

COMPUTER

2



With the blessings of :
Our Parents

Computer-2

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- National Education Policy 2020
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- Innovative Approach
- Learning with fun
- Eco-Friendly Paper

Preface

Computer

: Computers, a series of eight books, is a carefully arranged Computer series, that perfectly complies with the NCERT syllabus criteria and the National Curriculum Framework's vision. In accordance with NEP 2020's guidelines, the series adopts an interactive approach to make Learning about Computer enjoyable for students. This book includes enough questions in accordance with the NEP criteria. The fundamental principles of NEP which are recognising, identifying and fostering the unique capabilities of each student, respect for diversity, and respect for the local context in all topics, are always kept in mind while creating the book.

The topics are introduced in a way that children experience and learn through exploration.

Child-friendly language and contextual images have been incorporated throughout the series to make the material more understandable for young readers. This allows them to connect what they read and relate it to the views, ideas and experiences they encounter every day.

Salient Features of the series:

Learning Outcomes : It shows the right path of learning to the teachers as well as students. It establishes the direction of learning for efficient and superior learning results.

Warm Up : Children can connect their prior knowledge to the chapter's topic through simple yet engaging activities.

Teacher's note : An outline of guidelines for teachers to follow in the classroom in order to make lessons interactive and discussion-based.

Let me answer : Questions related to the topic which are essential for checking pupil understanding and keeping them engaged with the task at hand.

Do You know : An interesting piece of information related to the topic.

Remember It : Additional information about the topic to encourage children to wonder about various surroundings.

Kids' IQ : These questions have been included to reinforce learners to think, analyse and apply.

Up skill your Intelligence : Ample exercises with a range of questions to support learning.

Critical Thinking : Questions which allow the learners to think clearly and rationally. Further, permit the learners to understand the logical connections between ideas in order to analyse facts and come to a conclusion.

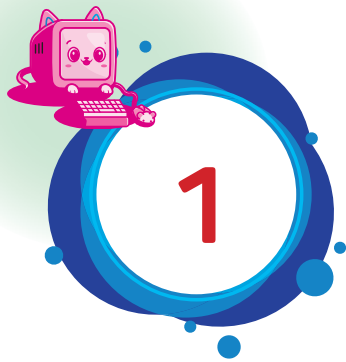
Team Work : It enables the students to collaborate with others.

The content is structured and well-graded. Sincere efforts have been taken to prevent any inconsistencies and make this series a perfect complement to the students' education. Any worthwhile recommendations for how to improve the series are always welcome and greatly appreciated.

Author

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LEARNING MORE ABOUT A COMPUTER



Learning Outcomes

At the end of this chapter, students will be able to:

- ♦ Define the basics of a computer.
- ♦ Identify different types of computers.
- ♦ Differentiate between computer types on the basis of their features.
- ♦ Understand and explain the importance of computers.



Draw a circle around the electronic devices.



Cycle



Computer



Hand juicer



Fan



Air Conditioner



Teacher's Note

- ♦ Elucidate the students about electronically operated and manually operated machines.



Hi! I am Peter. I will introduce you to different kinds of computers.

We all are aware that computer is a very wonderful machine which is very useful. It makes our daily tasks very easy.



What is a Computer?

A computer is an electronically operated machine that helps us to do various tasks. A computer can complete any task very quickly and efficiently.



"It's time to learn about types of computers."



Types of Computer

There are several sizes of computers. We can easily classify computers based on their size and speed as mentioned in the pictures given below:



Desktop



Laptop



Tablet



Palmtop



Super Computer

Desktop Computer

A Desktop is a type of computer that can be placed easily on a desk. It consists of a monitor attached with a keyboard, mouse and CPU. It can also be referred to as Personal computer or PC. It has a disadvantage that it cannot be charged and must be given a constant power supply.



Do You Know?

Silico sapiens is the scientific name of a computer.



Laptop Computer

A Laptop is a type of computer that can be easily placed on a lap to work. The size of a laptop computer is much smaller than a desktop computer. It is highly portable. It is powered by a battery that can be charged using a charger.



Let me Answer

What is another name for a palmtop computer?



Tablet Computer

A Tablet computer is a flat, thin computer whose size is smaller than a laptop computer. It has a touchpad instead of a mouse. You can use your finger's motion to work on a tablet. It is powered by a battery that can be recharged by a charger and can be easily replaced. The size of a Tablet computer is slightly bigger than a mobile phone.



Palmtop Computer

A Palmtop computer is smaller than a laptop. You can easily hold it in one hand and operate with the other. It can also be referred to as a pocket computer.



Do You Know?

Super computers usually have more than one CPU.

REMEMBER IT!



First mechanical computer was developed in the year 1822.



Super Computer

Super Computers are extremely powerful and fast. Its speed is much faster than any of the previously discussed computer types which is why it is used by scientists for high speed computations.



Let me Answer

Which type of computers are extremely powerful and fast?

Computers are very smart machines, but are they even smarter than humans?



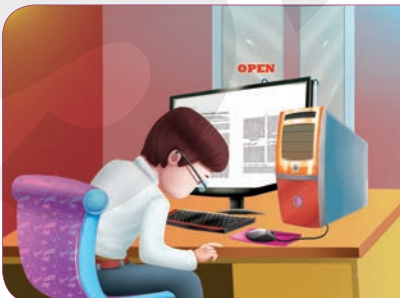
Man vs Computer



Man



Computer



A man has to take a break after working for a while.



A computer never gets tired even after working for long hours.



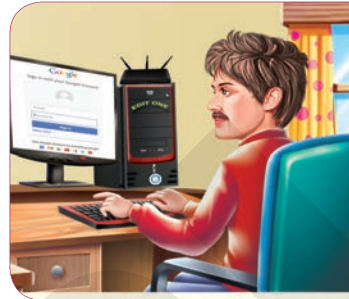
Man is slower than a computer at work.



A computer finishes difficult tasks in seconds.



A man is capable of errors.



A computer is 100% error free.



A man does not always need instructions to perform any task.



A computer always needs a set of instructions to do tasks.

REMEMBER IT!



Computers don't require sleep the way humans do. So they can calculate, analyse and perform tasks tirelessly and round the clock.



Kids' IQ

Can you arrange computer types according to their sizes?

Laptop Palmtop Tablet Desktop

Ans.



Let's Recall

- A computer is an electronically operated machine.
- A Desktop computer is also called a Personal Computer or PC.
- Supercomputers are the fastest computer. They are used by scientists.
- A Tablet computer has a touchpad display.
- A Computer works according to the instructions provided by man.

A. Identify and write down the types of computers from the image in the space provided below.



B. Tick (✓) the correct answers.

1. A Palmtop computer is also known as

- ☐ a. Super computer ☐ b. Pocket computer
☐ c. PC

2. A computer is an operated machine.

- ☐ a. electronically ☐ b. manually ☐ c. both

3. A computer is a flat ,thin computer that has a touchpad display.

☐ a. Desktop

☐ b. Tablet

☐ c. Laptop

4. A Laptop is than a desktop computer.

☐ a. bigger

☐ b. smaller

☐ c. equal

5. is not a type of computer.

☐ a. Work station

☐ b. Super computer

☐ c. Desktop computer

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

1. A man does not get tired and can work for long hours. ☐

2. A PC can be carried anywhere easily. ☐

3. Super computer is the fastest computer. ☐

4. A Desktop computer can be charged using a charger. ☐

5. A Laptop has a touchpad display. ☐

D. Answer the following questions.

1. Write a short note on the computer.

.....

2. What is a tablet computer? Can it be charged using a charger?

.....

3. Write a comparison between a Desktop computer and a Laptop computer.

.....

4. Make a table of comparison between a man and a computer.

Man

Computer

.....	
.....	
.....	



Critical Thinking

A. Solve the jumbled words.

ACMHNIE —

OWPER UPLSPY —

SKOTDEP —

MEORUCTP —

APLOPT —

B. Few activities have been listed below. Colour the boxes as per the directions given below.

Yellow, if a machine does it.

Red, if a man does it.

Purple, if man and computer both can do.



1. Works continuously efficiently.

2. Gets tired.

3. Can talk.

4. Painting.



Team Work

Make a team with your friend and write the uses of different types of computers on a chart paper and paste pictures in ascending order of their sizes.

Chart paper template with four rectangular boxes for pasting pictures and writing uses, separated by horizontal dotted lines.



COMPUTERS AROUND US



Learning Outcomes

At the end of this chapter, students will be able to

- ◆ Comprehend the various ways in which computers are used around us.
- ◆ Know the uses of computers at different places.
- ◆ Make a list of tasks performed by computers.



Identify and circle the images where you have seen the use of computers.



Forest



Bank



Temple



Public toilet



Supermarket



Teacher's Note

- ◆ Elucidate the children that computers are used at different places for different purposes.

Hey Friends! Do you know how computers work? Do you remember the places where you have seen a computer?



In this chapter, we will understand in detail how different types of computers perform different actions at different locations.

There are different machines that do different jobs. For eg. An AC controls the temperature of a given area. A similar machine is the computer. It can complete challenging tasks in a matter of seconds.

Use of computers is incredibly necessary nowadays. Computers are used everywhere like in offices, at shopping centres etc. Different computers can be used by different people for different works. For eg. Software engineers use computers to design new softwares.



Computers at Office

Have you ever visited your parent's office? If yes, you must have seen someone using a computer there.

Computers are used in offices for the following purposes:

- Typing and printing of work documents.



Do You Know?

Computers are also used in space explorations.



- Receiving and sending of data and emails.
- Giving powerpoint presentations.
- Keeping the records of the employees.

Computers at Homes

A computer is an inseparable part of our everyday life. We utilise computers at home for:

- Watching movies and playing games.
- Making online bill payment.
- Internet access.
- Sending and receiving emails.



REMEMBER IT!



First electronic computer was ENIAC.



Computers at Banks

We keep our money safe in banks. A computer is used in banks for:

- Maintaining records of customers.
- Online banking.
- Doing calculations.



Computers in Medical Field

Hospitals use computers for:

- Keeping detailed records of visitors and employees.
- Preparing medical reports.
- Diagnosing diseases and performing operations.



Computers in Shopping Malls

Shopping malls use computers for:

- Maintaining records of employees.
- Keeping record of goods sold and stocked.



Computers at Railway Stations and Airports

Have you ever seen computers at railway stations or airports? At airports and stations, computers perform the following tasks:



- To track and control the activities of aeroplanes and trains.
- To display information about timings.
- To make or cancel reservations and booking and printing of tickets.



Computers in Schools

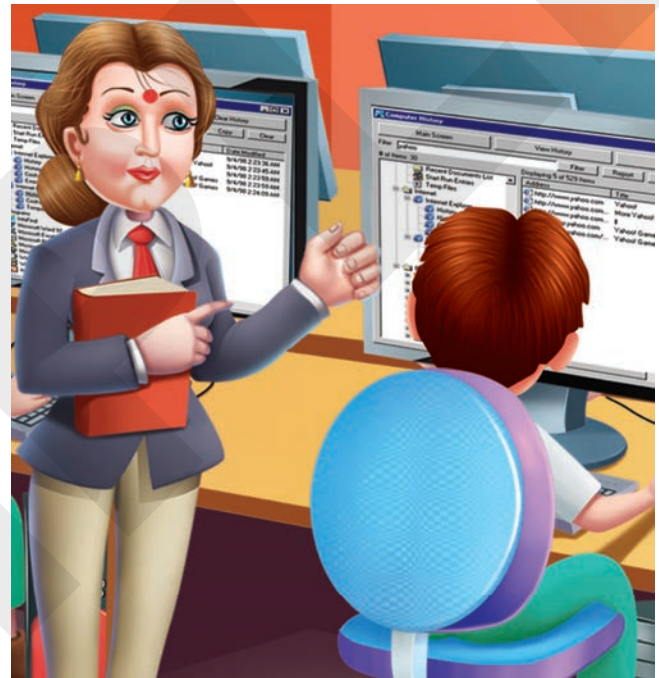
In a school, computers are used widely by teachers for:

- Interactive learning apps and virtual classes using smart classrooms.
- Tracking performance of students.
- Maintaining fee bills and receipts.
- Tracking library records.



Let me Answer

How are computers useful in schools?



Kids' IQ

Can you suggest some more uses of computers?

Ans.



Let's Recall

- Different kinds of machines perform different tasks.
- Computers are used almost everywhere like hospitals, banks, schools etc.
- In banks, computers are used to perform calculations.
- In offices, computers are used to maintain records of employees.



Upskill Your Intelligence



A. Collect and paste the pictures of any five places where computers are used in the space given below:

B. Fill in the blanks.

1. At offices, computers are used for giving presentations.
2. In, computers are used for booking and printing tickets.
3. At, computers are used to display flight details.

4. In shopping malls, computers are used to maintain records of sold and stocked.
5. In a, computers are used by teachers to teach.

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

1. A computer can be used to book flight tickets. ☐
2. A computer is not a man-made machine. ☐
3. Computers can be used for virtual classes in schools. ☐
4. A computer can cut the vegetables. ☐
5. A computer cannot be used for printing documents. ☐

D. Answer the following questions.

1. Write down the names of five places where computers are used.

.....

.....

2. List any two uses of computers in schools.

.....

.....

3. Where do we use computers to maintain health records of patients?

.....

4. Write a short note on uses of computers in airports and railway stations.

.....

.....



Critical Thinking

A. Unscramble the words to answer the following questions correctly.

1. Computers are used in offices for sending and receiving.

IMLAE —

2. Computers are used in schools to track library.

DCOERRS —

3. At airports, computers are used for booking and printing.

SEICTKT —

4. uses computers to design new softwares.

NGEEIENR —

B. Have you ever shopped at a mall? If yes, then paste a computerised bill below:

Large empty box for pasting a computerised bill.



Team Work

Your parents want to book a train ticket, but there is a long queue at the railway station. Ask your parents and list down the steps involved in booking an online train ticket.



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3

PARTS OF A COMPUTER



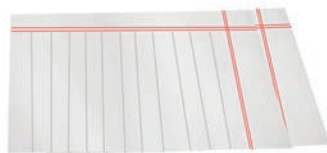
Learning Outcomes

At the end of this chapter, students will be able to:

- ◆ Learn about types of devices in a computer.
- ◆ Comprehend and list down the functions of parts of computer.
- ◆ Describe the purpose of different parts of computer.

Warm Up

Join the things which are connected to a computer.



Teacher's Note

◆ Encourage the students to talk about the computer room etiquettes.

“Hello Friends, In this chapter, we will talk about purpose and uses of all parts of the computer.”



We have already read that a computer is a device with a variety of uses at different places. It is capable of doing a large number of tasks simultaneously.

Let us take an example of a bike. It has different parts like wheels, engine, handle, etc. All these parts must work together to move the bike.

Similarly, there are four key parts of a computer to make it work. These are:

Key Parts of a Computer

1. CPU
2. Mouse
3. Keyboard
4. Monitor



Some devices are attached to the computer manually like speakers, pendrive, joystick etc.

Further, on the basis of data, computer parts are classified into the following 3 types:

- ◆ Input devices
- ◆ Output devices
- ◆ Storage devices



Input Devices

The devices which are used to enter data into the computer are called input devices. Here is the list of important input devices of a computer:

1. Keyboard
2. Mouse
3. Joystick
4. Microphone
5. Scanner

Keyboard

- A keyboard is an input device that allows a person to enter data in the form of letters, words, sentences and other symbols.
- Types of keys in a keyboard are function keys, arrow keys and alphanumeric keys.
- A keyboard can be joined to a computer using a wire or can be wireless.



Mouse

- A Mouse is a small, pointing input pointing device.



- It controls the computer's screen cursor.
- With the help of a mouse, you can draw pictures and play games.
- A mouse helps you to select, point and drag items on the screen.

Joystick

- A joystick is an input device consisting of a stick used to play games on a computer.
- It has one or more push buttons for playing games.
- It is a manually controlled device.



Microphone

- Microphone is used to record the sounds and also offer the option of voice recognition.



Central Processing Unit

- It is the most important part of a computer. It is also called the Brain of a Computer.
- It controls the functioning of all the other parts of the computer.
- Full form of the CPU is the Central Processing Unit.





Output Devices

The devices which are used to display, print and show the results after processing are called output devices. Monitor, printer and speakers are the most important output devices.

REMEMBER IT!



Joystick is an input device.



Monitor

- Monitor is the most important output device of a computer.
- Another name for a monitor is VDU (Visual Display Unit).
- It can display all kinds of data on it.

Printer

- Printer is a device which prints the output shown on the monitor on paper.
- It accepts the data from input devices.



Speakers

- Speakers are the most common output devices of a computer.
- Speakers produce audio output that can be heard by listeners.



Storage Devices

Storage devices are the hardware devices which allow storing data and applications. Most common storage devices are Hard Disk, DVD and Pendrive.

Hard Disk

- It is present inside the CPU box.
- It uses magnetic storage to store data.
- Its capacity is usually measured in gigabytes(GB) and terabytes(tb).



DVD

- The full form of the DVD is Digital Versatile Disk.
- It is a type of optical disk that stores a lot of data.

Pendrive

- Its other name is USB Flash Drive.
- It is a small device and highly portable.
- The most common use of pendrive is to transfer data from one device to another.



Kids' IQ

What are the types of screens used in monitors?

Ans.

Let's Recall

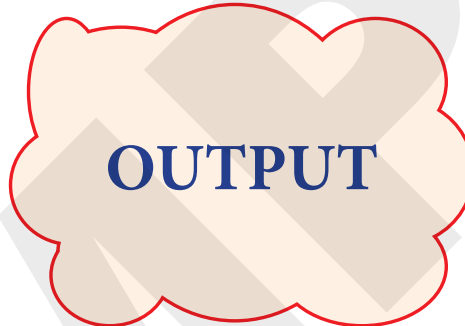
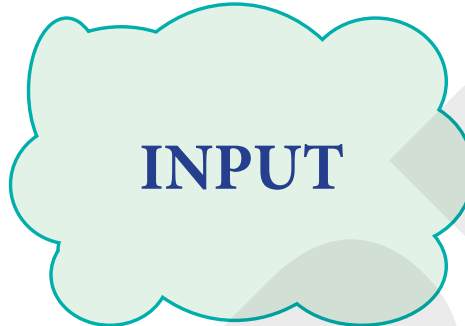
- A computer is a multitasking device.
- Four key parts of a computer are monitor, keyboard, mouse and CPU.
- Computer parts are further classified as input, output and storage devices.
- Input devices are Keyboard, Mouse, Joystick and Microphone.
- Hard Disk, Pen Drive and DVD are storage devices.
- Monitor, Printer and Speakers are Output devices.



Upskill Your Intelligence



A. There are 3 clouds given namely input, output and storage. Match the devices given below with the right cloud:



B. Tick (✓) the correct option.

1. is known as the Brain of Computer.

☐ a. DVD

☐ b. CPU

☐ c. Mouse

2. Device that accepts data from input device and print it on paper is called

☐ a. Speaker

☐ b. Monitor

☐ c. Printer

3. Devices that allow storage of data and applications are devices.

☐ a. Input

☐ b. Output

☐ c. Storage

4. Another name for is VDU.

☐ a. Monitor

☐ b. CPU

☐ c. Pendrive

5. controls the functioning of the computer.

☐ a. CPU

☐ b. VDU

☐ c. Mouse

C. Match the column.

Column I

Joystick

Speaker

Pendrive

Monitor

Column II

is an output device

is an input device

can play music

can transfer data between devices.

D. Answer the following questions.

1. What are input devices? Give two examples.

.....

.....

2. Write any two differences between storage and output devices.

.....

.....

3. Why is the CPU known as the Brain of the Computer?

.....

.....



Critical Thinking

A. Complete the following words.

1. O S T K
2. P D V E
3. E Y R
4. I U D E C
5. S A K

B. WHO AM I?

1. You can play games with me and
I have push buttons.
2. You can type with my keys.
3. I will display what you are doing
on the computer.
4. I can play music for you.
5. I am the Brain of the Computer.



Team Work

Ask your teacher why installation of air conditioners in computer labs is important. Note down a few points here.



.....

.....

.....



WORKING OF A COMPUTER



Learning Outcomes

At the end of this chapter, students will be able to:

- ◆ Understand how a computer system works.
- ◆ Explain an IPO cycle.
- ◆ Explain the input, output and processing of the computer.
- ◆ Write down the merits and demerits of a computer.

Warm Up

Match the following:



Teacher's Note

◆ Elucidate the students about the professions of different people.



Do you know how a task is completed? First step is to get instructions to do a task. Then, to think how it can be completed. Final step is to finish the task. A computer system also works in the same process.

Let us take an example.

Your teacher asks you to write down your homework in your diary.

We follow the commands given by the teacher and write our homework in a diary.



Let me Answer

What do you mean by commands?

What is an IPO cycle?



Similarly, the computer also works on the commands given to it.

A computer system completes any task given to it by IPO cycle.

Full form of IPO is **Input-Process-Output**.

Let us try to understand by taking an example.

TASK: Making mixed fruit juice.



Now, in the above example, the ingredients required to make the juice like apple, pineapple, orange and pomegranate are the input, the process will be placing all the ingredients into a juicer jar and the output will be a glass of fresh mixed fruit juice.

Similarly, to perform any task, a computer has to go through the following three processes:

INPUT

PROCESS

OUTPUT

These 3 processes together are called **IPO**.

Now, let us understand the working of the IPO cycle by explaining each process.



The data and commands given to the computer by the instructor are called Input. There are two ways of giving command to the computer. One by clicking by the mouse and the other by typing with the keyboard.





PROCESS

Whenever data is entered into the computer, it is sent to the CPU. It processes the data and commands and gives the result. This is called processing of data.



OUTPUT

The result of the process is displayed on various output devices like monitor, printer etc.

Let us take another example of how scanning of a document takes place through a scanner.

- 1. INPUT** : The document we want to scan is the input.
- 2. PROCESS** : The activity of putting documents on the scanner is the process.
- 3. OUTPUT** : The result of the process is displayed on the monitor screen. It is called as output.

Problem : Multiply the given numbers 14, 2 and 3.

INPUT : The first step is to enter the data into the computer. Eg. 14, 2 and 3.

PROCESS : Then, on the given set of commands, CPU processes the data Eg. 14x2x3



Let me Answer

How much time does a computer take to follow the command?

OUTPUT : Final result is displayed on the monitor screen.

Result: 84



Merits of A Computer

A computer has following merits:

Speed:

A computer is a very fast device. It is capable of processing a large amount of data in very less time.

Storage:

A computer has much more storage capacity than humans. It can store videos, text and audio in large amounts.

Reliability:

A computer is a reliable machine and designed to make maintenance easy.

Accuracy:

A computer performs all tasks with 100 percent accuracy.

Versatility:

A computer can perform a wide variety of tasks.



Do You Know?

People who work with computers are called livewares.

Diligence:

Unlike human, a computer is free from monotony and tiredness. It can perform repeated tasks with accuracy.

Multitasking:

A computer can perform multiple tasks at one time.



Demerits of A Computer

Poor eyesight:

Using computers for too much time can lead to health problems like poor eyesight.

Lack of intelligence:

A computer does not have as much intelligence as humans have.



Kids' IQ

Can you find some more disadvantages of a computer?

Ans.



Let's Recall

- A computer performs any task by IPO cycle that stands for Input-Process-Output.
- The instructions and data fed into the computer are called input.
- Speed, storage and accuracy are the few advantages of a computer.
- Poor eyesight and lack of intelligence are the disadvantages of a computer.

A. Complete the following IPO cycle.

MACHINE	INPUT	PROCESS	OUTPUT
	Switching on the A.C.		Desired temperature is obtained
		Washing clothes	Clean clothes
		Purifying water	Clean drinking water
	Numbers and symbols are entered		Calculated answer

B. Tick (✓) the correct answers.

1. CPU is used for which purpose?

☐ a. Input

☐ b. Process

☐ c. Output

2. means a computer can do repeated work with the same accuracy.
- ☐ a. Multitasking ☐ b. Diligence ☐ c. Accuracy
3. The result of the process on the monitor screen is called
- ☐ a. Process ☐ b. Output ☐ c. Input
4. A computer does not make any
- ☐ a. mistake ☐ b. accuracy ☐ c. processing
5. We can see the output on the
- ☐ a. keyboard ☐ b. monitor ☐ c. mouse

C. Answer the following questions.

1. Why is a computer called a multitasking device?

.....

2. Explain IPO cycle with the help of an example.

.....

3. State any two advantages of a computer.

.....

.....

4. List any three disadvantages of a computer.

.....

.....

.....

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

1. A computer does not perform all tasks with 100 % accuracy. ☐
2. Output is shown on the monitor and printer. ☐
3. A computer works on the IPO cycle. ☐
4. Lack of intelligence is an advantage of computers. ☐



Critical Thinking

A. Complete the following advantages and disadvantages of a computer.

1. D L E N C
2. OO E E I G T
3. S O R G
4. U T T S I G

B. Harsh wants to move a file from the desktop to a folder. List the steps included in this process.

.....

.....

.....

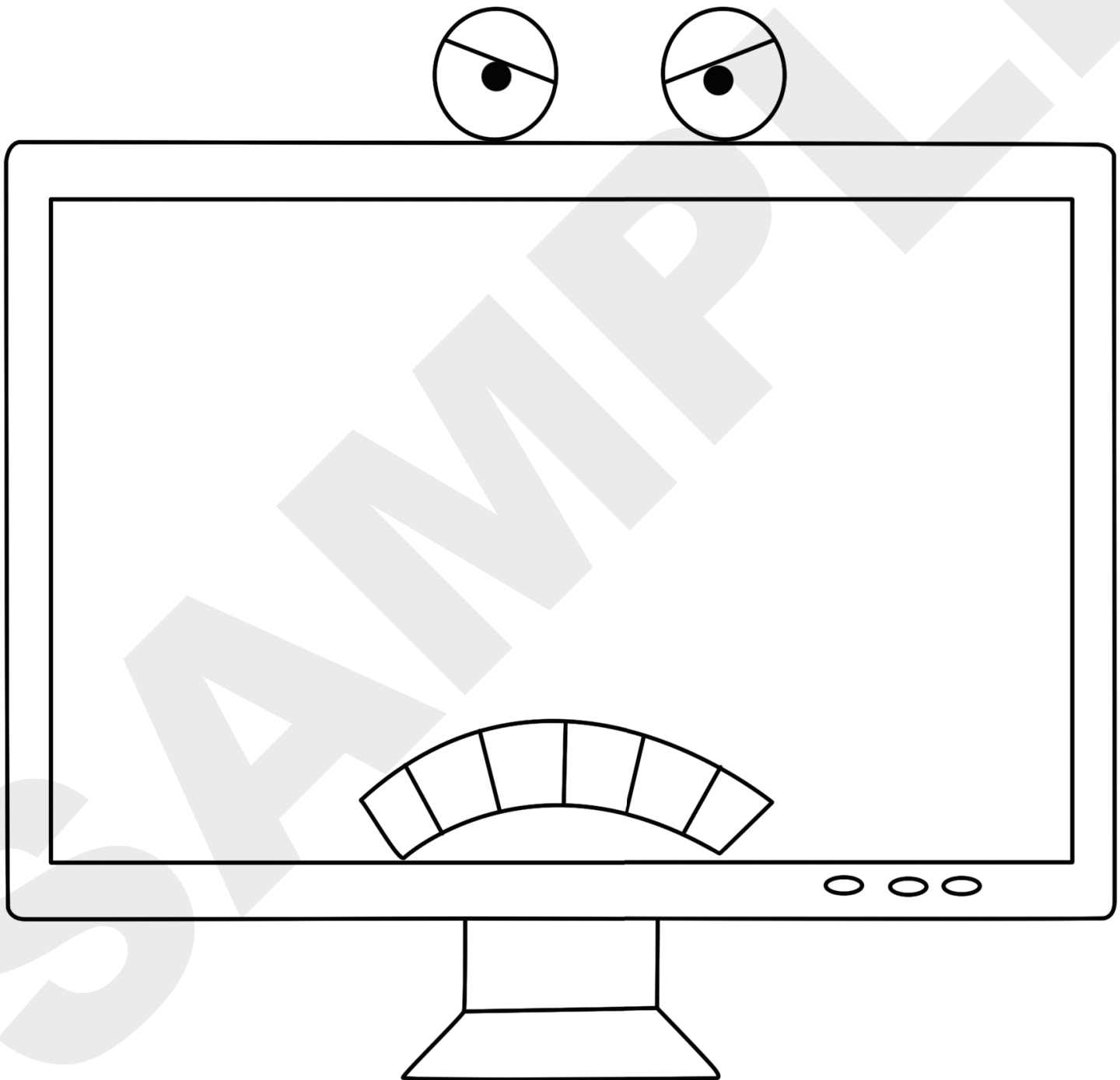
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Team Work

A computer has so many advantages and disadvantages. Type them in a notepad and save it on the desktop. Take a printout with the help of your teacher and paste it in the space provided below.



5

PAINTING WITH TUX PAINT



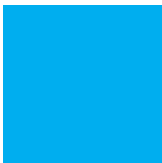
Learning Outcomes

At the end of this chapter, students will be able to:

- ♦ Start the Tux Paint app.
- ♦ Learn about various tools used in tux paint.
- ♦ Apply the tools to make drawings.
- ♦ Know how to save a file and exit the Tux paint app.



Match the following shapes with their names.



Circle



Square



Triangle



Rectangle



Teacher's Note

♦ Explain painting with Tux Paint to the students.

Glad to meet you again, friends! In this chapter, you will learn about a painting app called Tux paint.

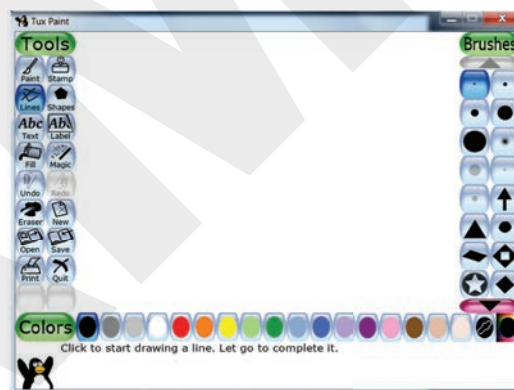


Tux paint is a free drawing program with a graphics editor. It has an easy interface and fun sound effects. It has so many drawing tools like paint tool, line tool and shapes tool that makes drawing more fun. Tux paint helps you to make beautiful drawings.

"Yay!....we are going to start the tux paint app."



Starting The Tux Paint App



Here are the steps involved to start the tux paint app:

Step 1:- Click on the start button.

Step 2:- Select all programs.

Step 3:- Click on the tux paint option either full screen or window.

The tux paint welcome screen will open as shown in the picture.



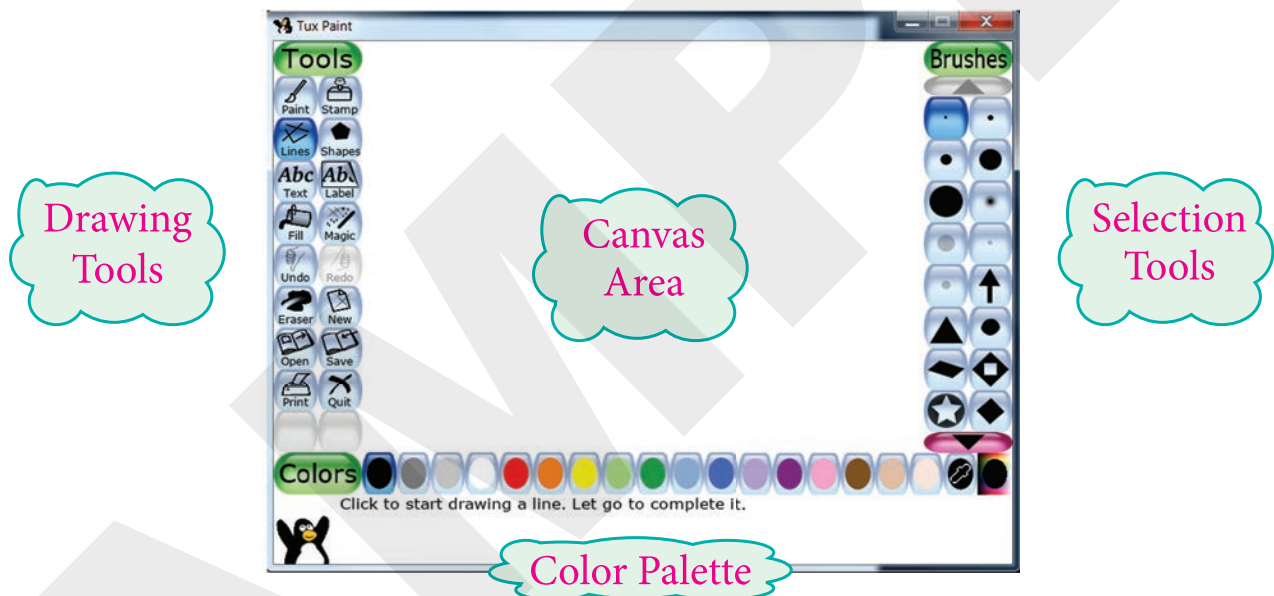
Components Of Tux Paint App

1. Canvas/Drawing area

This is the most important part of Tux paint and has the largest area. Here, images are drawn and edited.

2. Color palette

It is present below the toolbar and subtool bar of the tux paint window. We can choose from over 50,000 colours in this palette.



3. Selection tools

This tool provides various selectable objects like brushes, shapes, pointers, fonts etc. for selection.

4. Drawing tools

It is also called toolbar. It contains all the basic tools we can use for making drawings. On the left side of the screen, is the tool box. When any tool is clicked, on the right side of



Do You Know?

Tux paint can be downloaded for free. It was developed by Bill Kendrick.

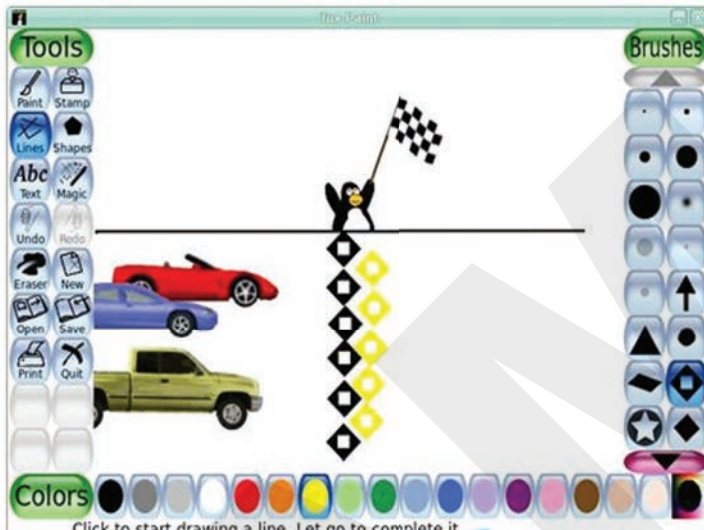
the screen, all the options available under that tool will be displayed.



Different Tools of Tux Paint

New tool

This tool is used to open a new file. It creates a blank drawing area.



Lines tool

This tool lets you draw straight lines using various brushes and colours.

Step 1:- Click on the lines tool from the toolbar.

Step 2:- Click and choose a colour from the colour box.

Step 3:- Click and select the size of the line.

Step 4:- Drag the mouse to draw lines.

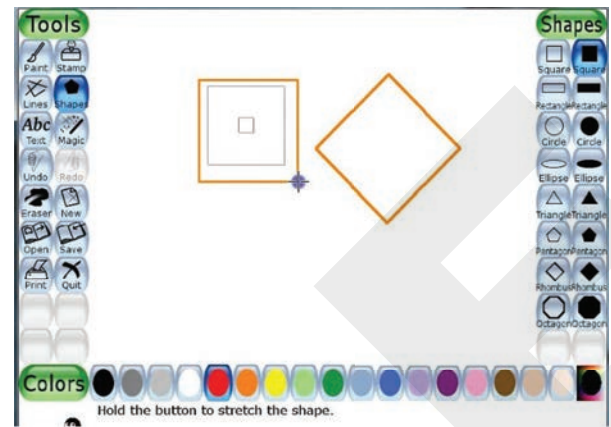
Shapes tool

This tool lets you draw some simple filled and unfilled shapes.

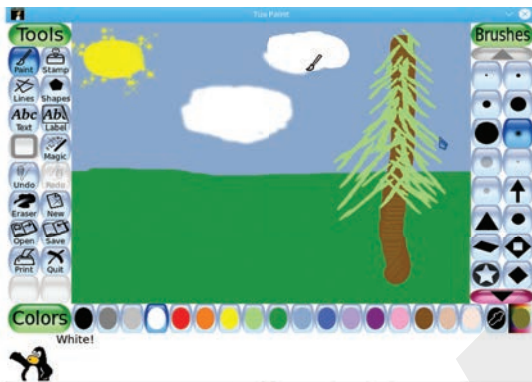
Step 1:- Click on the shapes tool from the tool bar.

Step 2:- Click and choose a colour from the Colours box.

Step 3:- Click and select a particular shape from the selector.



Step 4:- Drag the mouse to draw shapes.



Paint tool

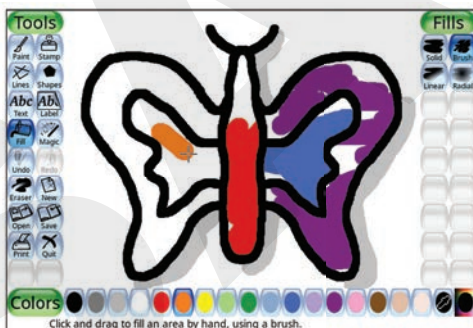
This tool is used to create freehand drawings and readymade patterns in tux paint.

Step 1:- Click on the paint tool from the tool bar.

Step 2:- Click and choose a colour from the Colours box.

Step 3:- Click and select a particular brush from the selector.

Step 4:- Drag the mouse to draw shapes.



Fill tool

This tool fills the picture with a colour. It is found in the magic effects option.

Text tool

This tool allows you to write letters and numbers.



Step 1:- Click on the text tool from the tool bar.

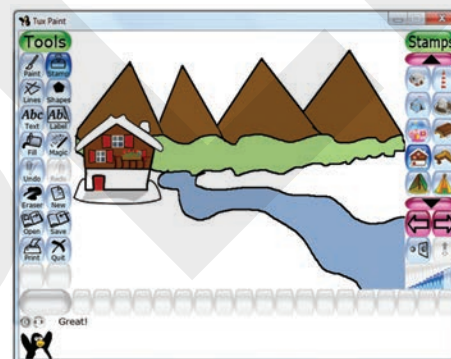
Step 2:- Click and choose a colour from the Colours box.

Step 3:- Click and select text style from the selector.

Step 4:- Type the text on canvas.

Stamp tool

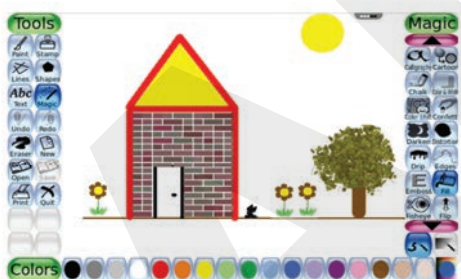
This tool is like a collection of rubber stamps or stickers which is used to paste ready-made pictures of plants, animals etc.



Step 1:- Click on the stamp tool from the tool bar.

Step 2:- Click and choose a stamp of your choice.

Step 3:- Draw on the canvas area.



Magic tool

This tool offers a variety of unique effects such as 'blurring' and 'fading' for drawings.

Step 1:- Click on the magic tool from the tool bar.

Step 2:- Scroll down to see various effects.

Step 3:- Select the magic effect of your choice.

Step 4:- Pick a colour and drag the mouse to draw the selected effect.

Can you name some other paint apps that can be used on a PC?

Ans.

.....



Let's Recall

- Tux paint is a free drawing program with sound effects and drawing tools.
- There are four parts of tux paint namely canvas area, drawing tools, selections and colour palette.
- Paint tool is used to create free hand drawings.
- Fill tool is used to fill an image with any colour.
- The new tool is used to open a new file.
- We can also save and print the drawing using the save and print tool.



Upskill Your Intelligence



A. Find the names of different tools from the grid given below.

H	F	T	U	L	B	R	S
H	P	E	X	C	L	E	E
O	A	A	T	P	N	U	P
U	I	M	O	I	A	O	A
G	N	N	L	L	P	L	H
U	T	E	X	T	G	J	S
O	H	S	Y	Q	F	O	S

B. Fill in the blanks with correct answers.

1. is a free hand drawing program.
2. is present below the toolbar and sub tool bar.
3. The lines tool is used to draw
4. The tool is found in the magic effects option.
5. The largest area of the screen is acquired by

C. Tick (✓) the correct answers.

1. tools are used to write letters.
☐ a. Text tool ☐ b. Line tool ☐ c. Magic tool
2. Tool has various effects.
☐ a. Magic ☐ b. Line ☐ c. Stamp
3. We can choose different colours from box.
☐ a. Stamp ☐ b. Colours ☐ c. Tool
4. New tool opens a new
☐ a. File ☐ b. Brush ☐ c. Colour
5. With the help of a text tool, we can write
☐ a. Letters ☐ b. Texts ☐ c. Both

D. Answer the following questions.

1. Write down the steps to start the Tux Paint app?

.....

.....

2. Name the different components of Tux Paint.

.....

.....

3. What is a fill tool? Where can it be found?

.....

.....

4. Which tool offers the effects such as 'blurring' and 'fading'?

.....

.....



Critical Thinking

A. WHO AM I?

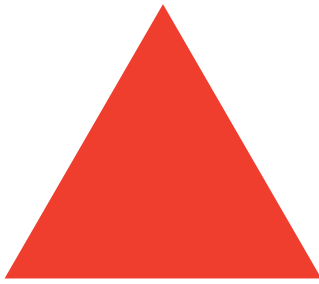
1. I am a collection of rubber stamps or stickers.
2. I am used to create free hand drawings.
3. I can type the text on the canvas.
4. You can find me in the magic effects option.

B. Write the names of tools used in making the following pictures.



.....

.....



Team Work

Make a drawing of your favourite animal in tux paint. Take a print out and paste it in the space provided below.

6

INTRODUCTION TO MS WORD



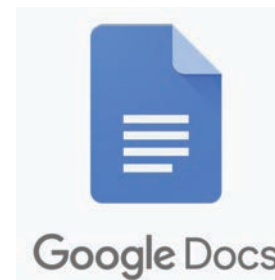
Learning Outcomes

At the end of this chapter, students will be able to:

- ◆ Learn about word processing software.
- ◆ Start MS WORD 2016.
- ◆ Type and edit documents in MS WORD.
- ◆ Save and close a file in MS WORD.



Identify and circle the softwares which allow you to change the processing of the words in many different ways.



Teacher's Note

◆ Talk about different softwares with the students.



Hello....In the last class you have learnt the basics of MS WORD. Now we will discover some more features of MS WORD."



An Overview of Word Processing

A word processor is a software that processes words, paragraphs and pages and is used for typing, saving and printing text documents. Modern word processing program includes features to customise the style of text, change the page formatting and be able to add header and footer, page number etc.

Some examples of word processing software include Microsoft Word, Word Perfect, AppleWorks etc.

Now, let us learn about a word processing software MS WORD 2016.



Introduction to MS Word

Microsoft Word is one of the most popular word processor programs developed by Microsoft Corporation.

MS WORD is part of the MS Office package which consists of MS-excel, MS-powerpoint.

It helps us to create, edit, copy, move, save and close a document.



Do You Know?

Microsoft was founded in 1975.

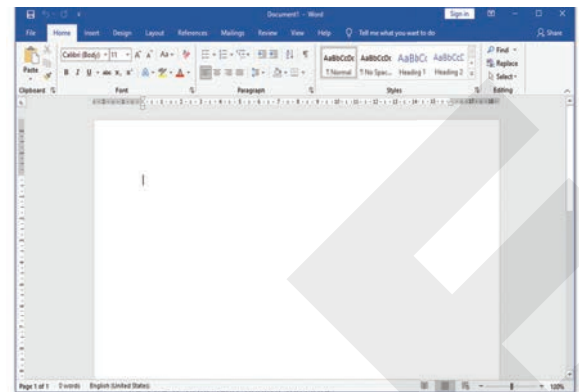


Let me Answer

Which type of software is Microsoft word?

How To Start MS Word 2016

- Step 1:-** Click on the start button.
- Step 2:-** Click on MS WORD-2016.
- Step 3:-** MS WORD welcome window will open.

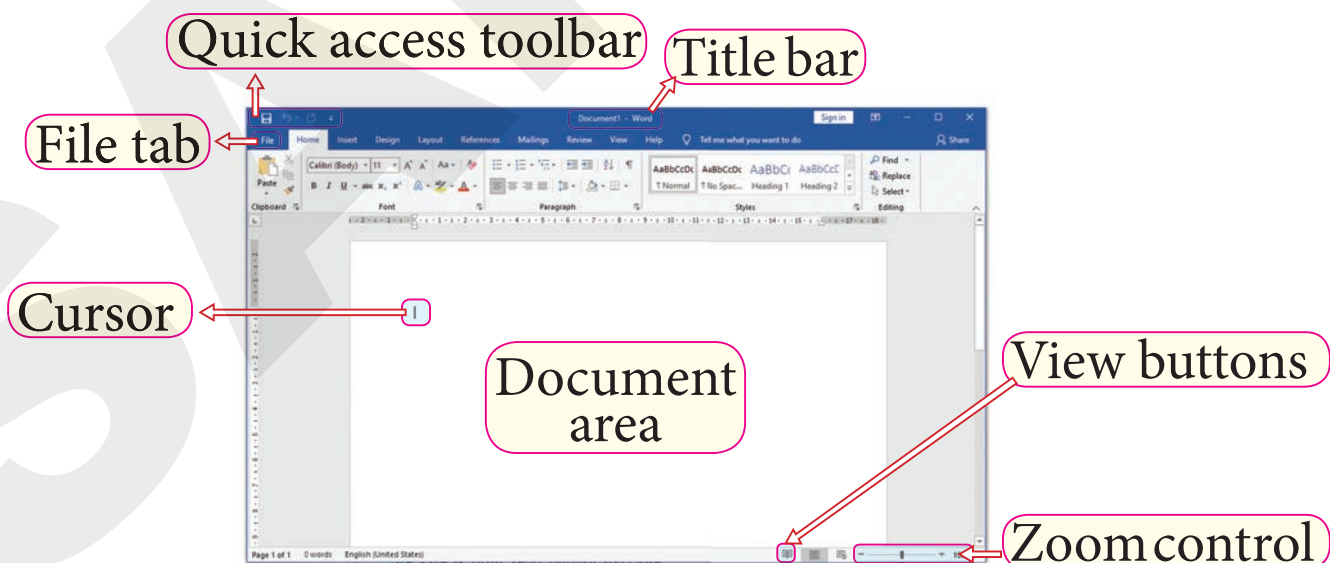


To Create A New Document

- Step 1:-** Click on File option.
- Step 2:-** Click New or press ctrl+N to open a new document.
- Step 3:-** Place the insertion point at the location where you want to type the text.

Components of MS Word-2016

Different components of MS WORD-2016 are



"Hurray! It will be fun to change a document."



Formatting The Text

Formatting the text in MS WORD includes changing the font, bolding the text and changing the font colour and size.

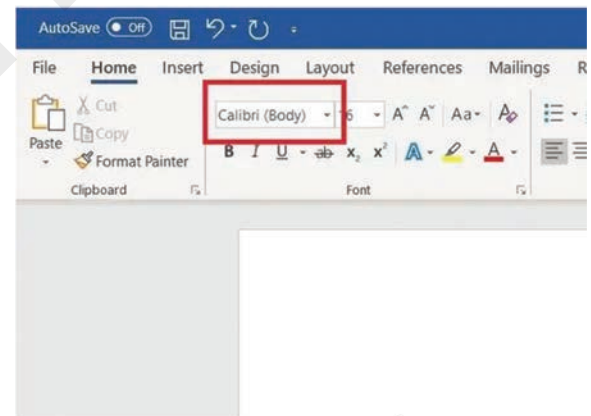


Font Style Change

It means to change the shape of the letters and numbers of a document. There is a variety of font styles available in MS WORD-2016. By default, the font of a word document is calibri (body).

Here are the steps involved in changing the font style of a document.

Step 1:- Select the text you want to format. To select a single word, double-click. To select a line or more text click to the left of it and then drag the cursor towards the text.



Let me Answer

What do you mean by font style change?

Step 2:- Click on the dropdown arrow in the box displaying the current font style.

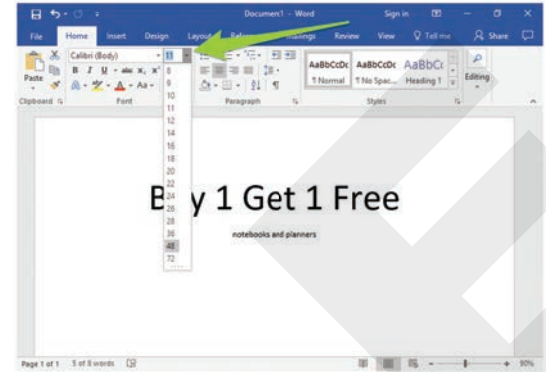
Step 3:- Now, select the new font style by clicking on it.



Font Size Change

It means to change the size in which text appears on the screen. By default, font size of a word document is 11.

Here are the steps involved in changing the font style of a document.



Step 1:- Select the text for which you want to change the font size.

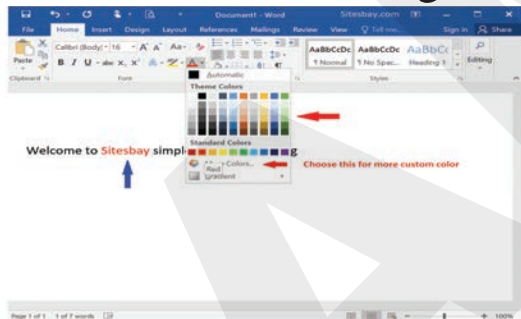
Step 2:- Click on the dropdown arrow in the box displaying the current font size.

Step 3:- Now, select the font size by clicking on it.



Font Colour Change

It means to change the colour in which text appears on the screen. By default, the font colour of a word document is black.



Here are the steps involved in changing the font style of a document.

Step 1:- Select the text for which you want to change the font colour.

Step 2:- Click on the dropdown arrow in the box displaying the current font colour.

Step 3:- The font colour menu appears. There is a variety of colours available in the colour menu.

Step 4:- Now, select the font colour by clicking on the desired colour.



How to Save A File in MS Word

Saving a file is very important. When we save a file, it can be used later to work on it. We should always save a file before closing it.

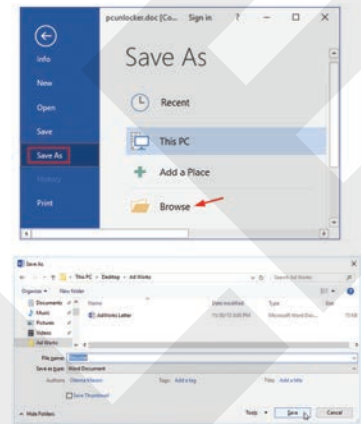
Following are the steps to save a file in MS WORD:

Step 1:- Click on the file option available on the left top end corner of the screen.

Step 2:- Select the save option from the available options.

Step 3:- A box will appear, in which you can type the file name.

Step 4:- Type the file name and click on the save option.

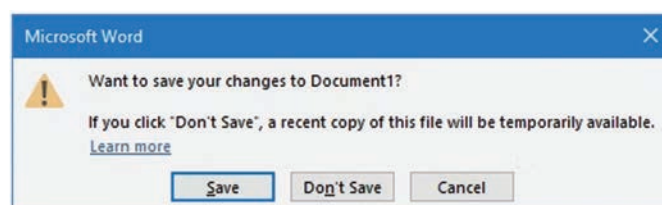


Closing A File in MS Word

Once you open a file you also need to close it. It can be done by following steps:

Step 1:- Click on the file tab.

Step 2:- Select the 'Close' from the available options. It will close the document.



Name any two font styles of MS WORD . Try to copy the font and write in the same style below.

Ans.

 Let's Recall

- MS WORD 2016 is a word processing software that processes words, paragraphs and pages.
- Different components of MS WORD include file tab, title bar, document area, zoom control and view buttons.
- You can format the text in MS WORD in different ways.
- Formatting the text in MS WORD includes changing the font colour, font size, line spacing, aligning the text etc.
- You can also save and close a file in MS WORD.



A. Complete the following components of MS WORD.

1. File
2. area
3. bar
4. Zoom

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

1. You can change the font size but not the font colour in MS WORD 2016. ☐
2. Default font size is 11 in MS WORD 2016. ☐

3. We should not save a file before closing it. ☐
4. There are only 5 font styles available in MS WORD. ☐
5. MS WORD is developed by Microsoft corporation. ☐

C. Answer the following questions.

1. What is a word processor? Give two examples.

.....

.....

2. Write down the steps involved to save a file in MS WORD 2016.

.....

.....

3. Explain the importance of saving a file.

.....

.....

4. What do you mean by formatting a text?

.....

.....

D. Tick (✓) the correct option.

1. Which of the following does not include text formatting:

- | | |
|--|--|
| ☐ a. Changing font colour | ☐ b. Changing font size |
| ☐ c. Change line spacing | ☐ d. Take the print out |

2. Which of the following is not developed by Microsoft Corporation?

☐ a. MS Excel

☐ b. MS Powerpoint

☐ c. MS WORD

☐ d. Facebook

3. We should always a file before closing it.

☐ a. save

☐ b. edit

☐ c. both

☐ d. none

4. By default, the font size of a word document is

☐ a. 11

☐ b. 16

☐ c. 23

☐ d. 5

5. Title is a component of MS WORD.

☐ a. Bar

☐ b. Toolbar

☐ c. Excel

☐ d. Image



Critical Thinking

A. Match the following word processors with their logos.

1. Microsoft Excel

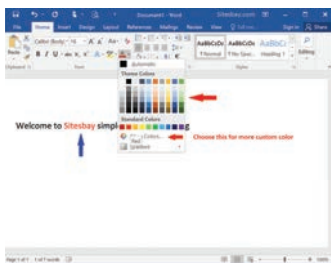
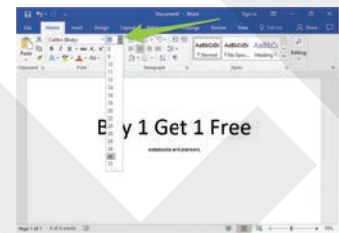
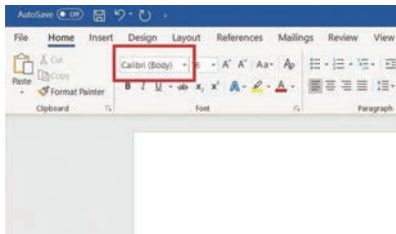
2. Microsoft Powerpoint

3. Microsoft Word

4. Microsoft Outlook

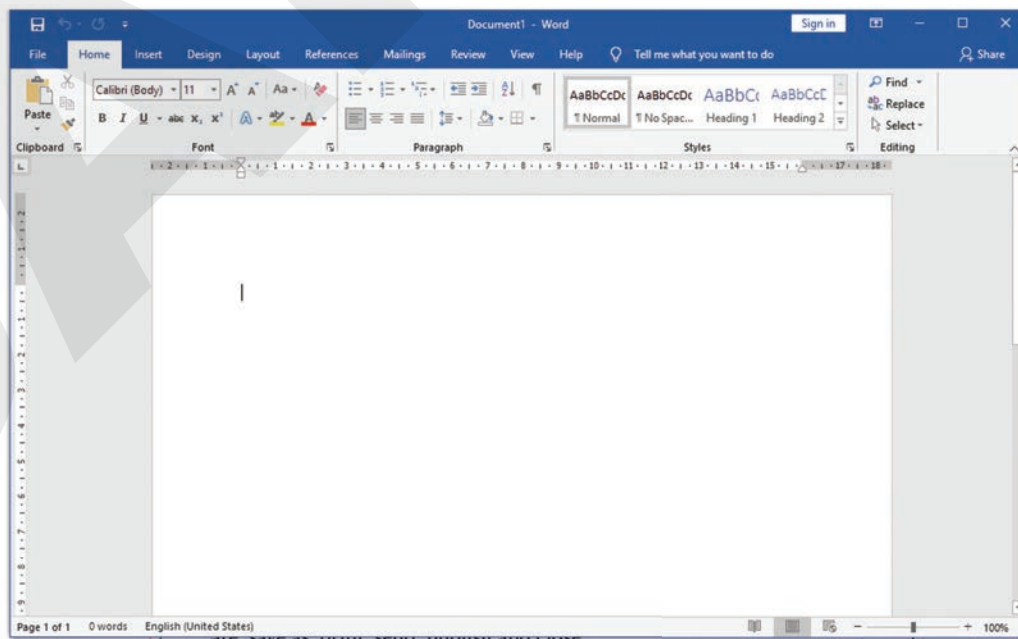


B. There are some images provided below. Name the formatting text tool near the arrow provided.



Team Work

Type your name in the MS WORD app. Change the size to 23, colour to red and bold the text. Take a printout and paste it below.





WORKING WITH A COMPUTER



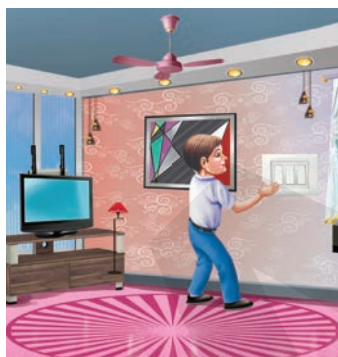
Learning Outcomes

At the end of this chapter, students will be able to:

- ◆ Know how to turn on a computer.
- ◆ Comprehend the meaning of Booting Up, desktop, icons and start button.
- ◆ Know the procedure to shut down a computer.

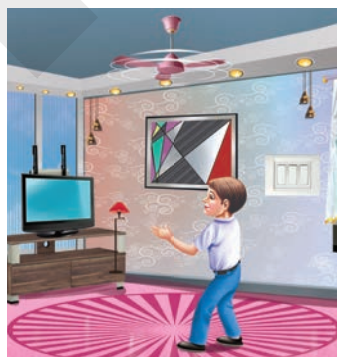


Observe the pictures carefully and write down the steps.



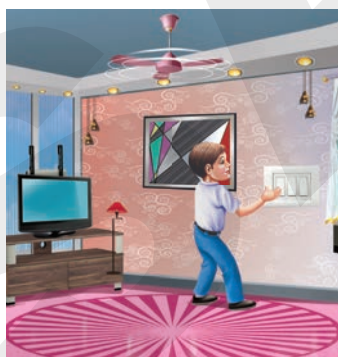
Step : 1

.....
.....



Step : 2

.....
.....



Step : 3

.....
.....



Step : 4

.....
.....



Teacher's Note

◆ Elucidate the students that in order to turn on or turn off anything, we need to follow some procedures.



Hello Friends.... You all are aware at this point that computers are fantastic devices. It is capable of doing a lot more work than humans. But do you know how to turn on and turn off a computer? Let's learn it in this chapter.



Starting A Computer

When turning on a computer, we must follow particular steps:

Step : 1-
Switch on the
Power button.



Step : 2-
Switch on
the UPS.



Step : 3-
Switch on
the CPU.



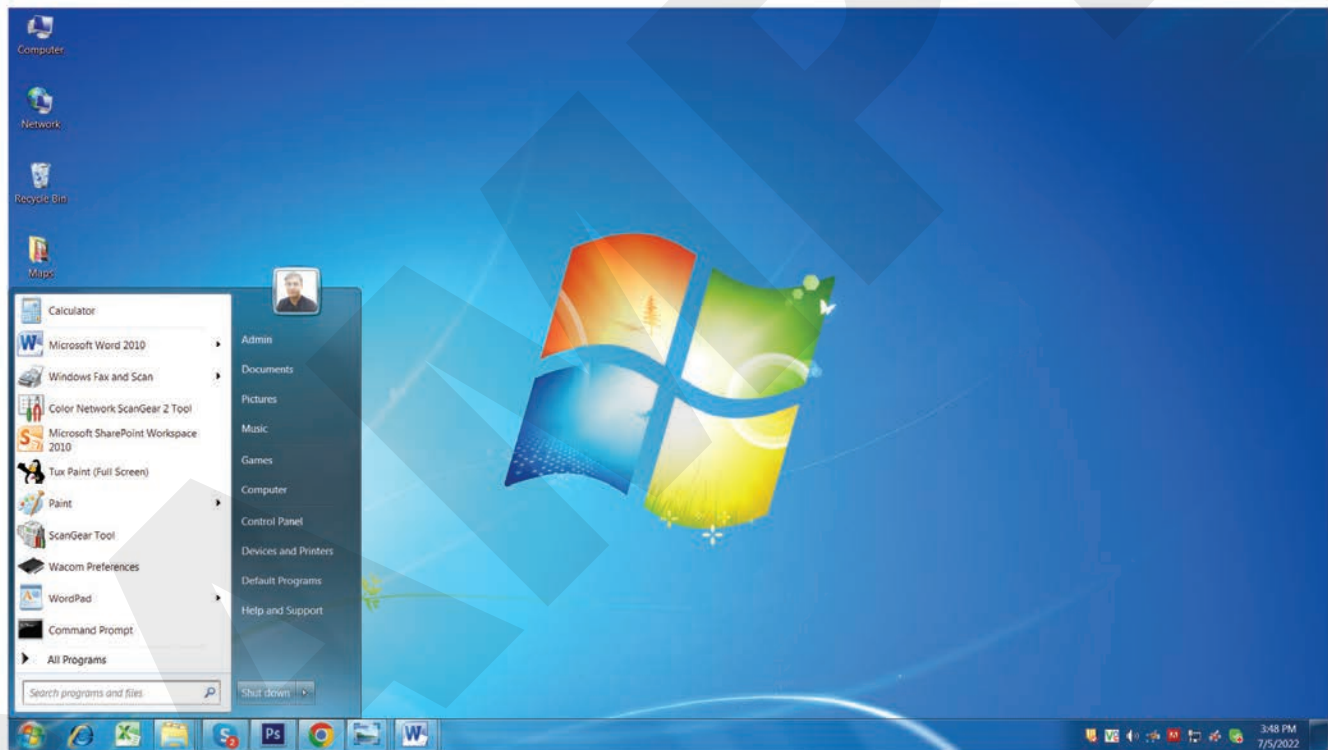
Step : 4-
Switch on the
Monitor.



A computer takes some time to start. Before departing for school, just like we pack our bags with all the notebooks, books and a lunch box, a computer also gets ready. It puts everything into memory and we refer to this as booting up.

Desktop

The following screen appears when the computer is turned on. It appears on the screen as soon as the computer turns on. It is called the Desktop. On this screen, there are many small pictures which are called icons.



In the lower corner, pay attention to the start  small button. This is the most widely used button.

Turning off a computer

The procedure we follow when turning on a computer are the same as those we follow when turning it off.



Step : 1

Click on the Start button



Step : 2

Click on the Power options, click on Shut down.



Step : 3

Switch off the monitor.



Step : 4

Switch off the UPS.



Step : 5

Switch off the Power Button.

REMEMBER IT!



UPS makes a computer work, even if there is no electricity.



Do You Know?

UPS - Uninterruptible Power Supply.

Kids' IQ

Which of the following procedure will make your computer stay fine for long years?

- Directly switching off the power button.
- Following procedures from clicking on shut down to switch off the power button.

Ans.



Let's Recall

- Desktop is the first screen that we see when a computer turns on.
- It is known as booting up when a computer loads its memory.
- Icons are the tiny pictures that appear on the desktop screens.
- Start button is at the bottom left corner of the desktop screen.



Upskill Your Intelligence



A. Fill in the blanks.

1. Switch on the is the second step for turning on a computer.
2. A computer takes some to start.
3. It is known as when a computer loads its memory.
4. screen appears as you turn on the computer.

B. Match the following.

- | | |
|-----------|--------------------------------|
| 1. Step 1 | a. Switch on the UPS |
| 2. Step 2 | b. Switch on the Monitor |
| 3. Step 3 | c. Switch on the Power Buttons |
| 4. Step 4 | d. Switch on the CPU |

C. Tick the correct option.

1. Where does a computer put everything?

☐ a. Screen	☐ b. Mouse
☐ c. Memory	☐ d. UPS

2. Many small pictures on the desktop screen are called

☐ a. images

☐ b. icons

☐ c. tools

☐ d. computer

3. Start button is at of desktop screen.

☐ a. lower left

☐ b. upper left

☐ c. lower right

☐ d. bottom Right

4. The third step while turning on a computer is to switch on

☐ a. Power Button

☐ b. Monitor

☐ c. CPU

☐ d. Mouse



Critical Thinking

A. Complete the given words.

1. S R N

2. C U

3. C N

4. O O I G

5. D E K O



B. Circle the parts of a computer that have the ON/OFF switch.



CPU



Mouse



Keyboard



UPS



Printer



Team Work

Try to learn now about desktop and many icons it contains with the help of your teams. Create a word document with a list of all components of desktop in MS Word.



Pictionary

A. Observe the pictures and write the names:



.....



.....



.....



.....



.....



.....

B. Write the input, process and output of the following:

1. Digital Camera:

Input :

Process :

Output :



2. Juicer:

Input :

Process :

Output :

3. Microwave:

Input :

Process :

Output :

