Lesson - 1
Computer System

Hardwords:

1. Hardware
2. Software
3. Combination
4. Navigation keys
5. Arithmetic
6. Microphone
7. logical unit
8. Memory unit
9. Control unit
10. Application
11. processing
12. operating system.

Questions and Answers

1. Distinguish between hardware and software.

A. • Hardware is the part of a compiler that you can touch or feel.
• Software is the part of a computer that cannot be touched.

2. Name 3 components of the CPU?

A. The CPU has 3 components:

1) Memory unit (MU)
2) Control unit (CU)
3) Arithmetic and logical unit (ALU)

3. What is the use of system software?

A. System software manages all the input and output operations.

4. Why do you use the application software?

A. Application software helps to do a specific type of work. Ex: Word, powerpoint, excel, paint.

5. What do you mean by IPO?

A. Every computer goes through the following 3 stages:
1) Input
2) Process
3) Output

Lesson-2

Introduction to GUI Operating system

Hardwoods :

1. Operating system.
2. Interface
3. Windows
4. Application
5. Booting
6. Desktop
7. Notification
8. Background
9. Safe mode
10. Sorting
11. Screen saver
12. Horizontal

Question and Answers

1. List any two features of windows 10.

A. Two features of windows 10 are :

1) It has complete set of new pictures, themes and icons.

2) It has improved search tool.

2. What is desktop?

A. The desktop is the first window that appears when the computer is switched ON

3. Name any two components of desktop.

A. Taskbar and icons are the two components of desktop.

4) What is the desktop background?

A) A background image of desktop is called desktop background or wallpaper

5) Write the steps to turn OFF computer?

A) start → power button → shut down.

Lesson-3

Introduction to Word Processor

Hardwords:

1. Processor
2. Microsoft Office
3. Components
4. Quick Access toolbar
5. Ribbon
6. Rulers
7. Scroll bars
8. Zoom sliders
9. Document
10. Browse
11. Cursor
12. Horizontal
13. Vertical
14. Application
15. Word window

Question and Answers

1) Write down any two features of MS word;

A) MS Word allows us to;

a) Type and format the text

b) Edit the text

c) Add pictures in a document.

2) What is the title bar;

A) The title bar is placed on the top of the word window. It displays the document name.

3) Describe the uses of scrollbar?

A) • Horizontal scrollbar moves the work area, right or left.

• Vertical scrollbar moves the work area, up or down.

4. How do you create a new document?

A) a) click on "File" tab.

b) select "New" option.

c) click on "Blank document" option to get a new document.

5) How do you save a document?

A) 1) click on "Save" icon on quick access toolbar

2) The "Save As" screen appears when you Save for the first time.

3) click on "Browse" option

4) Type any name in "File name" box.

5) click on "Save" button.