1. Know Your Computer

A. Fill in the blanks.

1. Computers are _____ which can do many things and are different from us.
2. Computers can _____ very fast.
3. Computers do not make_____.
4. Computer stores everything in the_____.
5. Humans do not need _____ to work.

B. State whether the following statements are True or False.

1. Computers have become important part of our lives.
2. Humans can also work as fast as computers.
3. Humans cannot take decisions on their own.
4. Computers have feelings as they feel sad, happy or angry.
5. Both humans and computers have memory to store information that can be used later.

C. Match the columns.

Column A	Column B
1. Desktop computer	(a) Stores information about people
2. Laptop	(b) A very big computer
3. Tablet PC	(c) Also called a personal computer
4. Electronic diary	(d) Slate-shaped mobile computer
5. Supercomputer	(e) Also called notebook computer

D. Choose the correct answer.

1. Which of the following is not a feature of computers?
   (a) Do not make mistakes
   (b) Stores everything in memory
   (c) Gets tired
   (d) Need electricity to work
2. It is seen at various places such as homes, schools and shops. Which of the following computers is it?
   (a) Tablet PC
   (b) Desktop computer
   (c) Electronic diary
   (d) Supercomputer
3. Which of the following computers is used at places like space and research centres?
   (a) Tablet PC
   (b) Desktop computer
   (c) Electronic diary
   (d) Supercomputer

E. Answer the following questions.

1. Name four different types of computers.
2. What are the differences between humans and computers?

Answers to Worksheet

A. 1. smart machines   2. work
   3. mistakes   4. memory
   5. electricity

B. 1. True   2. False
   3. False   4. False
   5. True

C. 1. (c)   2. (e)
   3. (d)   4. (a)
   5. (b)

D. 1. (c)   2. (b)
   3. (d)

E. 1. Four different types of computers are as follows.
   (a) Desktop computer
   (b) Laptop
   (c) Supercomputer
   (d) Tablet PC

   2. Following are the differences between humans and computers.

Humans	Computers
Humans cannot work as fast as computers.	Computers can work very fast.
Humans get tired after working.	Computers do not get tired.
Humans can make mistakes.	Computers do not make mistakes.
Humans store some things in the memory.	Computer stores everything in the memory.
Humans can take decisions on their own.	Computers cannot take decisions on their own.

2. Uses of a Computer

A. Fill in the blanks.

1. We use computers to _____ and records in a bank.
2. Computers are used in a _____ to keep records, make report cards and teach.
3. Computers are used to launch and control _____ and rockets.
4. In shops and_____, computers are used to prepare bills and price lists.
5. Computers are used to book and sell _____.

B. State whether the following statements are True or False.

1. At school, computer can be used to do our homework, play games and listen to music.
2. In airports, computers are used to perform operations and prepare medical reports.
3. Computers are also used for making films and advertisements.
4. Computers are used to book rooms in stores.
5. Computers are used in restaurants to keep records, to receive orders and to print bills.

C. Match the columns.

Column A	Column B
1. Home	(a) Make circulars and notices
2. School	(b) Keep details of diff erent accounts
3. Office	(c) Do medical tests
4. Hospital	(d) Listen to songs
5. Bank	(e) Keep office records

D. Choose the correct answer.

1. In which of the following places is the computer used to gather data from satellites?
   - (a) Airports
   - (b) Space research centres
   - (c) Schools
   - (d) Home
2. In which of the following places can we use a computer to book and cancel tickets?
   - (a) Airport and Railway Station
   - (b) Bank
   - (c) Hospital
   - (d) Office
3. In a hospital, a computer helps to do which of the following tasks?
   - (a) Teach children
   - (b) Draw and colour
   - (c) Do medical tests
   - (d) Listen to songs

E. Answer the following questions.

1. State the uses of a computer in space research.
2. Why are computers used at airports and railway stations?

Answers to Worksheet

A. 1. maintain accounts   2. school
3. satellites   4. departmental stores
5. tickets

B. 1. False   2. False
3. True   4. False
5. True

C. 1. (d)   2. (a)
3. (e)   4. (c)
5. (b)

D. 1. (b)   2. (a)
3. (c)

E. 1. Computers are of great use at space research centres and at rocket launching stations. They help to perform the following tasks.

- Launch and control satellites and rockets.
- Receive and study data sent by satellites.

2. At airports and railway stations, computers help to do these tasks.

- Book and cancel tickets.
- Keep details of passengers.
- Keep information about arrival and departure of aeroplanes and trains.

3. Parts of a Computer

A. Fill in the blanks.

1. A computer has _____ main parts.
2. The screen that appears on the monitor is called the _____.
3. A _____ helps us to point at, select and draw objects, and scroll.
4. A _____ helps us to get printouts of our work.
5. A _____ helps us to record our voice and talk to people.

B. State whether the following statements are True or False.

1. UPS keeps a computer on for some time even when the electricity goes off.
2. A CPU looks like a television screen.
3. Speakers and headphones help us to listen to sounds and music on a computer.
4. The desktop picture or the desktop background is known as icon.
5. The small pictures or symbols that appear on the desktop are known as wallpaper.

C. Match the columns.

Column A	Column B
1. Monitor	(a) To listen music
2. Speakers	(b) Screen on the monitor
3. Both CD and DVD	(c) Visual Display Unit
4. Desktop	(d) Desktop background
5. Wallpaper	(e) To store data

D. Choose the correct answer.

1. What does a monitor look like?
   - (a) Radio
   - (b) Television
   - (c) Book
   - (d) Play station
2. A keyboard consists of many buttons. What are these buttons called?
   - (a) Keys
   - (b) Tic-tac
   - (c) Band
   - (d) Switch
3. Everything that we type on the keyboard is displayed on which of the following parts of a computer?
   - (a) Central Processing Unit
   - (b) Monitor
   - (c) Speaker
   - (d) Uninterrupted Power Supply

E. Answer the following questions.

1. What are the functions of a UPS?
2. Write a few lines about the mouse.

Answers to Worksheet

A. 1. four   2. desktop

    3. mouse   4. printer

    5. microphone

B. 1. True   2. False

    3. True   4. False

    5. False

C. 1. (c)   2. (a)

    3. (e)   4. (b)

    5. (d)

D. 1. (b)   2. (a)

    3. (b)

E. 1. Uninterrupted Power Supply (UPS) keeps a computer ON for some time even after the electricity goes OFF. This gives us time to save the data we are working on.

    2. A mouse acts as a pointing device. It is attached to a computer by a cable. It helps us to draw and colour pictures, point at and select objects, and scroll up and down on a computer screen. We keep a mouse on a mouse pad so that it works smoothly.

4. Working of a Computer

A. Fill in the blanks.

1. We need to give _____ to a computer to make it work.
2. A system to change the input into output is called _____ (IPO) cycle.
3. The final result that we get after processing is called _____.
4. We sharpen a pencil using a sharpener. The sharpener acts as a _____ device.
5. When we add numbers, the numbers are the _____ and the sum we get is the _____.

B. State whether the following statements are True or False.

1. A computer is a machine that cannot work on its own.
2. Any information, idea or given resource to a computer is called output.
3. Processing means working on data.
4. The typed text that we see on the monitor is the input.
5. A computer uses the IPO cycle to perform a task.

C. Match the columns.

Column A	Column B
1. Printer	(a) Records voice or any other sound
2. Scanner	(b) Prints information on a paper
3. Joystick	(c) Takes pictures and makes videos
4. Web camera	(d) Used to play games
5. Microphone	(e) Scans text and images

D. Choose the correct answer.

1. Which of the following is an action performed to change input into output?
   - (a) Processing
   - (b) Output
   - (c) Input
   - (d) IPO cycle
2. The typed text that we see on the monitor falls under which of the following?
   - (a) Processing
   - (b) Output
   - (c) Input
   - (d) IPO cycle
3. The devices that help us to give inputs or data to a computer are called_____.
   - (a) output devices
   - (b) storage devices
   - (c) input devices
   - (d) computer devices

E. Answer the following questions.

1. Name four input devices.
2. What are output devices?

Answers to Worksheet

A.
1. instructions
2. input-process-output
3. output
4. processing
5. inputs, output

B.
1. True
2. False
3. True
4. False
5. True

C.
1. (b)
2. (e)
3. (d)
4. (c)
5. (a)

D.
1. (a)
2. (b)
3. (c)

E.
1. Following are the input devices.
   - A keyboard helps us to enter information into a computer.
   - A mouse helps us to draw pictures and play games.
   - A light pen is used to point to display objects on a computer screen.
   - A microphone is used to record voice or any other sound.

2. When a computer completes the processing work, we get the final result. This result is called the output. It can be in the form of symbols, letters, numbers, pictures or sound. The parts of a computer which help us to give output are called output devices.

5. More About Keyboard

A. Fill in the blanks.

1. A _____ is an input device that consists of many buttons called _____.
2. Keyboard is used it for_____, numbers and symbols.
3. The keys having numbers 0 to 9 on them are called _____.
4. We use the _____ key to delete characters to the left side of a cursor.
5. The keys having letters A to Z on them are called _____.

B. State whether the following statements are True or False.

1. A keyboard is an input device.
2. There are 29 alphabet keys.
3. Number keys are also called alphabet keys.
4. There are two Enter keys on a keyboard.
5. We use the Delete key to delete characters to the right side of a cursor.

C. Match the columns.

Column A	Column B
1. Alphabet keys	(a) Return key
2. Number keys	(b) Type text in capital letters
3. Enter key	(c) Delete characters
4. Caps Lock key	(d) Letters A to Z
5. Delete key	(e) At two places on a keyboard

D. Choose the correct answer.

1. Which of the following keys is/are used to move a page up or down?
   - (a) Backspace key
   - (b) Page up/Page down keys
   - (c) Enter key
   - (d) Shift key
2. Which of the following keys is used with other keys for different purposes?
   - (a) Backspace key
   - (b) Page up key
   - (c) Enter key
   - (d) Shift key
3. How many arrow keys are there on the keyboard?
   - (a) Two
   - (b) Five
   - (c) Three
   - (d) Four

E. Answer the following questions.

1. What are arrow keys used for?
2. What are the differences between Delete key and Backspace key?

Answers to Worksheet

A.
1. Keyboard, keys
2. typing letters
3. number keys
4. Backspace
5. alphabet keys

B.
1. True
2. False
3. False
4. True
5. True

C.
1. (d)
2. (e)
3. (a)
4. (b)
5. (c)

D.
1. (b)
2. (d)
3. (d)

E.
1. Arrow keys are marked with arrows. There are four arrow keys on a keyboard. These keys allow us to move a cursor. The arrows marked on the keys tell us the direction in which the cursor moves.

2. We use the Delete key to delete characters to the right side of a cursor, whereas we use the Backspace key to delete characters to the left side of a cursor.

6. Typing in WordPad

A. Fill in the blanks.

1. WordPad is a _____ program that helps us to create _____.
2. The main parts of WordPad window are Menu Bar, _____, Format Bar, _____ and Ruler.
3. We can make the text look attractive using the _____ group of the _____ tab on the Ribbon.
4. _____ is a blinking line on the window.
5. _____ displays the name of the current document on which you are working.

B. State whether the following statements are True or False.

1. We can open a saved file any number of times.
2. We can close WordPad by clicking on the File tab and selecting the Exit option.
3. We must save our document while working on it.
4. If a document is not saved before closing WordPad, the computer will not ask you to save it.
5. As we click on a Tab button, its relevant options get displayed on the Ribbon.

C. Match the columns.

Column A	Column B
1. Title bar	(a) Blinking line on a document
2. Menu bar	(b) Sets tabs and measure margins
3. Ribbon	(c) Contains the tabs like Home and View
4. Cursor	(d) Gives us options related to each tab
5. Ruler	(e) Displays the name of the current document

D. Choose the correct answer.

1. Which of the following contains tabs like Home and View?
   (a) Menu bar   (b) Title bar   (c) Ruler   (d) Options bar
2. Which of the following enables us to set tabs and measure margins?
   (a) Menu bar   (b) Title bar   (c) Ruler   (d) Options bar
3. Which of the following is not a main part of WordPad window?
   (a) Menu bar   (b) Title bar   (c) Ruler   (d) Options bar

E. Answer the following questions.

1. Write the steps for opening WordPad.
2. Number the steps to close WordPad in the correct order.
   (a) Click on the Open button to open the file.
   (b) Click on the File tab.
   (c) Click on the desired file.
   (d) Click on the Open option. An 'Open' dialog box will appear.

Answers to Worksheet

A. 1. Microsoft Windows, documents   2. Title Bar, Ribbon
3. Font, Home   4. Cursor
5. Title bar

B. 1. True   2. True
3. True   4. False
5. True

C. 1. (e)   2. (c)
3. (d)   4. (a)
5. (b)

D. 1. (a)   2. (c)
3. (d)

E. 1. Follow these steps to open WordPad.

    (a) Click on the Start button.

    (b) Click on the arrow of Windows Accessories.

    (c) Select WordPad. The 'WordPad' window will appear on the screen.

  2. Follow is the correct order of steps to open an existing file.

    (a) Click on the File tab.

    (b) Click on the Open option. An 'Open' dialog box will appear.

    (c) Click on the desired file.

    (d) Click on the Open button to open the file.

7. Computer Mouse

A. Fill in the blanks.

1. _____ mouse has a ball that moves to move the cursor on the screen.
2. A _____ is a clean and smooth mat used underneath a mouse.
3. A mouse can be used to perform tasks such as _____, _____, drag and drop.
4. Selecting an item refers to _____ an item on the screen.
5. Moving a mouse while keeping the left button pressed is called _____.

B. State whether the following statements are True or False.

1. The pointer on the screen moves as you move the mouse.
2. We click the left button once to open a set of options.
3. Selecting an item on the monitor means deleting it.
4. Releasing the mouse button after dragging is called single-click.
5. Pressing the left mouse button twice and releasing it is called double-click.

C. Match the columns.

Column A	Column B
1. Optical mouse	(a) Like a scroll mouse but much faster
2. Gaming mouse	(b) Touch strip on it responds to our finger movement
3. Trackball mouse	(c) Generally found on a laptop
4. Touchpad mouse	(d) Uses laser light to move the pointer
5. Touch mouse	(e) Has a ball on the top

D. Choose the correct answer.

1. What is action of releasing the mouse button after dragging called?
   - (a) Dragging
   - (b) Dropping
   - (c) Clicking
   - (d) Drag and drop
2. Which of the following actions is performed on a selected document to open it?
   - (a) Single-click
   - (b) Dragging
   - (c) Dropping
   - (d) Double-click
3. When we click the right button of a mouse, what is it called?
   - (a) Right-click
   - (b) Dragging
   - (c) Dropping
   - (d) Double-click

E. Answer the following questions.

1. Write the steps to drag and drop an item on the screen.
2. How do you select an item on the screen?

Answers to Worksheet

A. 1. Roller-ball
 2. mouse pad
 3. single-click, double-click
 4. highlighting
 5. dragging

B. 1. True
 2. False
 3. False
 4. False
 5. True

C. 1. (d)
 2. (a)
 3. (e)
 4. (c)
 5. (b)

D. 1. (b)
 2. (d)
 3. (a)

E. 1. Follow these steps to drag and drop an item on the screen.

(a) Select a file by clicking the left mouse button.

(b) Hold the left button pressed and move the mouse. The selected file will also move. This is called drag.

(c) Release the mouse button. The file will stay in the new place. This action of the mouse is called drop.

2. Selecting an item on the monitor means highlighting it. We follow these steps to do so.

(a) Move the mouse pointer to an item on the screen and then click it once. Its colour will change. It shows that the document is now selected.

(b) Now click the left mouse button twice on the selected document to open it.

8. MS Paint

A. Fill in the blanks.

1. We use _____ to draw and colour on a computer.
2. _____ tool works like a sprayer with which you can spray different colour in the _____.
3. _____ is used to select colour from an object to fill it in another object.
4. You can click on the _____ at the top right corner of the Paint window.
5. _____ is used to draw a circle or an oval.

B. State whether the following statements are True or False.

1. Once a file has been saved, it cannot be opened again.
2. Magnifier tool is used to see a larger view of a picture.
3. Text tool allows us to type text in a picture.
4. There are only a few tools present in the Ribbon of Paint.
5. We can select the width of the Airbrush by clicking on the Size button.

C. Match the columns.

Column A	Column B
1. Pencil Tool	(a) Erase what we do not need
2. Eraser Tool	(b) Works like a sprayer
3. Line Tool	(c) Draw curved lines
4. Curve Tool	(d) Draw like a real pencil
5. Airbrush Tool	(e) Draw straight lines

D. Choose the correct answer.

1. Which of the following tools is used to choose and spray different colour in the Drawing Area?
   - (a) Line tool
   - (b) Text tool
   - (c) Airbrush tool
   - (d) Curve tool
2. Which of the following tools is used to see a larger view of the picture?
   - (a) Airbrush tool
   - (b) Magnifier tool
   - (c) Line tool
   - (d) Curve tool
3. Open button is there in which of the following tabs?
   - (a) File tab
   - (b) Home tab
   - (c) Insert tab
   - (d) View tab

E. Answer the following questions.

1. What is the use of the Colour picker tool?
2. Write the steps to steps to save the work done in Paint.

Answers to Worksheet

A. 1. MS Paint
   3. Colour picker tool
   5. Ellipse tool

   2. Airbrush, Drawing Area
   4. Close button

B. 1. False
   3. True
   5. True

   2. True
   4. False

C. 1. (d)
   3. (e)
   5. (b)

   2. (a)
   4. (c)

D. 1. (c)
   3. (a)

   2. (b)

E. 1. The Colour picker tool is used to select colour from an object to fill it in another object.
   2. Follow these steps to save the work done in Paint.

   (a) Click on the File tab.

   (b) Select the Save option from the menu.

   (c) The 'Save As' window will appear on the screen.

   (d) Type the name of the file in the 'File name' box.

   (e) Click on the Save button. Your work will be saved in 'Paint'.