**   1 x 3 = 3

1. Double-click

2. Used to draw line

3. Used to delete a part of the object

MODEL TEST PAPER - 1

Chapters 1 - 4

M.M. : 20

A. Tick [✓] the correct answer. 1 x 3 = 3

1. A .... is used to see cartoons.

   a. Keyboard ☐   b. Monitor ☐   c. CPU ☐

2. A mouse has .... buttons.

   a. One ☐   b. Two ☐   c. Three ☐

3. In schools, computer helps teachers in

   a. Playing ☐   b. Teaching ☐   c. Operation ☐

B. Write 'T' for True and 'F' for False statements. 1 x 4 = 4

1. CPU looks like a TV. ☐

2. Flowers are natural things. ☐

3. Computers can play in the playground. ☐

4. A computer never gets tired. ☐

C. Fill in the blanks. 1 x 4 = 4

1. Computers work very | F | | S | | .

2. | M | | U | S | | helps you to draw, paint and play games.

3. You can type on the computer using | K | | Y | | | A | | D | .

4. A computer never makes | M | | S | | | K | | .

D. Guess the areas where the computers are used.   1 x 3 = 3

1. Helps in making bills.

S			P

2. Helps in reservation of tickets.

A		R			R	

3. Helps in keeping records in library.

S		H			L

E. Match the following.   1 x 3 = 3

1. CPU

2. Mouse

3. Monitor

F. Write any three uses of a computer.   3 x 1 = 3

....

....

....

MODEL TEST PAPER - 2

Chapters 5 - 8

M.M. : 20

A. Tick [✓] the correct answer. 1 x 5 = 5

1. ………………….. is used for drawing and painting on to a computer.
   a. Mouse ☐   b. Keyboard ☐   c. CPU ☐

2. The small arrow of the mouse is known as ……………………..
   a. Shape ☐   b. Picture ☐   c. Pointer ☐

3. ………….. contains all the tools for drawing in MS-Paint.
   a. Drawing Area ☐   b. Color Box ☐   c. Toolbox ☐

4. ……………… tool is used to draw circle.
   a. Open ☐   b. Oval ☐   c. Fill ☐

5. Alphabet keys are used to type ……………………………
   a. Words ☐   b. Numbers ☐   c. Lines ☐

B. Write 'T' for True and 'F' for False statements. 1 x 3 = 3

1. You can draw pictures using a mouse. ☐
2. We keep index finger on the left mouse button. ☐
3. Pressing the right mouse button once is called single-click. ☐

C. Unscramble the following words, using the clues. 1 x 3 = 3

1. | C | E | R | S | A | P | B | A |

   Clue: Longest key on the keyboard

   | S | | | C | E | | | R |

2. | N | G | T | P | I | N | O | I | | E | V | D | I | E | C |

   Clue: A Mouse.

   | P | | I | N | | | N | | | D | | | I | C | |

3.

O	C	R	L	O		O	B	X

Clue: Helps you to fill colours in drawing.

C		L		R			O	

D. Guess which key am I?   1 x 3 = 3

1.   I can type your name.

A		P		A		E	T

2.   I can type your telephone number.

N			B		R

3.   I insert a blank space between lines.

S		A		E		A	

E. Match the following.   1 x 4 = 4

Column A   Column B

1.   Rectangle

2.   Eraser

3.   Line

4.   Fill with color

F. Answer the following questions.   1 x 2 = 2

1.   What is the number of Enter keys present on the keyboard?

....

....

2.   What is number of Caps Lock keys present on the keyboard?

....

....