

ARMY EDITION





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COMPUTER AND ITS TYPES

Topics Covered

•What is a Computer? •Types of Computers: Supercomputer, Desktop Computer, Laptop Computer, Tablet PC, Smartphone

Hi friends! Welcome back again. Now, you are in a new class. Let us study more about computers. But before this, let us understand what a computer is.













WHAT IS A COMPUTER?

A computer is an electronic machine. It works very fast, ® without making any mistakes. It can do many things.

It helps us play games, watch movies, listen to songs and carry out many other tasks.



Laptop Computer



Desktop Computer











TYPES OF COMPUTERS

- Now-a-days, different types of computers are used by
- people. Some computers are big and some others are small
- 🝙 in size.
- Let us study the different types of computers.
- SUPERCOMPUTER
- Supercomputers are very big and powerful. They work very fast. They can store a huge amount of information.
 - Supercomputers are used in large companies and research centers.



Supercomputer

DESKTOP COMPUTER

Desktop computers are small in size and can be placed on a desk. These computers are used in homes, offices, schools

- and shops.
- Computers that you see in
- your school's computer lab
- are desktop computers.







Desktop computer

LAPTOP COMPUTER

Laptop is a small, lightweight computer that you can easily carry from one place to another.

It is designed in such a way that it fits conveniently on your lap.

It can work on batteries as well as main power supply.



Laptop computer

















TABLET PC

A Tablet PC, or a tablet computer, is a special type of computer which is very small in size.

Tablet is equipped with a digital camera, microphone and touchscreen.

You can work on a tablet by touching the screen with your finger.



Tablet PC













SMARTPHONE

A mobile phone that provides computer facility in addition to basic phone facilities is called a Smartphone.

It has a built-in digital camera that can be used to click images. It also has a touchscreen.



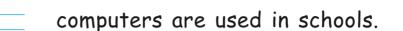
Smartphone

C		SELF EVALUATION	CHECKLIST
	After rec	ading the chapter, I know these points:	Agree Oisone Series
	• I knov	v that computer is an electronic machine.	
P	I knowpowert	v that supercomputers are very big and ful.	
0	I know school	v that desktop computers are used in homes, s, etc.	
(R)		v that laptop computers can be easily carried one place to another.	
R	∘ I knov	v that a tablet PC is a special type of small	
	compu	ter which has a touchscreen.	
	THE STATE OF THE S	EXERCISES	
	A. Tick	[] the correct answer.	
	1.	is a very big and powerful con	nputer.
		a. Desktop b. Laptop c. Superco	omputer
	2.	is a special type of computer w	hich is very
		small.	
		a. Supercomputer b. Desktop c. Tablet	PC
	3.	is designed in such a way	that it fits
		conveniently on your lap.	
		a. Desktop b. Laptop c. Tablet	PC
	4.	has a built-in digital camera for clic	king images.
		a. Smartphone b. Desktop c. None o	f these

Fill in the blanks with the help of words given below. B.

[Tablet PC, Laptop, Supercomputer, Desktop]





3. fits on your lap.

can be used by touching the 📵 4. screen with your finger.















Match the Column A (Devices) with Column B (Utilities)

Column A

2.

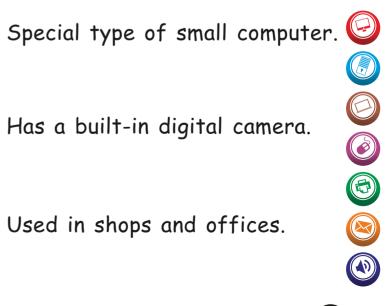






Column B

- Can be carried from one place to another easily.





© D.	Wri	te 'T' for True and 'F' for False statements.
<u></u>	1.	Supercomputers can easily be carried from one place to another.
	2.	Tablet computers are very small computers.
0	3.	A smartphone does not provide any computer facility.
	4.	Laptops are very big in size.
① ② E.	Uns	cramble the words to make meaningful words from the chapter.
R	1.	OEMRTUCP
	2.	CATLEBTP
	3.	OTPSDEK
€ F.	G n	wer the following questions
F.		swer the following questions.
	1.	What is a computer?

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2.	Name the differ	ent types of	computers.	<u> </u>	
	circle the correct low.	pictures fo	r the computer	type given	
1.	Laptop				
2.	Desktop				
3.	Tablet PC		Treamann as		

Application Based Question. Н.

Your elder brother is a travelling Salesman. He wants to buy a computer for his job. Which type of computer will you suggest him to buy?













Familiarize the students with desktop computers in lab. Also show them laptop computer (if possible).



G.

USES OF COMPUTER



Topics Covered

*Uses of Computer *In School *In Office *In Bank *At Home *At Railway Station and Airport •In Hospital •In Entertainment •In Designing •In Defence and Research

C



Hi children! You know that a computer can do many kinds of work. That is why, computers are used in different places for different purposes.



USES OF COMPUTER

Dear friends, I am sure you all must have heard fairy tales. In such stories, the fairy has a magic wand in her hand and she can do anything by using that wand.

















In the present world, a computer acts no less than a magic wand. You can do many things with this wonderful machine.

Let us study the uses of computer at different places.



COMPUTERS IN OFFICE

Computers are used in office for:







Typing and printing documents



Keeping a record of employees







Activity Tip

Ask your father to show you for what purposes he uses a computer in his office.

Sending and receiving e-mails

COMPUTERS IN BANK

Computers are used in bank for:

Withdrawing money from an ATM



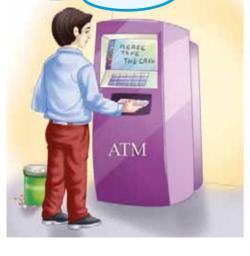














Keeping record of money

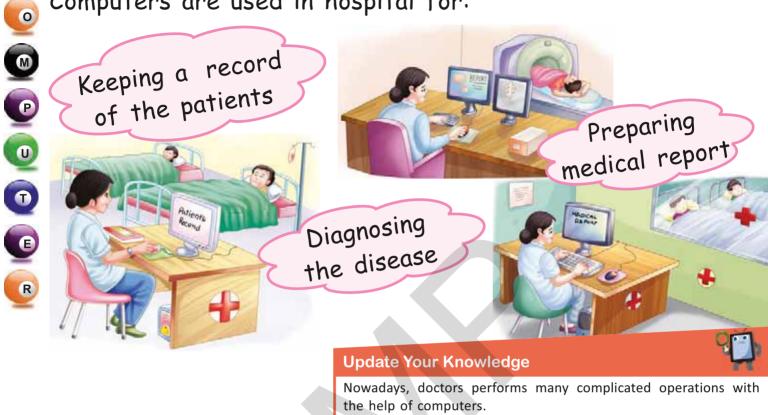
accounts of the customers





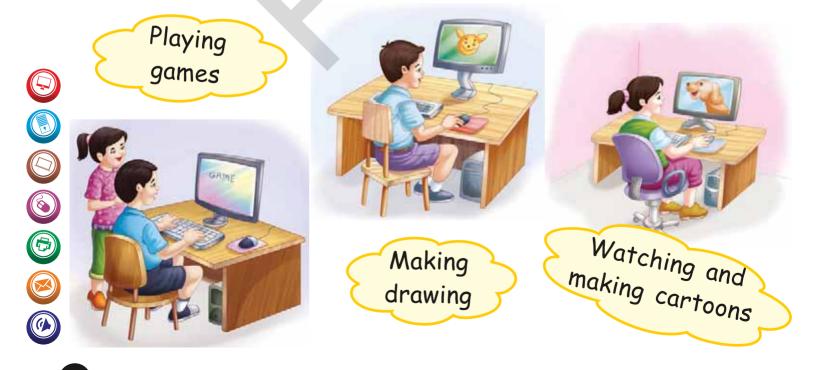


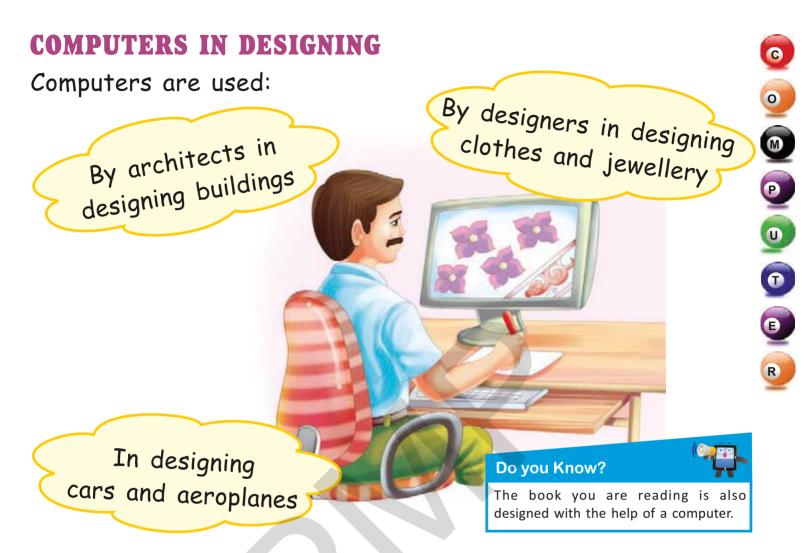
Computers are used in hospital for:



COMPUTERS IN ENTERTAINMENT

Computers are used in entertainment for:





COMPUTERS IN DEFENCE AND RESEARCH

Computers are used in the field of defence and research for:



Doing research work by scientists















Launching and controlling satellites

c	96	SELF EVALUATION	CHECKLIST
M	mitel le	ading the chapter, I know these points:	A Signature of the sign
O		w that computers are used at different places fferent purposes.	
0	∘ I know	that computers are used in schools for teaching.	
0		v that computers are used for typing and printing ents and to send or receive e-mail messages.	
(R)		w that bank account records are maintained the help of computers.	
_	• I have	e learned that computers help in designing books.	
	A. Tick	EXERCISES [/] the correct answer.	
	1.	Computers are used in for preparing re	sults.
	_,	a. Hospitals b. Banks c. Schools	
	2.	An is used to withdraw money.	
		a. ATM b. Mobile c. None o	f these
	3.	use computers in preparing medical rep	
	.	a. Teachers b. Doctors c. Engine	
	1		
	4.	use computers for making design of bui	
		a. Doctors b. Architects c. Scienti	
	5.	Computers are used by for research wa	ork.
		a. Scientists b. Shopkeepers c. Pilots	

16

В.	Fill	in the blanks by unscrambling the words.	C
	1.	In school, computer is used for preparing	_ · _
		E L S R T U	<u> </u>
	2.	Computer is used for booking ticket at	_ · 👩
		R R A P T I O	
	3.	You can withdraw money from	
		N A K B	_
	4.	Computer helps a doctor to diagnose	<u> </u>
		A S E D S I E	R
C.	Ans	swer the following.	
	1.	What is the use of a computer in school?	
	2.	Write the two uses of a computer at home?	
	3.	What is the use of computers in bank?	
	4		
	4.	How can computers be used in entertainment?	

IT Planet - 2 (Windows 7)

G	D.	Write	`T ′	fo	r T	rue	П	ıd '	F'	for	Fo	ılse	sto	ate	mei	nts.					
0			omp										_								
COMMON CO.			omp						•			•									\dashv
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P		3. In	1 bo	ank	S, (com	ıpuı	rers	s ar	re (use	ат	or	piay	/Ing	9 90	ıme	25.			_
0		4. 5	cier	ntis	ts	use	e co	omp	ute	ers	for	th'	neir	' re	sec	arch	ı w	ork.			
(D)	E.	Find o	for	yo	4.															16	is
Te de la constant de		Hints: E	nte	rtai	nm	ent,	Of	fice	, Ra	ilwa	ay s	tatio	on,	Hor	ne,	Air	oor	t, Sch	ool		
R		Г	A	R	C	<u>E</u>	N	T	E	R	T	Α	1	N	M	E	N	T			
		L	R	A M	0	L F	W	A	Y	S	T	A	T P	S	O S	N G	H	J			
			J	U	L	N	S	В	Q	U	U	Z	С	В	С	ı	D	F			
			F	G	Α	ı	R	Р	0	R	T	Р	U	0	Н	D	L	Е			
			L	Н	Н	l -	G	R	1	F	Q	E	N	M	0	G	M	С			
			N M	O M	K V	T A	S	J	U	J B	R	S W	V	T X	O L	H K	I A	B L			
			F	E	0	Z	E	X	С	Υ	D	L	Α	Υ	N	Z	0	J			
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MAN VERSUS COMPUTER

Topics Covered

Difference between a Man and a Computer



Hi friends! You know that a computer can do many things. It is used in each and every area of your life. It has made life very fast and easy. Therefore, it can be better than you (man).













But how can it be possible? Man has made computer, then how can a computer be better than a man?

Computer only works according to the instructions given by humans. Without a man, a computer is a dumb machine.



But still I (the computer), am better than you (man). Let's have a comparison.



Children! Given below is a comparison chart between a man and a computer. Read on and find out who is smarter?









Can remember many things and never forgets them.

Can remember many things and can even forget them after some time.

Doesn't make any mistake.

Can make mistakes.

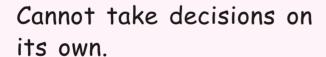
Works very fast.

Works slower than computer.

Doesn't get tired.

Gets tired after some time.





Can take decisions on his/her own.



Doesn't have feelings.

Has feelings.





Doesn't need electricity to work.



T	0	SELF EVALUATION		СНЕС		0
Afte	er re	ading the chapter, I know these po	ints:	A 66.780	Disagree	0
		w that a computer cannot work with ricity.	nout			(M)
		w that a computer cannot think and ons on its own.	take			0
	_	w that computer can do the same to gain, without getting tired.	ask again			(I)
o I	Ticl	w that computer never makes mista EXERCISES (()) the statements that are approan beings or both.			ers or	R
			Computer	Hun	nan	
	1.	I can work tirelessly.			7	
	2.	I can take decisions on my own.			_	
	3.	I need electricity to work.				
	4.	I never forget anything.				
В.	Wri	te 'T' for True and 'F' for False st	atements.			
	1.	A computer does not make any mis	stake.			
	2.	A man gets tired after doing some	e work.			
	3	A computer has feelings				

A man cannot take decisions on his own.

4.

C.	lde	ntify who performs the follo	wing tasks.
2	1.	Working non-stop without of	getting tired.
P	2.	Performing complex calcula	tions in a second.
	3.	Taking decisions on its own	
	4.	Storing information for lon	ger time.
	5.	Can work without electricit	y.
D .		ite any one difference betw e space given below.	veen a Man and a Computer
	_	MAN	COMPUTER
	-		

22

E.	Fill in the blanks after unscrambling the words.	C
	1. A computer never gets	0
	D R I E T	
	2. A man can take his own	- 0
	CIDSNEIOS	0
	3. A computer cannot work without	_ E
	R L C E I T E I Y C T	- 🍑
F.	Application Based Question.	
	Rashmi wants to know how a man is still better than a computer. Give one argument to prove her the same.	
		_ _ _
	LAB ACTIVITY	
	it your computer lab. Stand in front of your computer. Do no e any instruction. Does computer work?	t (
1	FUN ACTIVITY	
	ride the class into two groups and organise a dialogue session	
	ween both the groups. One group will act as 'Man' and the er group as 'Computer'.	

KEYBOARD

Topics Covered

•Keyboard •Alphabet keys •Number keys •Function keys •Symbol keys •Arrow keys •Special keys like-Enter key, Spacebar, Backspace key, Delete key, Caps Lock key and Shift key



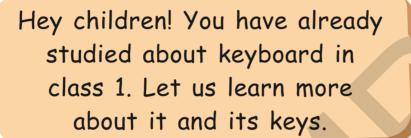


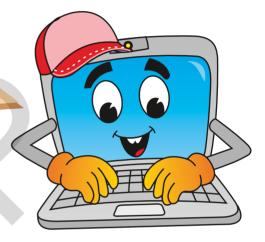












KEYBOARD

A keyboard is an important part of a computer. It has many buttons, which are called keys. These keys are pressed to enter words or numbers into a computer. These keys are also used to give instructions into a computer.



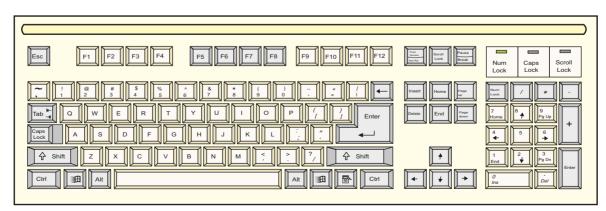




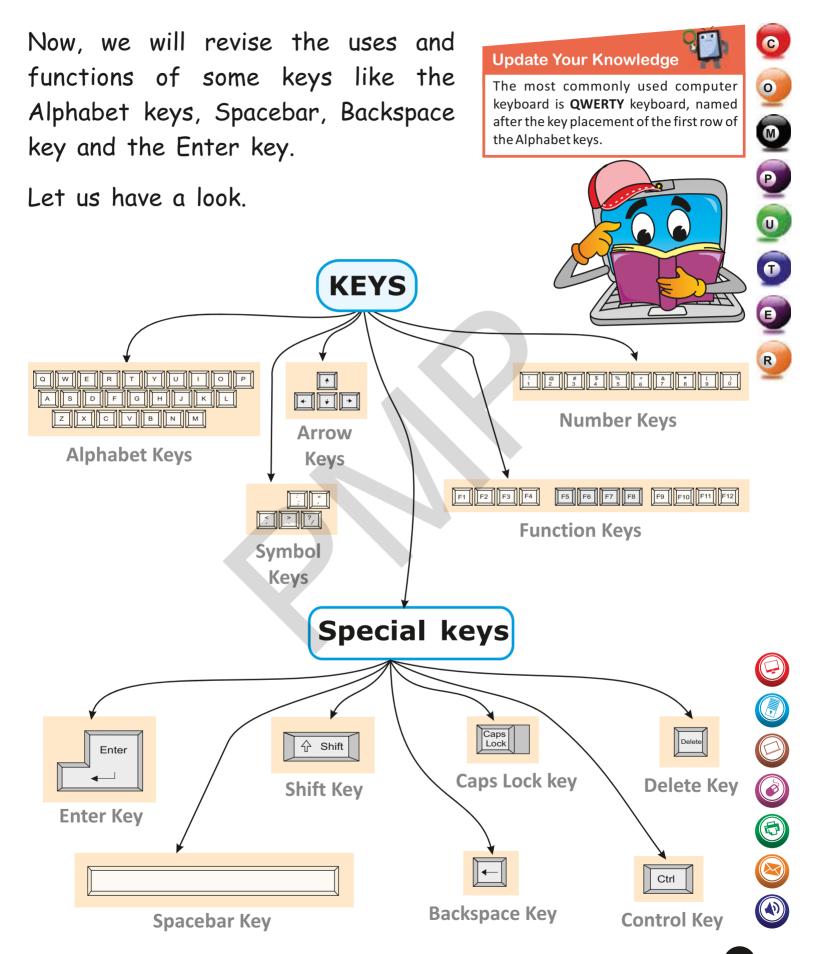








Keyboard



ALPHABET KEYS

There are 26 alphabet keys marked with A to Z. These keys help to type words and sentences.



Do you Know? A cursor is a small blinking line on the screen.

• Writing on a computer using the keyboard is typing.

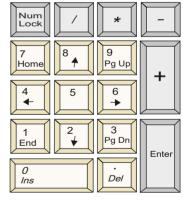
NUMBER KEYS

The keys marked with digits 1, 2, 9 and 0 are the Number keys. They are 10 in number. They are used to type numbers and digits.



Number keys are present at two places on the keyboard:

- On the upper row of the Alphabet keys.
- On the right of the keyboard. This is called the Numeric keypad.



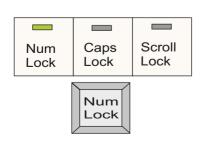
Numeric Keypad











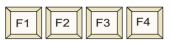


FUNCTION KEYS

The topmost row on the keyboard marked as F1 to F12 are the Function keys. Each of these keys is used for some specific task/function.











F9 F10 F11 F12



Function Keys

SYMBOL KEYS

These keys are also present on the Alphabet keys Number keys. These keys are marked with digits as well as 📵 symbols.



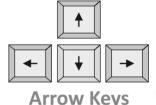
To type the symbols like @, %, &, *, +, we need to press the Shift key along with that Symbol key.



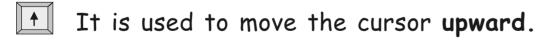
Symbol Keys

ARROW KEYS

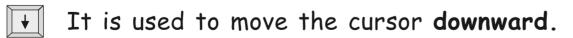
There are four Arrow keys which are used to move the cursor up, down, left and right.



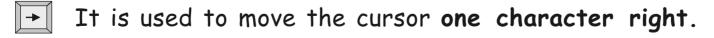










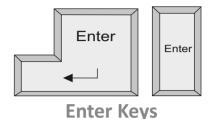




It is used to move the cursor one character left.



- **SPECIAL KEYS**
- These keys are used to perform some particular functions.
- **Enter Key**
- It is used to move the cursor to the next line. It is also known as the Return key.
- There are two Enter keys on the keyboard.



🕠 Spacebar

This is the longest key on the keyboard. If you press the Spacebar, it will give a blank space to the right of the words.

Spacebar

Let's write a sentence.

Iplike to study computer science. gaps

Do you notice the gaps in this sentence? These gaps come by pressing the Spacebar.

- First press I, then SPACEBAR, then type the word like, and then press the SPACEBAR again. In this manner, you can complete the sentence.
- **Backspace Key**
- Backspace Key

Backspace key is the key marked with a back arrow. It is used to erase the letter to the left of the cursor.

PMPP PMP

Delete Key

This key is also used to erase the character, but to the right side of the cursor. You can also delete selected texts and graphics, using this key.





G

Delete Key



PMPP



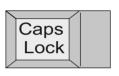
PMP



E

Caps Lock Key

This key is used to write the alphabet in capital or small letters.





Keyboard has a light for Caps lock that indicates whether the Caps lock is on or off.





PMP

Shift Key

There are two Shift keys which are used in combination with other keys. Some keys have special symbols marked on them. You can type these symbols with the help of the Shift key.



Shift Key



So children! I hope, you will have no problem working with a keyboard. Now, go to your computer lab and try working with a keyboard and explore its different keys.







C			SELF EVALUATION	CHECK	
<u></u>	Af	ter rec	ading the chapter, I know these points:	A 8.60	Disagree
	0	I knov	v that a keyboard is used to type on a computer.		
()		I knov keys.	w that buttons present on a keyboard are called		
1			e learned that the keys marked with A to Z are Alphabet keys.		
TE	•	I knov	w that Function keys are marked with F1 to F12.		
R		I knov screer	w that a cursor is a small blinking line on the n.		
	0	I knov	w that Arrow keys are used to move the cursor.		
		Ħ	EXERCISES		
	A.		[√] the correct answer.		
		1.	keys are used to type words.		
			a. Alphabet b. Function c. Sh	nift	
		2.	The keys are used to move the cursor	•	
			a. Arrow b. Shift c. Fu	nction	
		3.	There are Enter keys available on a ke	eyboard	d.
			a. Three b. Two c. Fo	ur	
		4.	The longest key on the keyboard is the		
			a. Enter key b. Shift key c. Sp	acebar	

30

В.	Fill	in the blanks.
	1.	on the computer.
	2.	N U B keys are used to type numbers.
	3.	CP L K key is used to type capital or small letters.
	4.	CR 5R is a blinking line on the screen.
	5.	D E key is used to erase anything typed on the right side of the cursor.
	6.	5AEA gives a blank space to the right of the character.
C.	A ns	swer the following questions.
	1.	Name any two types of keys on the keyboard.
	2.	Which key is used to move the cursor to the next line?
	3.	Name the longest key on the keyboard.
	4.	Name the two keys used to erase text.

_ _ _
_
_
†
†

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Write down what remains on the screen after these keys (in the prackets) are pressed brackets) are pressed.

FUN TIME 1.

(Backspace is pressed four times)

0 P

KEYNBOARD 2.

(Delete key is pressed once)



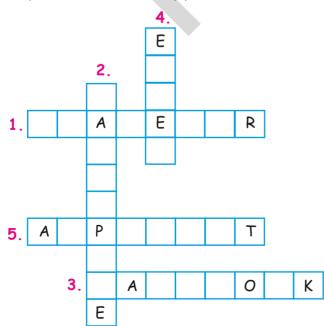




FUN ACTIVITY

Solve the crossword puzzle.

- It is the longest key on the keyboard. 1.
- 2. This key is used to erase text on the left of the cursor.
- This key is used to type capital letters. 3.
- This key is used to go to the next line. 4.
- 5. This key is used to type words.



















MONITOR



Topics Covered

•Monitor •Features of Monitor - Screen, Size of Monitor, Buttons on the Monitor, Tilt and Swivel base •Types of Monitor •Uses of a Monitor

C

Hi children! You already know, Monitor is one of the main parts of a computer. So, let us learn more about it.



MONITOR

A monitor is a very important part of computer. It is used to display text, pictures and videos.



A monitor looks like a television.



Whatever you do on a computer, you get the final result on the monitor.



The information displayed on the monitor is called soft copy.



Monitor is also known as VDU. The full form of VDU is Visual Display Unit.



FEATURES OF A MONITOR

SCREEN

The monitor has a screen, which is the display area of the monitor. For example, when you move the mouse, the mouse pointer also appears moving on the screen of the monitor.



SIZE OF A MONITOR

Monitors are available in various sizes. The most common R sizes of monitors are 14, 15, 17, 22 and 26 inches. The size of the monitor depends upon its use.











BUTTONS ON A MONITOR

A monitor has a power button which is used to switch it ON or OFF.

It also has various buttons to adjust the brightness, contrast and other features of the images displayed on the monitor.



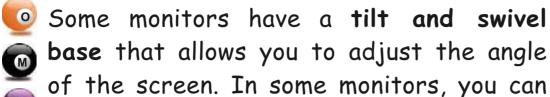








TILT AND SWIVEL BASE









TYPES OF MONITOR

Monitors are of two types: Cathode Ray Tube (CRT)
monitor and Liquid Crystal Display (LCD) monitor. A

© CRT monitor is bulky and heavy whereas LCD monitor is thin and light.







USES OF A MONITOR

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





Computer is a man-made machine.





Drawings

Words

Games

Cartoons



CHECKI	.IST	
	84,885	
		E R
Television I		
Plain copy		
CDU		
ext, pictu		
vitch it on	or	

After reading the chapter, I know these points:

- I have learned that a monitor is a part of computer _____
 that looks like a television.
- I have learned that a monitor is also known as VDU.
- I know that CRT and LCD are two types of monitors.

EXERCISES

A. Tick [\checkmark] the correct answer.

- 1. A monitor looks like a
 - a. Microwave b. C
 - a. Microwave b. Car
 - b. Car c. To
- 2. Information displayed on the monitor is called
 - a. Soft copy b. Hard copy c.
- 3. Monitor is also known as
 - a. EDU
- b. VDU
- c. *C*

B. Fill in the blanks.

- 1. A M N T R is used to display text, pictures and videos.
- 2. The monitor has a P E R button to switch it on or off.
- 3. A monitor looks like a T.... L V S I N device.

© C.	Wr	ite 'T' for True and 'F' for False statements.	
o	1.	A monitor looks like television.	
COMMON TO SERVICE STATE OF THE PERSON STATE OF	2.	A monitor is used to type words.	
	3.	CRT and LCD are two types of monitor.	
P	4.	A monitor is also known as VDU.	
D .	Яp	plication Based Question.	
①	Yοι	ur computer teacher asked you which type of monitor	' is there
©		the computer lab. Identify and write the name of its	
R			

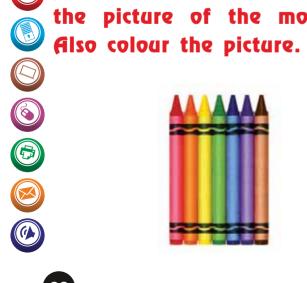


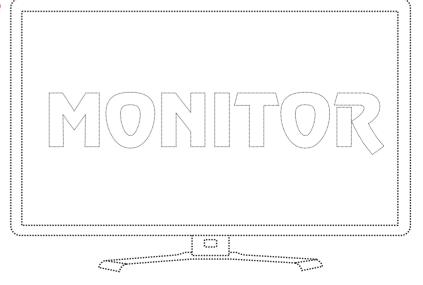
LAB ACTIVITY

In the lab, observe monitor and find any two differences between monitor and television.



Join the dots and complete the picture of the monitor.





INPUT AND OUTPUT DEVICES

Topics Covered

•Input and Output Devices •Input Devices- Keyboard, Mouse, Joystick, Scanner, Microphone, Web Camera •Output Devices- Monitor, Printer, Speakers

Hi children! You have studied about keyboard and monitor in the last two chapters. Let us know more about these input and output devices.















INPUT AND OUTPUT DEVICES

The set of instructions that we give to a computer is called Input. The devices that help in giving instructions to the computer are called Input devices.

The result that comes after processing is called Output. The devices that help in getting and viewing desired results are called Output devices.



Mouse is an input device.



Monitor is an output device.















Let us understand the INPUT - PROCESS - OUTPUT with the help of some examples.

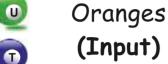
Making orange juice, using a juicer













Juicer (Processing)



Orange juice (Output)



- Put oranges in the juicer.
- Juicer makes juice from oranges.
- We get orange juice. 0

(Input) (Processing) (Output)

Grilling a bread, using a toaster



Bread (Input)



Toaster (Processing)



Toast (Output)

Adding two numbers on a computer















4, +, 5





4 + 5

(Processing)



9

(Output)

You must have understood the concept of Input-Process-Output after going through these examples. Now, let's have a look at some Input and Output devices.















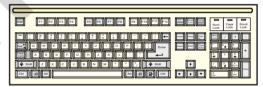


INPUT DEVICES

Some of the Input devices are:

KEYBOARD

A keyboard is an input device which is used to enter words and numbers into the computer.



Keyboard



MOUSE

A mouse is an input device which is used to draw pictures and select objects on the computer screen. It is also known as a pointing device.

















JOYSTICK

A joystick is an input device which is used to play games on the computer.

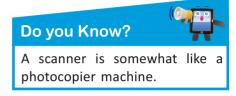


Joystick

SCANNER

A scanner is an input device which is used to copy and send images to a computer. These images can be in the form of photographs, drawings and logos.





MICROPHONE

A microphone is an input device which is used to record voice in a computer.



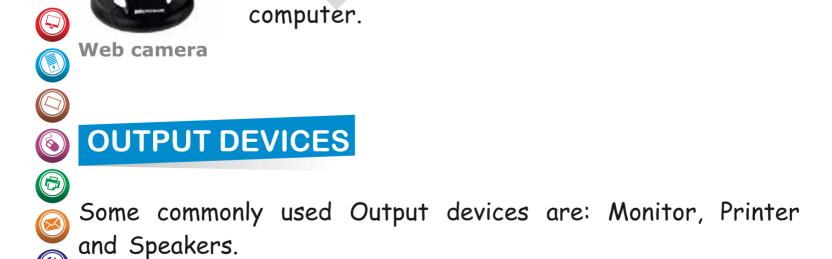


WEB CAMERA

A web camera is an input device that is used to capture photograph and store it in a computer.







MONITOR

A monitor is an output device which is used to display the result on its screen.

Monitor is also known as VDU. (The full form of VDU is Visual Display Unit.)







Printer

PRINTER

A printer is an output device which is used to get output on a paper.

Update Your Knowledge



The result that we get on a monitor screen is called **soft copy** and the result that we get on paper is called a hard copy.

SPEAKERS

Speakers are an output device. They are used to give output in the form of sound.

You can listen to music and other sounds from the computer with the help of speakers.



Speakers



C	C		SELF EVALUATION	СНЕСК	LIST
0	Afte	1 160	iding the chapter, I know these points:	48. Ce	Disagrae
	CC	ommo	v that the devices through which we give ands and instructions to a computer are called devices.		
1			v that keyboard, mouse, scanner, microphone ystick are some examples of input devices.		
E			learned that the devices through which we he results are called output devices.		
R	• I	knov	v that monitor, printer and speakers are some les of output devices.		
			EXERCISES [/] the correct answer.		
	A.	1			
		1.	Keyboard is an example of device. a. Input	J	
		2.	Ais used to play games on comput		
		•		oystick	
		3.	more is an input device which is used to photograph.	o captur	e a
			a. Microphone b. Webcam c. Sp	peakers	
		4.	A is used to get the result on a po	aper.	
			a. Printer b. Speakers c. VI	DU	

44

B. Name the following.

1. The instructions we give to the computer

2. The result we get from the computer



3. Device used as a pointing device



4. Device used to get result on a paper



5. Device used to listen to songs



6. Device used to type words

C. Write 'I' for Input Devices or 'O' for Output Devices in the given boxes.



© D.	Wr	ite 'T' for True and 'F' for False statements.
o	1.	Input devices are used to give instructions.
	2.	A keyboard is used to type words.
	3.	A mouse is also called VDU.
0	4.	A microphone is an output device.
0	5.	A scanner is also known as a pointing device.
O	6.	The output we get on paper is called hard copy.
©		
R E.	An	swer the following questions.
	1.	Name any one input and one output device.
	2.	What is the use of a keyboard?
	3.	What is the use of a printer?
	٥.	——————————————————————————————————————
F.	Ap	plication Based Question.
	At	home, you saw your brother playing a computer game with
		help of a joystick. Identify and write whether it is an
	ınp	ut or output device.

46



LAB ACTIVITY

UN ACTIVITY

Give a demonstration of different input and output devices attached with a computer and illustrate the function of each device.





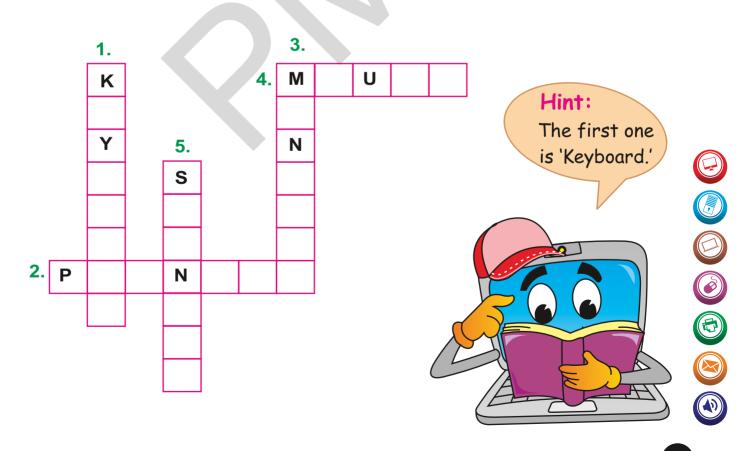






Solve the puzzle:

- An input device that is used to type words and numbers. 1
- Output device that is used to get the output on the paper. 2.
- 3. Output device that is also known as VDU.
- 4. Used to draw pictures and select objects on computer.
- An input device that is used to send images to a computer. 5.



NOTEPAD AND CALCULATOR

Topics Covered

- Notepad
 Starting
 Notepad
 Entering
 text
 Saving
 Document
- Calculator
 Starting Calculator
 Using Calculator











1

Hi children! In Chapter 4, you learnt how to use the keyboard to type letters, words and numbers on a computer. Let us use the keyboard using a program called Notepad (Text Editor).



- You know that a keyboard is used to type letters, words, numbers, etc., on a computer.
 - There are certain programs in which you can type. One of these programs is Notepad.

NOTEPAD



Notepad is a quick and easy



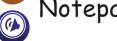
program used for typing computer.

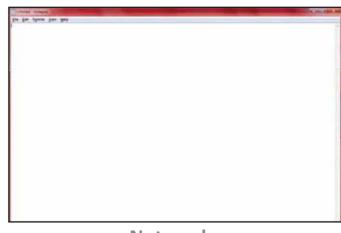


You can type letters, words,



sentences and numbers Notepad.

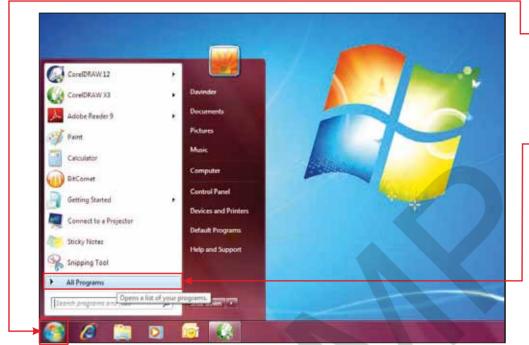




Notepad

STARTING NOTEPAD

To start Notepad, first you have to turn On your computer and then follow the steps as given below.

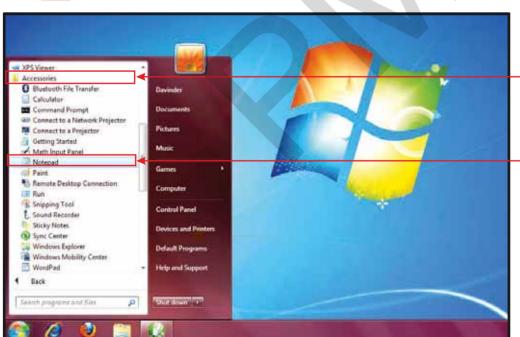


Click on the Start button.

Click on All Programs.



C



-3. Click on Accessories.

> Now click on Notepad with the mouse.





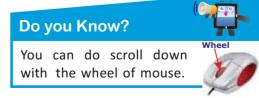












Click means pressing the left mouse button once.

o The **Notepad program** will appear in front of you. You can now work on it.



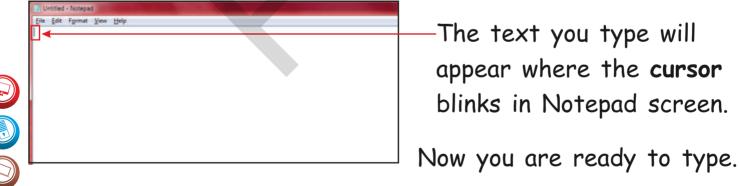
Title Bar: The topmost bar displays the title of the program.

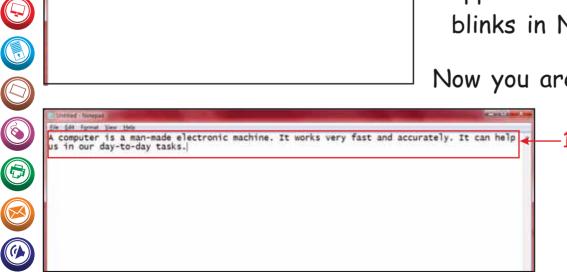
Cursor: It is a vertical blinking line on the screen.

Text Area: The area where you can type the text.

ENTERING TEXT

You can type the text in a Notepad by using the keyboard.

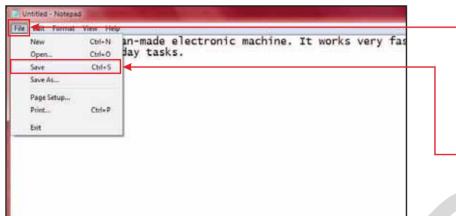




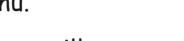
Type the text for your document.

SAVING THE DOCUMENT

While working in Notepad, you must save your text side-byside for future use



Click on File -1 menu.

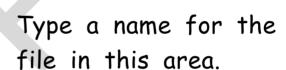


File menu will appear.

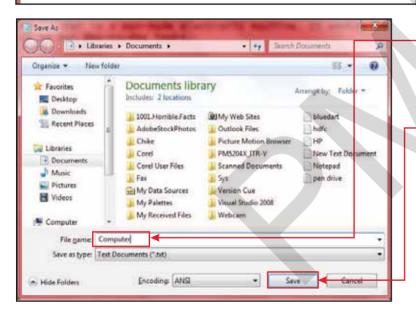
The Save As dialog

-2. Click on Save.

box will appear.

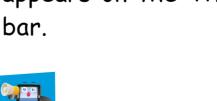


Click on Save



Elle Edit Fgrmat Yew Help A computer is a man-made electronic machine. It works very fast us in our day-to-day tasks.

Notepad saves the file and the new filename appears on the Title

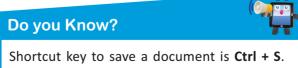












CALCULATOR













Hey Kids! Have you ever seen a calculator and worked on it? Calculator in your computer is used for doing calculation like addition, subtraction, multiplication, etc.



Like a real calculator, we have a calculator program in our computer. Let us learn how to operate a calculator, on a computer.



STARTING CALCULATOR

Follow the steps to start calculator.



Click on the Start button.

Click on All Programs.



Click on Accessories.

Now click on Calculator.







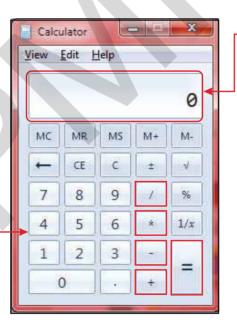






The Calculator window will appear.

-5. Click on each button with mouse to enter information into the Calculator.



This area displays the numbers you enter to do calculation.











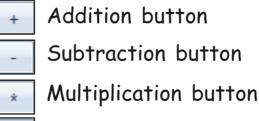








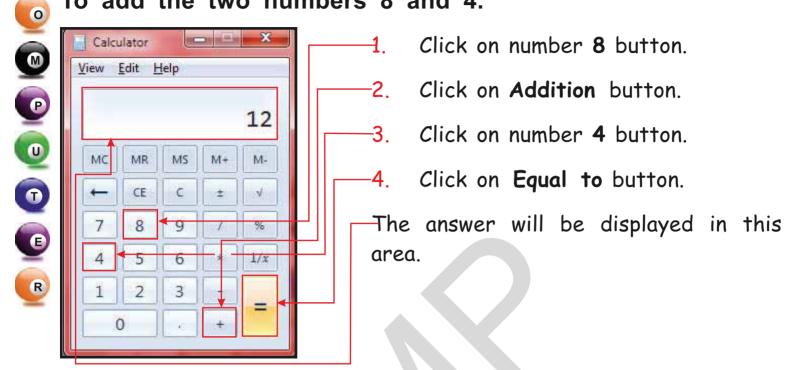




Division button

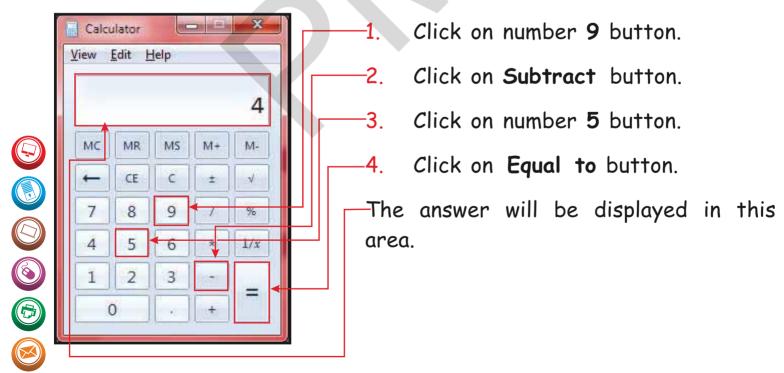
Adding numbers with calculator

To add the two numbers 8 and 4.



Subtracting numbers with calculator

To subtract the two numbers 9 and 5.



In the same way you can multiply and divide numbers.

C	1	SELF EVALUATION	CHECKLIST ©	
Afte	r rec	iding the chapter, I know these points:	Age of Signature o	
• I	know	that Notepad is used to type in computer.		7
_	_	v that we can enter text in Notepad, with the fakeyboard.		
		v that we can type letters, words, sentences, rs, etc. in Notepad.		
• I	know	that calculator is used to perform calculations.		
T		EXERCISES	R	
A.	Tick	[] the correct answer.		
	1.	program is used to type in the comput	ter.	
		a. Calculator b. Notepad c. None of	f these	
	2.	In Notepad, the blinking line is known as		
		a. Text Area b. Menu Bar c. Cursor		
	3.	program is used to do calculation.	-	
		a. Calculator 🔲 b. Notepad 🔲 c. Both a.	and b.	
B.	Fill	in the blanks.		
	1.	N P D is used to type letters, sentences.		
	2.	Calculator is used to do C L U A	I N.	
	3.	[/] button is used to do D V I calculator.	O N on	

© C.	Wr	ite 'T' for True and 'F' for False statements.
0	1.	Notepad is used to draw pictures with a mouse.
O	2.	You can type your name in Notepad.
ō	3.	You can do addition with a calculator.
Ō	4.	Calculator is used for doing calculations.
D.	An:	swer the following questions.
©	1.	What is Notepad?
R		
TK.		
	2.	What is the use of a calculator?
E.	App	plication Based Question.
		thi typed a rhyme on Notepad. She wants to keep it in her apputer for future use. As she does not know how to store
		she wants your help in it. Help her to store the rhyme.

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LAB ACTIVITY

Open the Notepad and type the following lines.

My name is a.

(E)	
Name and Address of the Owner, where	h
P	ı

years old. b. I am



Save the text by your name and close the Notepad.



2. Open the calculator and solve the following.

|--|

Add 2 and 8 α.

6	>	1
R		
\sim	ď	

Subtract 5 from 9 = b



FUN ACTIVITY

Join the dots and draw a calculator. Now colour it.



· · · · · · · ·				
				:
				:
:				
			:	:
MRC	M-	M+	÷	ON
	:			
: -	:	:		C/CE
/	8	: 9 :	X	C/CE
	:	:	:	: :
4	5	6	: -	+/-
**********	***********	***********	***************************************	
1	2	9	: : : : : : : : : : : : : : : : : : : :	
	.			V
,	:		: T	:
/		: % :	:	=
***********	***************************************	***********	,	************

















STORAGE DEVICES

Topics Covered

Storage
 Storage Devices- Hard Disk, CD-ROM, DVD and Pen Drive





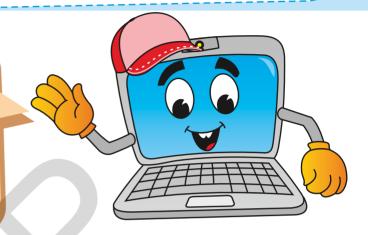








Hi friends! You have already studied Input and Output devices. In this chapter, we are going to study different types of storage devices.

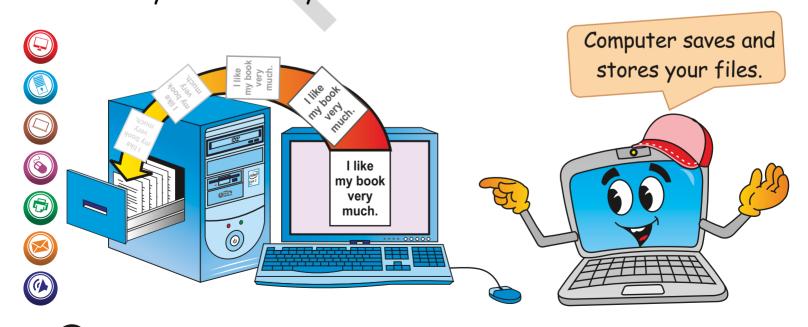


①

STORAGE

One of the most important benefits of using a computer is that it can store your work for future use.

Once you store your work, it will never be lost. You can review your work anytime later.



STORAGE DEVICES

A computer can store your work in different storage devices. Some of the storage devices are Hard Disk, W Compact Disc, Pen Drive, etc. Let us have a look at these 👩 storage devices, one by one.















HARD DISK

A hard disk is the main storage device that is fixed inside the CPU.

Hard disk is used to store large amount of data and information. It is also known as hard drive.







Do you Know?

The work you enter into a computer is called data and the result you get after processing is called information.

CD-ROM

A CD-ROM is a circular-shaped disc that is used to store data. The full form of CD-ROM is Compact Disc-Read Only Memory.

A CD-ROM is also called a portable disc with the help of which you can transfer data from one computer to another.



CD-ROM Disc















DVD

A DVD stands for Digital Video Disc. It is similar in shape to that of a CD-ROM, but has a larger storage capacity as compared to a CD-ROM.



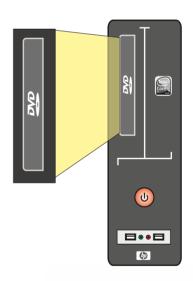
DVD





To store and read data from a CD-ROM/DVD, the CD-ROM/DVD is inserted into a drive attached to the CPU. This drive is known as CD-ROM/DVD drive.







PEN DRIVE

Pen Drive is one of the most popularly used devices to store your work. It is a small and portable device with the help of which you can transfer data safely, from one computer to another. It is also called



Flash drive.

1001		
	SELF	EVALUATION

CHECKLIST	C

After reading the chapter, I know these points:

- I know that data can be stored on to a computer through different storage devices.
- I know that hard disk is one of the main storage devices used to store data.
- I have learned that CD-ROM and DVD both are circular in shape.
- I know that pen drive is one of the smallest and a popular storage device, now-a-days.

EXERCISES

Tick $[\checkmark]$ the correct answer:

					_
1	 ic	fixed	incide	the	CPII
⊥.	 13	INEU	1113146	1116	CI C.

- b. Hard Disk c. Pen Drive a. CD-ROM
- 2.
 - is a circular-shaped disc. a. Pen Drive b. Hard Disk | c. CD-ROM
- is a small and portable storage device. 3.
 - a. Hard Disk c. Pen Drive b. DVD
- A is also called Flash drive. 4.
 - a. Pen Drive c. CD-ROM b. DVD

© B.	Fill	in the blanks after unscrambling the words:
0	1.	The hard disk is also called
0		A D R H D I R E V
(D)	2.	A CD-ROM is in shape
©		I C R L U C A R
R	3.	is the most popular storage device these days.
		N P E I R E D V
c.	Wri	ite the names of the following storage devices:
	1.	
	2.	
	3.	Santial

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1.	What are storage devices?
2.	Name different storage devices used with computers.
ЯP	plication Based Question.
	e Sports teacher gave three DVDs of School's events to
	vi and asked him to save the videos in a storage device.
	uch storage device should Ravi use to do it?
	nich storage device should Ravi use, to do it?
	nich storage device should Ravi use, to do it?

Take the students to the computer lab and show them different storage devices and how they are used to read and write data.



Draw and colour a CD-ROM and a pen drive on a drawing sheet. Show it to your teacher.

FUN WITH MS-PAINT

Topics Covered

•The Paint Screen •Rounded Rectangle Tool •Polygon Tool •Curve Tool •Text Tool

Saving ImageOpening Image







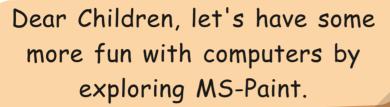










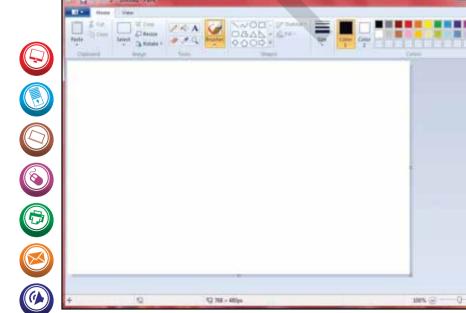




In the previous class, you have learnt to use some of the Paint tools. Now in this chapter, we will further extend our

knowledge of Paint tools.

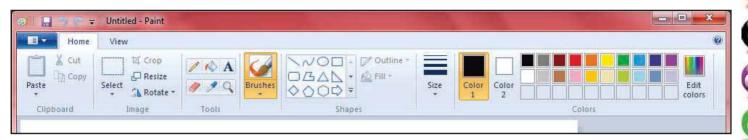
THE PAINT SCREEN



As you know, whenever you open MS-Paint program, the Paint screen appears.



Mark those tools with crayons that you have learnt in c your earlier classes.

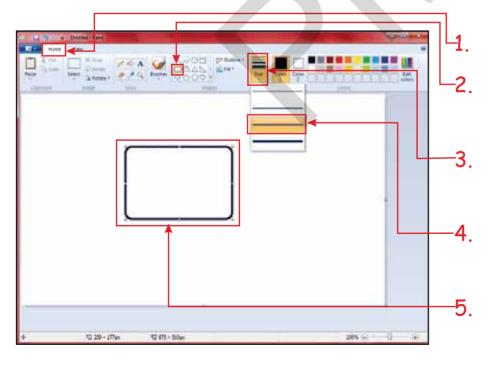


So, I hope you were able to recall the tools you have studied earlier. Let's move further and learn about some more tools.



ROUNDED RECTANGLE TOOL

You can draw a rounded rectangle with this tool.



Click on Home tab.

Click on Rounded Rectangle shape.

Click on the Size box.

Select the width of line.

Drag the mouse to make rounded rectangle.









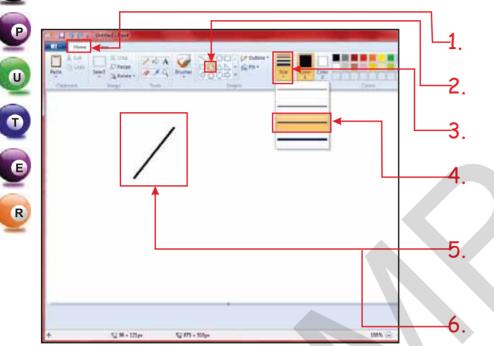






POLYGON TOOL

You can use this tool to make a shape with any number of sides.



Click on Home tab.

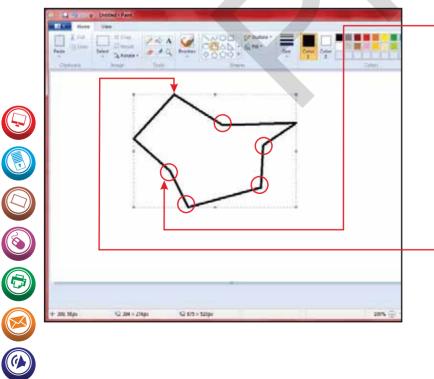
Click on Polygon shape.

Click on the Size box.

Select the width of line.

Press the left button and drag the mouse.

Release the mouse button to make a line.



Now click anywhere on the drawing page.

A line will appear attached to your previous line.

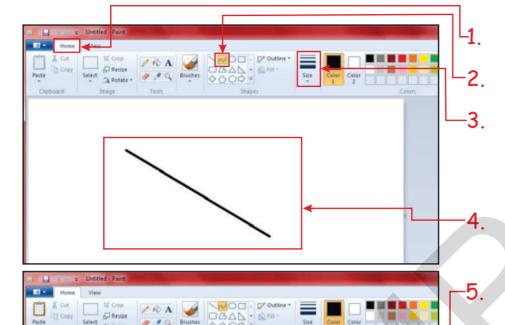
Repeat step 7 until you 8. make the final shape.

9.

Now, click on the starting point of the shape.

CURVE TOOL

You can draw curves with this tool.



Click on Home tab.

Click on Curve shape.

Click on the Size box and select the line thickness.

Now drag the mouse to make a line.

Now click on the line and drag to make a curve.









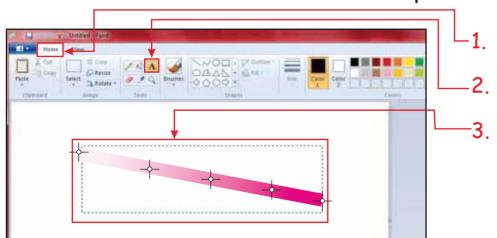






TEXT TOOL

You can write in Paint with the help of Text tool.



Click on Home tab.

Click on Text tool.

Drag the mouse pointer in the Drawing area.















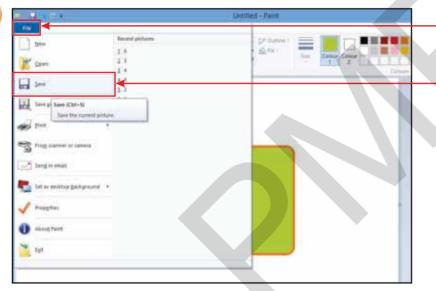


A text box will appear with the cursor blinking on it.

Type your text in the text box.

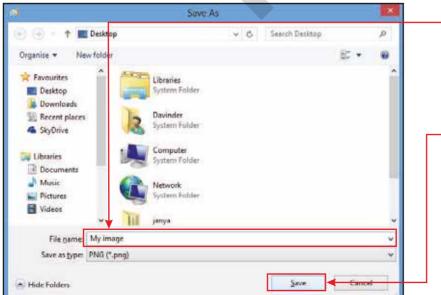
SAVING IMAGE

While drawing your image, you must save it side-by-side for future use. Follow these steps to save your drawing:



Click on File button File menu will appear.

Click on Save option. The Save As dialog box appears.



Type the name for the image in File name text box.

3.

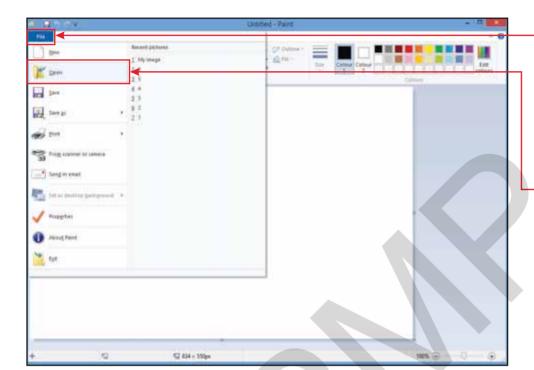
Click on Save to save your image.



OPENING IMAGE

You can open a saved image any time to review or edit. Follow these steps to open your drawing:





Click on File button.



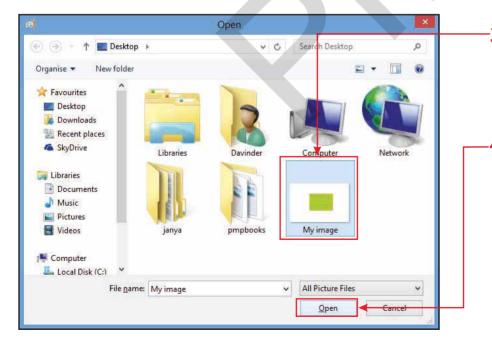
File menu will appear.



Click on Open option.



The Open dialog box appears.



Click on the name of the file you wish to open.



Click on Open button to open your image.









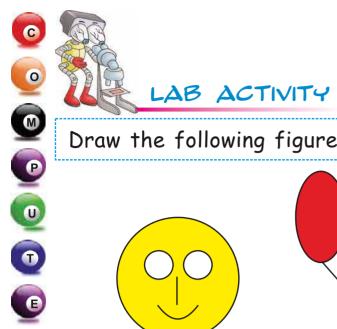
Do you Know? Shortcut key to open an image is Ctrl + O.



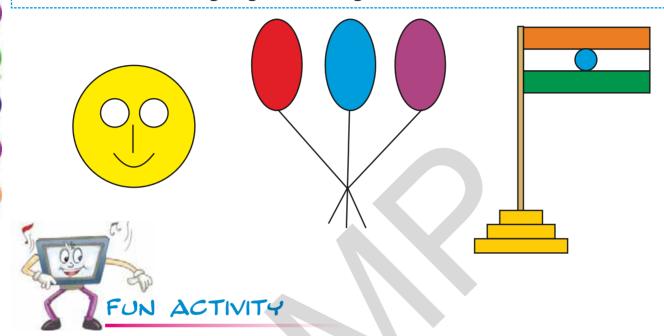
© ©	Afte	-	SELF EVALUATION ading the chapter, I know these points:	CKLIST
	• I	have	e learned that Paint has different tools which	
P	h	elp u	us to draw different shapes and figures.	
U	• I	knov	w that Curve tool is used to draw curves.	
1			w that with the help of Text tool we can typein the Paint window.	
E	o I	have	e learned that Rounded Rectangle tool is used	
R			aw rectangle and square with rounded corners.	
	9		EXERCISES	
	A.	Tick	k [/] the correct answer.	
		1.	Tool used to write your name within a drawing.	
			a. b. A c. 🔼	
		2.	Tool used to draw a shape with any number of sides	•
			a. D. C.	
		3.	Tool used to draw a rounded rectangle.	
			a. b. c. A	
	B.	Writ	te 'T' for True and 'F' for False statements.	
		1.	Text tool is used to delete a drawing.	
		2.	You cannot type text in Paint program.	
		3.	Polygon tool is used to draw triangles.	
		4.	Curve tool is used to draw straight lines.	

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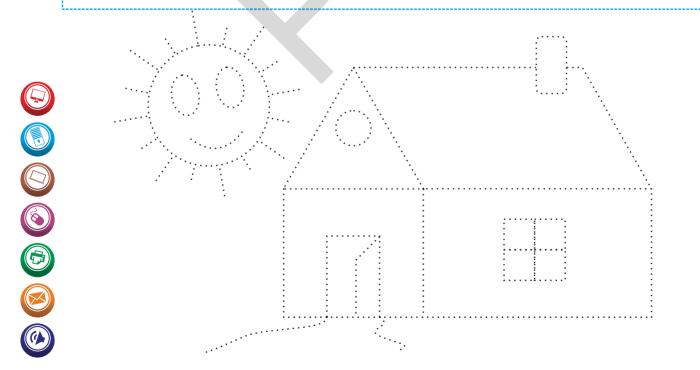
C.	Wri	te the name of	the following tools.
	1.	\sim	
	2.	\mathbf{A}	
	3.		
	4.	凸	
D.	Ans	wer the follow	ing questions.
	1.	What is the u	ise of a Polygon tool?
	2.	Which tool is	used to type text in MS-Paint?
	3.	Name the too	l used to draw curves.
E.	App	olication Based	Question.
	nar sho	ne and class in	n made a figure. Now, he wants to add his the figure. As he doesn't know which tool he



Draw the following figures using different tools in Paint.



Join the dots to complete the picture given below and colour it. Draw the same picture in Paint.



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UNIT TEST - 1 Chapters 1 - 2

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M.M. : 10

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•	 1	. F / 7 . Alb	M
A .	1 ICK	$([])$ the correct answer. $1 \times 2 = 2$	
	1.	An is used to withdraw money.	
		a. ATM b. Mobile c. None of these	0
	2.	A computer is an device.	O
		a. Electronic b. Mechanical c. None of these	E
В.	Wri	te 'T' for True and 'F' for False statements. $1 \times 2 = 2$	R
	1.	Laptops are very big in size.	
	2.	Computers help doctors to diagnose diseases.	Ī
C.	Fill	in the boxes. $1 \times 2 = 2$	
	1.	Computers keep the records of account holders in \overline{B} \overline{N} \overline{S} .	
	2.	S P R computer works very fast.	
D.	Ans	wer the following questions. $2 \times 2 = 4$	
	1.	Specify the usage of computers at airports.	
	2.	Name the different types of computers.	

UNIT TEST - 2

			Chapters 3 - 4	
0				M.M. : 10
	A .	Tick	[√] the correct answer.	1 x 2 = 2
P		1.	There are Enter keys available on a keybo	oard.
Ō			a. 1 b. 2 c.	3
T		2.	There are	
			a. 30 b. 12 c.	26
	В.	Wri	te 'T' for True and 'F' for False statements.	x 2 = 2
R		1.	Man gets tired after some time.	
		2.	The Delete key is used to erase anything typed on the left side of the cursor.	
	C.	Fill	in the blanks.	1 x 2 = 2
		1.	Enter key is also called E R key.	
		2.	A computer never gets T R D.	
	D.	Ansı	wer the following questions.	1 x 2 = 2
		1.	Which key is used to move the cursor to the next line	?
		2.	Name the longest key on the keyboard.	
	Ε.	Wri	te who can do these tasks better— a Man or a Cor	nputer?
				1 2 - 2

Can remember things for longer time. 1.

2. Can take decision on its own.



Chapters 5 - 6

C	

M.M. : 10

A .	Tick	([✓] the correct answer.	1 x 2 = 2	
	1.	is used to get the result on the pap	per.	P
		a. Speakers b. Printer c.	VDU	0
	2.	In Notepad, the blinking line is known as		T
		a. Text area b. Menu bar c.	Cursor	E
В.	Wri	te 'T' for True and 'F' for False statements.	1 x 2 = 2	R
	1.	A mouse is also known as a pointing device.		_
	2.	Notepad is used to draw pictures with a mouse.		
C.	Fill	in the blanks.	1 x 2 = 2	
	1.	A calculator is used to do M \dots T \dots S sums.		
	2.	A K Y A D is used to type words and num	nbers.	
D.	Nan	ne the following.	1 x 2 = 2	
	1.	Device used to listen to songs.	•••••	
	2.	The instructions we give to the computer.		
Ε.	Ansı	wer the following.	1 x 2 = 2	
	1.	Name any two input devices.	(
	2.	What are the uses of a monitor?		

UNIT TEST - 4

C			Chapters 7 - 9	
0			Clidptels 7 - 3	M.M. : 10
	A.	Tick	<pre>([✓] the correct answer.</pre>	1 x 2 = 2
P		1.	is a circular shaped disc.	
O			a. Pen Drive b. Hard Disk c. Cl	D-ROM
(T)		2.	Tool used to draw a Rounded Rectangle a b c	A
R	В.	Wri	te 'T' for True and 'F' for False statements.	1 x 2 = 2
_		1.	Polygon tool is used to draw triangles.	
		2.	Hard Disk is also called Flash drive.	
	C .	Wri	te the name of the following tools.	1 x 2 = 2
		1.	凸	
		2.	A	
	D.	Ansı	wer the following.	2 x 2 = 4
)	1.	What do you mean by storage devices?	
	1	2.	Why is the Text Tool used in MS-Paint?	
			•••••	•••••

MODEL TEST PAPER - 1

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Chapters 1 - 4

M.M. : 20	0
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A .	Tick	[\checkmark] the correct answer. $1 \times 3 = 3$
	1.	has a built-in digital camera.
		a. Smartphone b. Super computer c. None of these
	2.	Computers are used by for research work.
		a. Scientists b. Shopkeepers c. Pilots
	3.	The longest key on the keyboard is
		a. Enter key
В.	Writ	te 'T' for True and 'F' for False statements. $1 \times 4 = 4$
	1.	Spacebar gives a blank space to the right of the character.
	2.	Man cannot takes decision on his own.
	3.	Computers cannot be used in schools.
	4.	Function keys are located on the top of the keyboard.
C.	Fill	in the blanks. $1 \times 3 = 3$
	1.	D 5 T computers are used in schools.
	2.	P T E T S record is kept with the help of computers, in hospitals.
	3.	There are F U Arrow keys on the keyboard.
D.	Answ	ver the following questions. $5 \times 2 = 10$
	1.	Write the uses of computers at school.

Write any two differences between Man and a Computer.
Name the two keys that are used to erase text. Differentiate between them.
What is a computer?
NA/leat in a supersion
What is a cursor?

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MODEL TEST PAPER - 2

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Chapters 5 - 9

M.M. : 20 🥥

A .	Tick	[/] the correct answer.	1 × 4 = 4	
	1.	Keyboard is an example of an device.		P
		a. Input b. Output c. Both a. and b.		0
	2.	program is used to type on the comp	outer.	1
		a. Calculator b. Notepad c. None of these		E
	3.	is a small and portable storage device.		
		a. Hard Disk b. DVD c. Pen Drive		R
	4.	Tool used to write your name within a drawing		
		a b c. A		
В.	Writ	te 'T' for True and 'F' for False statements. 1	× 4 = 4	
	1.	A microphone is an output device.		
	2.	You can't type your name in Notepad.		
	3.	Curve tool is used to draw straight lines.		
	4.	Monitor is an output device.		
C.	Fill	in the blanks.	$1 \times 4 = 4$	
	1.	P I E is a device used to get result on paper	er.	
	2.	[/] button is used to D V I on calculator.		
	3.	CD-ROM is C R C A in shape.		
	4.	P L O Tool is used to make a shape with of sides.	any number	

C D.	Ans	swer the following questions in brief.	$1 \times 2 = 2$
	1.	Name any two output devices.	
(D)	2.	What is the use of a monitor?	
E.	Ans	swer the following questions.	2 x 3 = 6
	1.	Name different storage devices used by a compute their use in brief.	
	2.	Name the tools used to draw circles and rectangles.	
	3.	Explain working cycle of Input - Process - Output.	

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