

BRAIN DEVELOPER

Day 10

A. Fill in the blanks.

1. The parts of a computer that can be touched are called hardware.
2. The numeric keypad consists of the number keys, arithmetic operators, and decimal point.
3. A monitor displays all the work that you do on a computer.
4. A hard disk is an example of a storage device.
5. In order to make the hardware work, you need to install the software on your computer.

Hints ◈ Software ◈ Hardware ◈ Storage ◈ Monitor ◈ Numeric Keypad

B. Write T for True and F for False.

1. MU stands for Memory Utility. F
2. The CPU consists of ALU only. F
3. The information that you see on a monitor is known as soft copy. T
4. Function keys are placed on the right side of the keyboard. F
5. An operating system is an example of a system software. T

C. Select the correct option.

1. A computer displays output after processing the data.

   a. Input b. Process c. Output

2. The LED monitor consumes least power.

   a. LCD b. CRT c. LED

3. The shift key is used in combination with the other keys to perform certain actions.

   a. Shift b. Caps Lock c. Esc key

4. Which part of the CPU is responsible for doing all the arithmetic and logical calculations?

   a. MU b. CU c. ALU

5. Which of the following is an application software?

   a. Paint b. Word c. Both a and b

D. Application-based questions.

1. Mary is reading the soft copy of a letter. Which part of a computer is she using?

   Monitor

2. Supriya wants to create a painting on a computer. Which computer device will you suggest her to use for making the drawing?

   Mouse

3. Saurabh's mother has asked him to take out 50 copies of his birthday's invitation letter. Which device should he use to get the hard copies?

   Printer

4. Kanika wants to record a song on her computer. Which input device should she use?

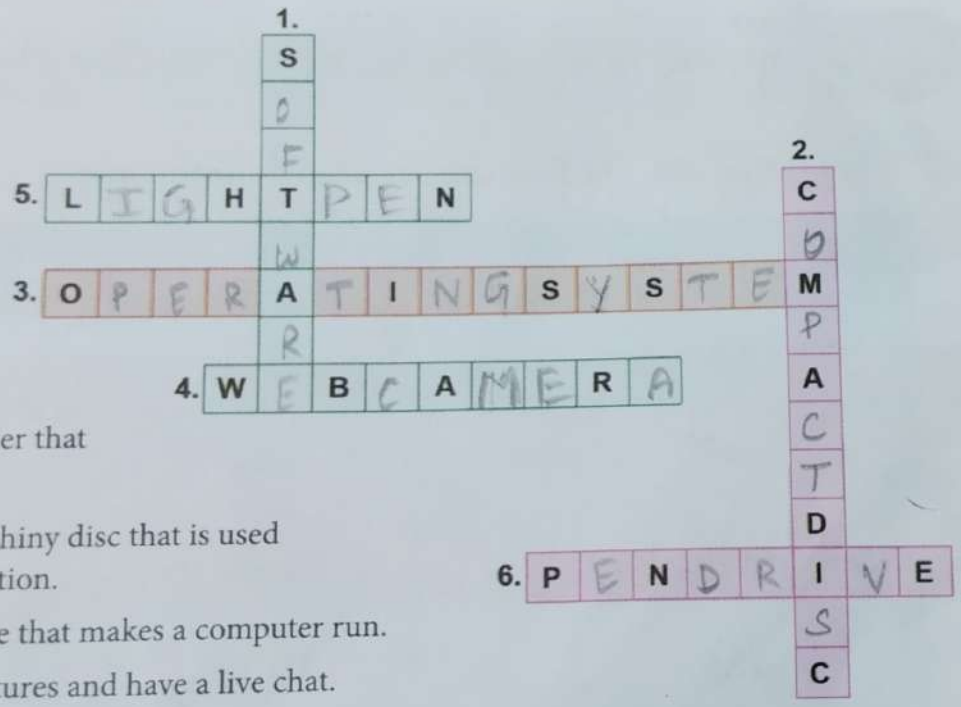
   Microphone

My Activity

Learning While Playing



A. Solve the crossword with the help of the given clues.



Clues:

1. I am a part of a computer that cannot be touched.
2. I am a round, flat, and shiny disc that is used to store a lot of information.
3. I am the system software that makes a computer run.
4. You use me to share pictures and have a live chat.
5. I look like a pen that you use on a special pad.
6. I am small in size and can transfer data from one computer to another.

Machine		Input	Processing	Output
	Microwave	Rice and Water	Cooking	Ready to Eat
	Calculator	Number and Operating Symbols	calculation	Calculated Answer
	Toaster	Slice of Bread	Heating and Baking	Toasted bread slices
	Water Purifier	Plain Water	Purification	Clean Drinking Water

Hints Calculation Being Done, Cooking, Purifies Water, Toasted Bread Slices

C. Fill in the blanks. The first one has been done for you.

Input	Processing	Output
3,2, +	3+2	5
26,9, -	26-9	17
32,15,+	32+15	47
15,8, -	15-8	7
28,10, +	28+10	38



BRAIN DEVELOPER

A. Fill in the blanks.

1. The Desktop is the main screen of Windows, which appears after welcome and login screens.
2. The middle area of the taskbar is known as Quick Launch Bar
3. The Taskbar is a long horizontal bar at the bottom of the desktop.
4. The right side of the taskbar has the Notification Area
5. The Task View button provides the ability to open multiple desktops at the same time.

Hints ◈ Notification Area ◈ Taskbar ◈ Task View ◈ Desktop ◈ Quick Launch Bar

B. Write T for True and F for False.

1. The clock is present on the Quick Launch Bar. F
2. The Start button is located on the left side of the taskbar. T
3. When a program is active, its icon is highlighted with a light blue bar below it. T
4. You cannot search for an application using the Search box. F
5. A screen saver appears whenever a computer is in the idle mode. T

C. Select the correct option.

1. Which of the following manages all the jobs of a computer?

   a. Operating System b. Desktop c. Screen Saver

2. The small labelled pictures on the desktop are known as icons.

   a. Icons b. Buttons c. Keys

3. To arrange the icons on the desktop, right click on the blank area and select the 'Auto arrange icons' option.

   a. Left b. Right c. Double

4. The start menu opens up when you click on the Start button.

   a. Start Menu b. Windows c. Shortcut Menu

D. Answer in one word.

1. Name the term used for the process of loading of the operating system. Booting
2. Name the bar where you can add the frequently used applications. Quick launch bar
3. It displays all the apps and programs in the computer. start menu
4. Name the button that lets you quickly switch between the applications. Task view button

E. Application-based questions.

1. Adarsh wants to arrange all the icons on the desktop in an alphabetical order. Suggest him a way to do so.

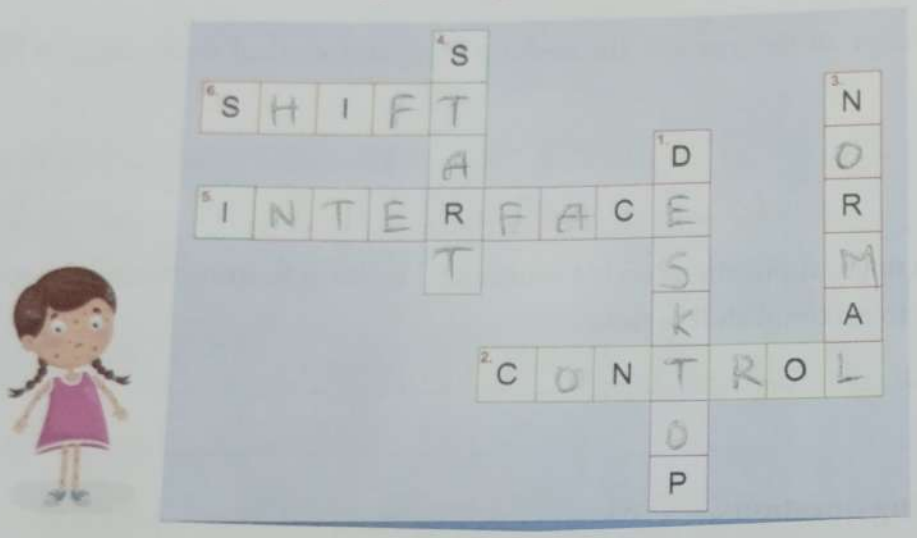
Right click on blank area → Sort by → name (sorting icons)

2. Karan is working on many applications on his computer. He wants to minimise all the applications in one go. Help him to accomplish this task.

Use "show desktop" button.

Alt + Space + N

Fill in the crossword with the help of the given clues:



Clues:

1. The main screen of the Windows is called the desktop.
2. The key that helps in selecting the non-adjacent items, is the control key.
3. The normal mode is the default operation mode of Windows.
4. The start button gives a quick access to documents, windows, applications, etc.
5. The commands or menus through which a user communicates with an external device are called interface
6. The key that helps in selecting the adjacent items shift key.



BRAIN DEVELOPER

A. Fill in the blanks.

1. Microsoft Word is a popular word processor
2. The Word application opens a blank document with the temporary name Document 1
3. The title bar bar displays the name of the current document and application.
4. You can start typing the text in a Word document at the cursor's position.
5. The tabs contains commands that are arranged into different groups.

Hints ◈ Title ◈ Tabs ◈ Word Processor ◈ Cursor's ◈ Document1

B. Write T for True and F for False.

1. Word is the part of Microsoft Office Suite. T
2. The Quick Access Toolbar contains buttons for the most frequently used commands. T
3. The status bar is located at the bottom of the Word window. T
4. The Home tab contains the Open command. F
5. The Zoom Slider is present at the extreme right of the Status bar. T

C. Select the correct option.

1. The work area is used for typing and editing the text.

   a. Work Area b. Desktop Area c. Both a and b

2. The new option of the File tab is used to create a new blank document.

   a. Save b. New c. Close

3. The extension of a saved Word file is .docx.

   a. .doc b. .dos1 c. .docx

4. To close the Word document, click on the File tab and select the close option.

   a. Close b. Exit c. Save

5. Which option do you choose if you want to save an existing file with a new name?

   a. Save b. Save As c. Open

D. Application-based questions.

1. Geeta is writing a story in a Word document. She wants to see the name of her current document and application. Which part of the window displays it?

Title bar

2. Rahul's teacher has asked him to save his document without using the File tab. Suggest the name of the toolbar that contains the Save button.

Quick access toolbar.

E. Answer the following questions.

1. Write down any two features of MS Word

WORKSHEET 1

Chapters 1–3

A. Select the correct option.

1. The shortcut key to close the Word application is ctrl + W.
   a. Shift + F4 b. Ctrl + W c. Ctrl + F4
2. The joystick is used for playing games.
   a. Pen Drive b. Light Pen c. Joystick
3. The memory unit stores data and instructions that are to be processed.
   a. Control b. Memory c. Arithmetic and Logical
4. The small labelled pictures on the desktop are known as icons.
   a. Images b. Tiles c. Icons
5. Which bar has buttons for the most frequently used commands?
   a. Quick Access Toolbar b. Status Bar c. Title Bar

B. Fill in the blanks.

1. The control unit controls and manages the working of all the parts of a computer.
2. The GUI provides a picture-oriented way to interact with hardware and software.
3. The word processor is an application software that helps you to type, edit, and format the text.
4. The search box is located next to the Start button.
5. The two basic parts of computer are hardware and software.

Hints ◈ Word Processor ◈ Control Unit ◈ Search ◈ Software ◈ Graphical User Interface ◈ Hardwa

C. Write T for True and F for False.

1. The Alt key is an example of the combination key. T
2. In a command line interface, the user types text-based commands using the keyboard. T
3. In Word, the Quick Access Toolbar is present on the title bar. F
4. The ALU is responsible for the arithmetic and logical calculations. T
5. You can drag the Zoom Slider towards right to enlarge the size of the Word document. T

WORKSHEET 2

Chapters 1–3

A. Write the full form of the following.

1. CRT — Cathode Ray Tube
2. CLI — Command Line Interface
3. LED — Light Emitting Diode
4. ALU — Arithmetic and Logical unit
5. IPO — Input - Process - Output

B. Short-answer questions.

1. Name the system software that manages all the jobs of a computer.

   Operating system

2. Give an example of the application software.

   Word processor

3. Name the bar located at the bottom of the desktop.

   taskbar

4. Name the GUI-based system software developed by the Microsoft.

   Windows

5. Write the name of the command that is used to save the document.

   ctrl + S

C. Long-answer questions.

1. What is Graphical User Interface?

   A graphical user interface provides picture oriented way to interact with hardware and software

2. Define hardware.

   The physical parts of a computer that you can touch or feel are called hardware.

3. What is a word processor?

   A word processor is an application software which allows us to type, format, edit text and many more.