Unit - 1

Computer : An Electronic Device

Hardwords :

1. Storage
2. Accuracy
3. Decision
4. Feelings
5. Orders
6. Electronic
7. Processing
8. Calculation
9. Presentation
10. Multitasking
11. Entertainment
12. Automation

Question and Answer

1. What are three basic steps of working of a computer?

A. Three basic steps are :-

i) Input

ii) Process

iii) output

Define:

1. Input :-

The data and instructions that you enter into a computer are called input.

2. Process :-

Working on the data is called processing. The CPU works on the data

3. Output :-

The final result of the data being processed is called output.

2. Role of computer

Hardwords :

1. School
2. Hospital
3. Office
4. Bank
5. Airport
6. report
7. depositing
8. time
9. watching
10. Railway station

Questions & Answers

1. Name any 4 places where Computers are used?

A. Home, school, office and banks are the four places where Computers are used.

2. How computers are used at home?

A. 1. Watching movies
2. Searching information
3. playing games.

3. Input and output devices

Hardwords :

1. Keyboard
2. Input Device
3. Output Device
4. Storage Device
5. Microphone
6. Monitor
7. Printer
8. Speaker
9. Hard copy
10. Information
11. Dot matrix
12. Inkjet
13. Laser
14. Headphone
15. Hard disk

Question and Answers

1. What are the 3 main parts of a computer?

A. 3 main parts of a computer are :
   1. Input Devices
   2. Output Devices
   3. Storage Devices

2. Name any 4 input devices?

A. 4 input devices are :
   1. Keyboard
   2. Mouse
   3. Microphone
   4. Scanner

3. Name any 4 output device?

A. 4 output devices are:

1. Monitor
2. Speaker
3. Headphones
4. printer

4. Give examples of storage devices?

A. 1. Hard disk
2. CD / DVD
3. pendrive are some examples of storage devices.

Lesson-4

Keyboard : Special Keys

Hardwords :

1. Symbols
2. Alphabets
3. Keypad
4. Spacebar
5. Arrow keys
6. Numeric
7. Special
8. Punctuation
9. Combination
10. Control
11. Alternate
12. Shift
13. Delete
14. Backspace
15. Cursor

Question and Answers

① Write 5 special keys in keyboard?

Ⓐ. i) Symbol keys
ii) Arrow keys
iii) Punctuation keys
iv) Combination keys
v) Enter key.

2. How many combination keys are there in keyboard? What are they?

A. There are 3 combination keys.
They are :- i) shift key
ii) control key [ctrl]
iii) alternate key [alt]

3. How many enter keys are there in keyboard, What is their use?

A. i) A keyboard has 2 enter keys.

ii) They are used to bring the cursor to the next line.

4. How backspace and delete key erases the letters?

A. i) Backspace key erases the letters to the left side of cursor.

ii) Delete key erases the letters to the right side of cursor.



BRAIN DEVELOPER

A. Fill in the blanks.

1. A cursor is a small blinking line on the screen.
2. The Spacebar key is the longest key on the keyboard.
3. The right arrow key is used to move the cursor to the right.
4. The backspace key erases letters to the left side of the cursor.

Hints

Backspace
Cursor 1
Longest 2
Right Arrow 3

B. Identify the keys and name them.

1. ↑ up arrow key
2. ← left arrow key
3. ↓ down arrow key
4. → right arrow key

C. Guess! Which key am I?

1. I type text in capital letters. Caps lock key
2. I erase the letters to the right side of the cursor. Delete key
3. I move the cursor to a new line. Enter line
4. I give space between the words. Spacebar key

D. Tick (✓) the right answer.

1. The alphabet keys are used while writing a paragraph or sentence.

   a. Alphabet ✓ b. Arrow ☐ c. Number ☐

2. Which key is used to type marks present on the upper part of the keys?

   a. Alt key ☐ b. Shift key ✓ c. Ctrl key ☐

Lesson -5

Mouse - An input device

Hardwords!

1. Mouse - button
2. Double click
3. Mouse pointer
4. Index finger
5. Drag and drop
6. Commands
7. Flipping
8. primary
9. secondary
10. windows system
11. control panel
12. Hardware

Question and answers

1. Write steps to hold a mouse?

A. i) We have to place our index finger on left button and middle finger on right button.

ii) The rest of 3 fingers are used to hold mouse.

2. What are different types of clicks?

A. i) Clicking on left button once is, left click / click

ii) clicking on right button once is, right click.

iii) clicking on left button twice is, double click.

3. What are the uses of different clicks?

A. i) left click (or) click is used to select icons

ii) double click is used to open icons

iii) right click is used to show command list of icons.

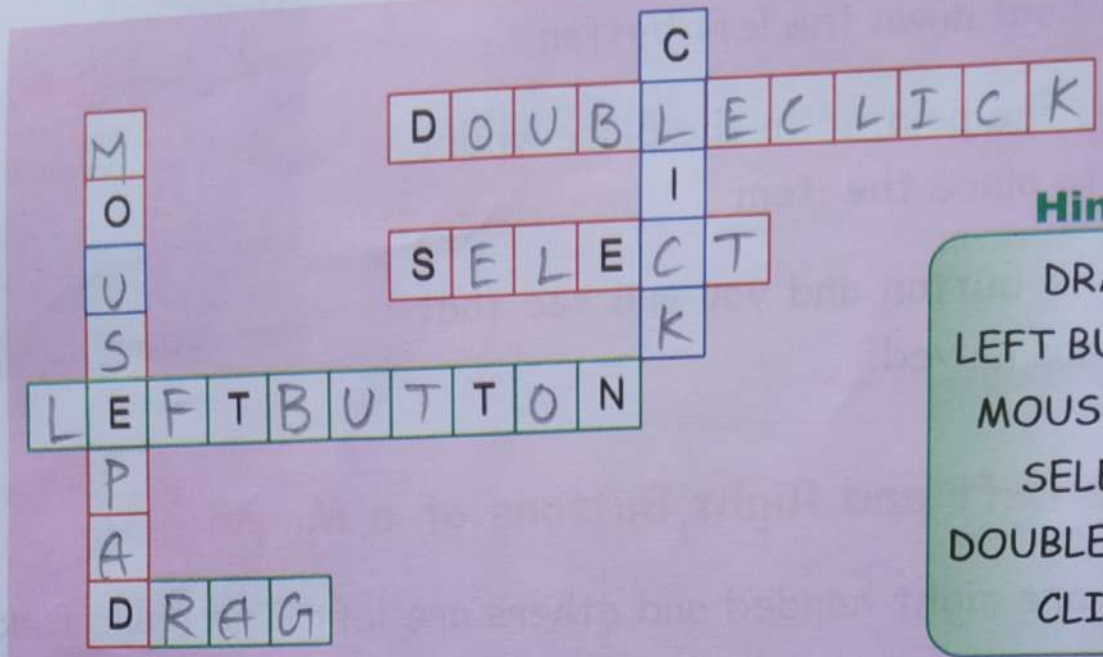
4. What is the use of flipping mouse buttons?

A. i) Normally, mouse is for right-handed person.

ii) By flipping mouse buttons a left-handed person can use mouse.

MY ACTIVITY

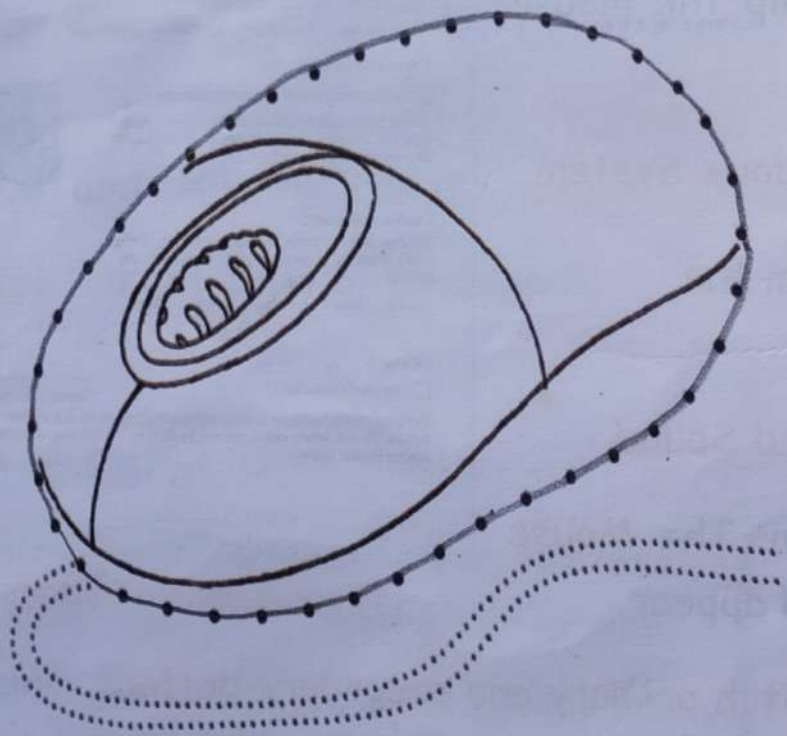
A. Complete the crossword with the help of the hints given below.



Hints

DRAG
LEFT BUTTON
MOUSE PAD
SELECT
DOUBLE-CLICK
CLICK

B. Join the dots to get the image of mouse. Fill it with CRAYONS of your choice. Write the actions of the mouse buttons in the space provided.



1. left click /click
2. Right click
3. Double click
4. Drag and drop

My Name ..... Date ..... Teacher's Signature .....



BRAIN DEVELOPER

A. Fill in the blanks.

Hints

Twice
Draw
Two
Once

1. A mouse helps you to draw pictures on the computer screen.
2. A mouse has two buttons.
3. To select an item, you press the left mouse button once.
4. The left mouse button is pressed twice for double-clicking.

B. Write T for True and F for False.

1. A small arrow on the monitor is known as the mouse pointer. T
2. A mouse is also known as pointing device. T
3. Clicking the right mouse button shows a list of commands. T
4. You cannot change the default settings of a mouse. F

C. Match the right pair by colouring it with the same colour.

Drag	Press the left mouse button twice
Click	Press the right mouse button once
Pointer	Press the left mouse button once
Double-click	A small arrow
Right-click	Moving an item

Lesson-6

Introduction to paint

Hardwords :-

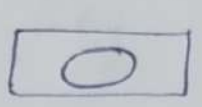
1. Title bar
2. Quick Access toolbar
3. Shape tool
4. Line tool
5. Curve tool
6. Polygon tool
7. Fill with color tool
8. Minimize
9. Maximize
10. Restore down
11. Editing
12. Existing

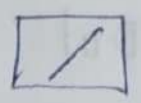
Question and Answers

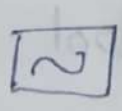
1. What is the title bar?

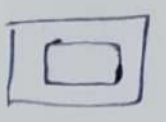
A. Title bar is placed on top of paint window. It shows the paint name.

2. List some shape tools?

A. 1. Oval tool 

2. straight line tool 

3. Curve tool 

4. Rectangle tool 

5. Polygon tool 

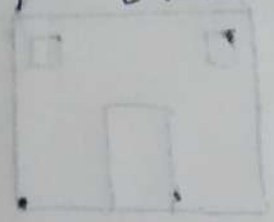
3. How to save the drawing in paint?

A. 1. Click on "File" tab.

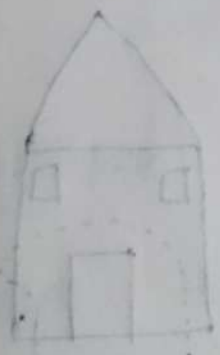
2. Click on "Save" option.

3. Type name in "File name" box

4. Click on "Save" button.

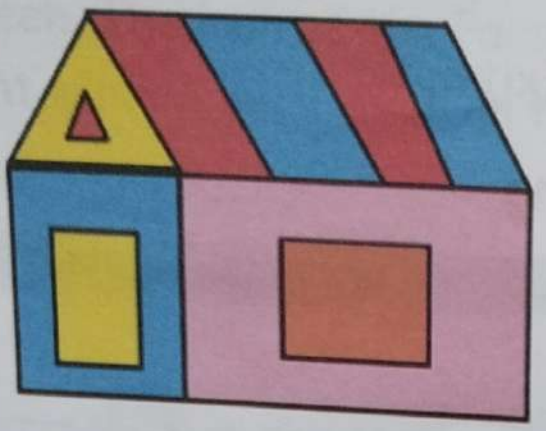




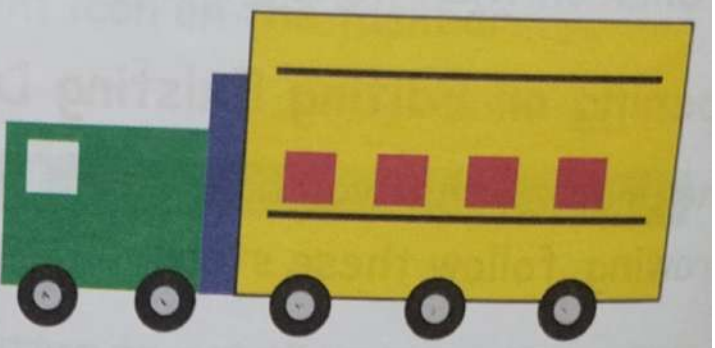




A. Write the names of any two shape tools that you can use to create the following images. Also, draw the given pictures in Paint.

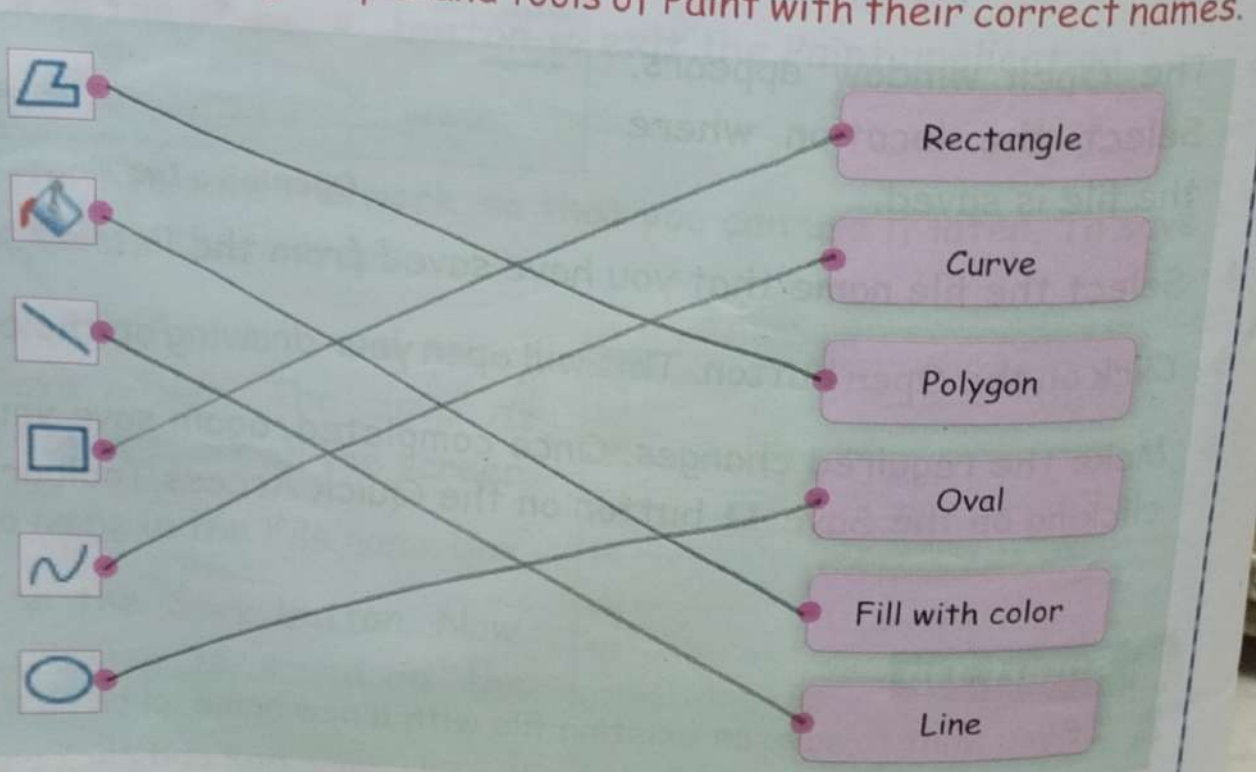


1. Triangle tool
2. Rectangle tool



1. oval tool
2. straight line tool

B. Match the following shapes and tools of Paint with their correct names.



My Name _____ Date _____ Teacher's Signature _____



BRAIN DEVELOPER

A. Fill in the blanks.

1. A tab holds tools that are arranged in different groups.
2. The drawing area covers the major part of the Paint window.
3. The fill with color tool is used for filling colours in a drawing.
4. Control buttons are located at the extreme right of the Title bar.

Hints

Drawing area
Tab
Control
Fill with color

B. Write T for True and F for False.

1. The Oval tool is present in the Tools group. T
2. A group is a set of related commands. T
3. In Paint, drawing is saved automatically. F
4. The Title bar displays the name of the program. T

C. Tick (✓) the right answer.

1. Which button is used to change the thickness of a line?
   a. Width ☐ b. Size ☑ c. Thickness ☐
2. A ribbon is divided into two parts.
   a. One ☐ b. Three ☐ c. Two ☑
3. Which key is used to draw a straight line?
   a. Shift ☑ b. Ctrl ☐ c. Alt ☐

Which bar holds the Minimize button?

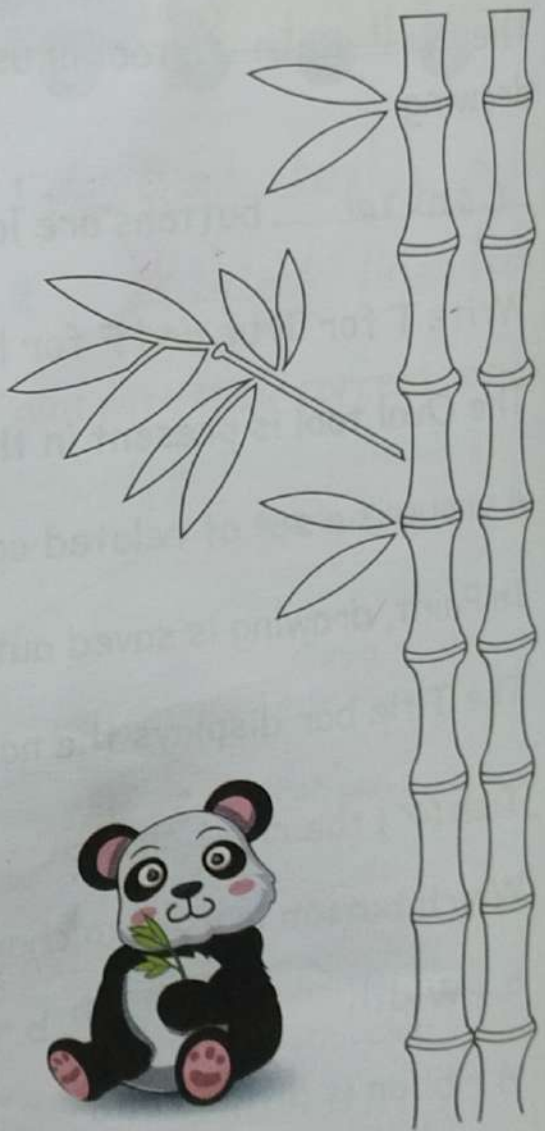
a. Title Bar ☑ b. Menu Bar ☐ c. Status Bar ☐

MY ACTIVITY

9

Join the dots in the order of 1, 2, 3... to complete the picture. Fill it with CRAYONS of your choice.

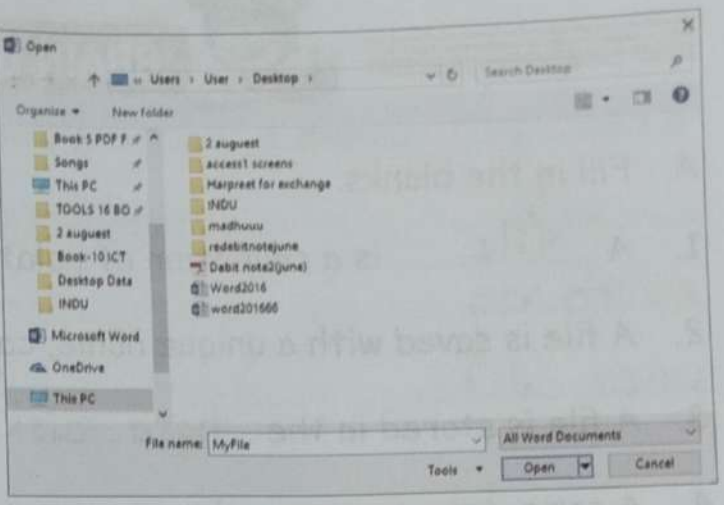




Date

Teacher's Signature

- Choose the location where your file is saved.
- Select the desired file and click on the Open button.



Opening a File

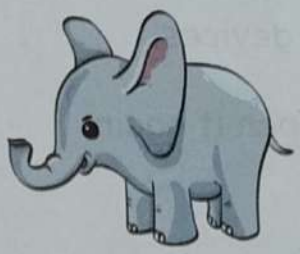
MY ACTIVITY

10

Pick the first letter of the words given below to get a device that is used to store data.



Parrot



Elephant



Net



Doll



Rose



Icecream



Vegetables



Eraser

P E N

D R I V E

Leela Krishna — My Name

22/02/25 — Date

Teacher's Signature



BRAIN DEVELOPER

A. Fill in the blanks.

1. A file is a collection of related information.
2. A file is saved with a unique name, called file name
3. A file is stored in the hard disk
4. A computer can store a large amount of information

Hints

File
Information
Hard disk
File name

B. Write T for True and F for False.

1. Any information in a computer is saved in the form of a file. T
2. A computer cannot store a large amount of information. F
3. CD, DVD, and Pen Drive are storage devices. T
4. Once your file is saved, you cannot open it again. F

C. Tick (✓) the right answer.

1. Which devices are used to store data in a computer?

   a. Input device ☐ b. Output devices ☐ c. Storage devices ✓

2. Which of the following is a storage place?

   a. Refrigerator ✓ b. Fan ☐ c. Pencil ☐

3. Which of the following storage devices is used in a computer?

   a. Pencil Box ☐ b. Hard Disk ✓ c. Emotional ☐

4. Which command is used to keep a file into a storage device of the computer?

   a. Save ✓ b. Open ☐ c. File ☐

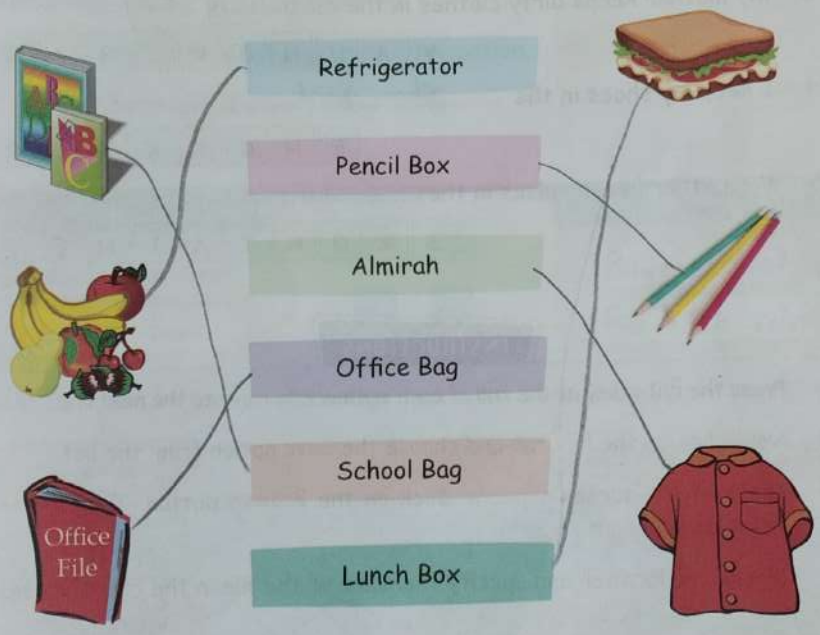
D. Answer in on word.

1. Name a storage place where some objects can be stored. cupboard
2. It is a collection of the related information. file
3. Name a storage device. pen drive
4. It is unique to every file. file name

MY ACTIVITY

11

Match the item with the correct storage space.



Leela Krishna
My Name

22/02/25
Date

Teacher's Signature



LAB ACTIVITY

Visit the computer lab and do the following:

- Open the Word document by clicking on the Start > Word.
- Type the following sentences by rearranging the jumbled words.

1. My father carries files to the office in the office bag.

E F F I C O A G B

2. I keep fruits in the fruit basket.

T U I R F T A S K E B

3. My mother keeps dirty clothes in the Laundry bag.

Y A U N D R L B A G

4. I keep my shoes in the Shoe rack.

E H O S K A C R

5. My mother keeps pulses in the Containers.

S R O N T A I N E C

INSTRUCTIONS

- Press the Enter key at the end of each sentence to move to the next line.
- Now, click on the File tab and choose the Save option from the list.
- The Save As screen appears. Click on the Browse button. The Save As dialog box appears.
- Choose the location and specify the name of the file in the File name text box.
- Click on the Save button.
- Now, click on the Close X button to close the Word application.

WORKSHEET 3

Chapters 4–7

A. Fill in the blanks.

1. The enter key brings the cursor to the next line.
2. A mouse is kept on the mouse pad
3. The Polygon tool is present in the shapes group.
4. A file is saved with a unique name, called file name

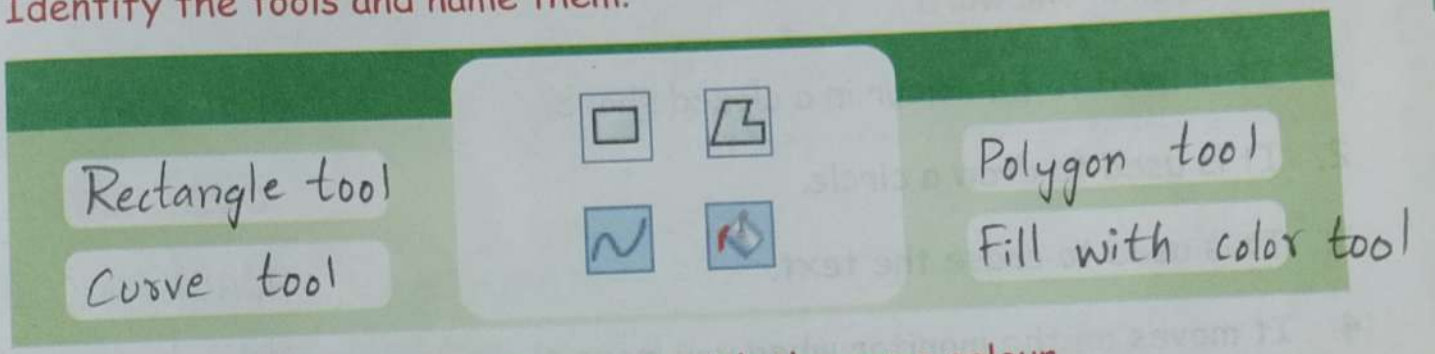
Hints

File name
Enter
Mouse Pad
Shapes

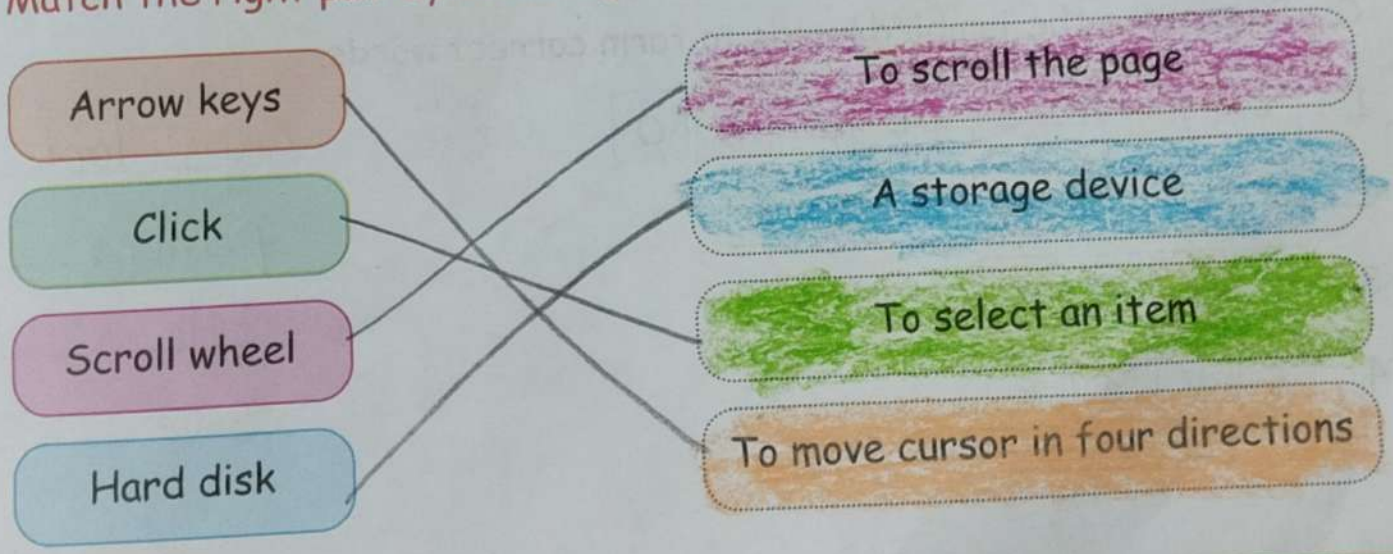
B. Write T for True and F for False.

1. A curve can be modified only three times. F
2. An optical mouse has a ball under it. F
3. A file is a collection of the related information. T
4. The Save command is used to save a file. T

C. Identify the tools and name them.



D. Match the right pair by colouring it with the same colour.



WORKSHEET 4

Chapters 4–7

A. Tick (✓) the right answer.

1. Pressing and releasing the left mouse button twice, in one go, is called

double-clicking

a. Double-clicking ☑ b. Clicking ☐ c. None of these ☐

2. Which tool is use to draw a curve line?

a. Curve ☑ b. Line ☐ c. Shape ☐

3. Which button is used to change the thickness of a line in Paint?

a. Size ☑ b. Line ☐ c. Brush ☐

4. Which of the following is not a storage device?

a. CD ☐ b. Hard disk ☐ c. Microphone ☑

B. Answer in one word.

1. It is used to fill colour in a closed shape. Fill with color tool
2. It is used to draw a circle. oval tool
3. It is used to erase the text. Backspace key
4. It moves on the monitor when you move the mouse. Mouse pointer

C. Rearrange the jumbled words to form correct words.

1. C P A S L C K O — Caps lock
2. P I O N E T R — pointer
3. F L E I — File
4. S V A E — Save

Lesson-7

File Management : An Introduction

Hardwords :-

1. storage
2. Device
3. Hard disk
4. Memory card
5. Pen drive
6. Information
7. create
8. browse
9. Desktop
10. Location

Question and Answers

1. What is file ?

A. File is a collection of information stored on some storage device like hard disk, CD, DVD, Pen drive and memory card.

2. What is the need to save our file ?

A. We need to save our file to access it whenever we required. If we don't save our file we cannot use them in future.

3. Write steps to save your file?

A. Step 1:- click on File tab.

Step 2:- Select the save option

The Save As screen will appear

step 3:- click on browse option.

step 4:- choose location.

step 5:- Type name in File name box.

step 6:- click on save button.