

Key to

ALL ABOUT COMPUTERS



2



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1. COMPUTER – A SMART MACHINE

1. (a) tasks (b) decisions (c) tired
(d) smart watch (e) tablet

2.



Laptop computer



Wearable computer



Hand-held computer



Desktop computer

3. (a) F (b) T (c) F
(d) T (e) T
4. (a) C (b) M (c) C
(d) C (e) M

5. (a) Desktop Computer Laptop Computer
Handheld Computer Wearable Computer

- (b) 1. Speed - A computer is a fast machine. It can perform its tasks at a very high speed.
2. Tireless working - A computer can work for a long time without getting tired.
- (c) 1. A man can do his task himself.
2. A man has feelings and can take decisions on his own.

2. PARTS OF A COMPUTER

- | | | |
|------------|----------|-----------|
| 1. MONITOR | CPU | PRINTER |
| MOUSE | SPEAKERS | PEN DRIVE |

2. (a) Visual Display Unit (b) mouse
(c) UPS (d) brain (e) Speakers
3. (a) Central Processing Unit
(b) Uninterruptible Power Supply
4. (a) T (b) T (c) F
(d) T (e) F
5. (a) Monitor, CPU, Keyboard, Mouse
(b) Computer accessories are devices that are connected externally to a computer.
Eg: Speakers, Printer
(c) Keyboard is used to type text and give instructions to a computer.
Printer is used to produce a copy of the information displayed on the screen on paper.
Speakers are used to listen to music or other sounds played in a computer.
(d) DVD, Pen Drive

3. USES OF COMPUTERS

1. (a) school (b) hospital (c) engineer
(d) home (e) airport
2. (a) T (b) F (c) T
(d) T (e) F
3. (a) Hospital (b) School (c) Bank
(d) Railway station (e) Office
4. (a) Computers are used at home to:
 - play games.
 - search for information.
 - send and receive e-mails.
 - buy and sell things.
 - watch movies and listen to music.
 (b) Building, Cars, Clothes, Jewellery

- (c) Doctors use computers in a hospital to:
- diagnose diseases.
 - monitor health of patients.
 - maintain records of patients.
 - print medical reports.
-

4. OPERATING A COMPUTER

1. (a) Start (b) UPS (c) Monitor
(d) Desktop (e) Taskbar
2. (a) F (b) F (c) F (d) F
3. 4 1
3 2
4. (a) Shut down the computer.
(b) Switch OFF the monitor.
(c) Switch OFF the UPS.
(d) Switch OFF the main power.
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5. MORE ABOUT KEYBOARD

1. (a) Tab key (b) Backspace key
(c) Num Lock key (d) Shift key
2. (a) Caps Lock (b) Esc
(c) Spacebar (d) Enter
3. (a) T (b) F (c) T (d) T
4. (a) The Esc key is used to close a menu or a dialog box.
(b) Backspace key is used to erase one or more characters present to the left of the cursor.
(c) Cursor Control keys are used to move the cursor up, down, left or right on the screen.
(d) Caps Lock key is used to type letters in uppercase.
5. (a) J (b) & (c) + (d) *

6. MORE ABOUT COMPUTER MOUSE

1. (a) mechanical (b) Scroll wheel
(c) pointer (d) commands
(e) wireless
2. (a) T (b) T (c) F
(d) F (e) T
3. (a) Mouse Pad (b) Left Click (c) Pointer
(d) Double Click (e) Scroll Wheel
4. (a) Drag and drop is used to move an item from one place to another on the computer screen.
(b) Mechanical Mouse, Optical Mouse, Wireless Mouse
(c) Double click is used to open a file, folder or a program while the right click is used to display a list of commands related to the current item on the screen.
(d) The Scroll wheel in the mouse is used to move the page up and down on the screen.

7. MORE ON MICROSOFT PAINT

1. (a) F (b) T (c) T (d) T
2. (a) Magnifier tool (b) Shape outline
(c) Gradient (d) Shapes group
3. (a) Colors Palette (b) Text
(c) Polygon (d) File tab
4. (a) The ribbon is the strip above the drawing area. It contains various tools to create free hand drawing and add a variety of shapes to your pictures.
(b) The Color 1 option is used to select the color for line, brush stroke and shape outline.
The Color 2 option is used to select the color for shape fill.
(c) The Magnifier tool is used to zoom in or zoom out on a part of a picture.
(d) The Text tool is used to enter text (letters, numbers or symbols) in the pictures.

8. MORE ON TUX PAINT

1. (a) Stamp (b) Magic
(c) Paint (d) Eraser
2. (a) Lines Tool (b) Quit Tool
(c) Colors Palette (d) Size Control
3. (a) 1. The Shapes tool is used to insert filled and unfilled geometric shapes in the picture.
2. The Text tool is used to enter text (letters, numbers or symbols) in the Drawing canvas.
3. The Open tool is used to open a saved picture.
(b) You can change the size of the stamp from the size control at the bottom of the selector.
(c) Help area provides tips and other information about a selected tool.

ASSESSMENT SHEET – 1

1. (a) desktop computer (b) speakers
(c) Start button (d) buildings
2. (a) hospital (b) wearable
(c) CPU (d) UPS
3. (a) F (b) T (c) T (d) F
4. (a) CPU (b) Printer
(c) Keyboard (d) Microphone

5.



Laptop computer



Wearable computer



Hand-held computer



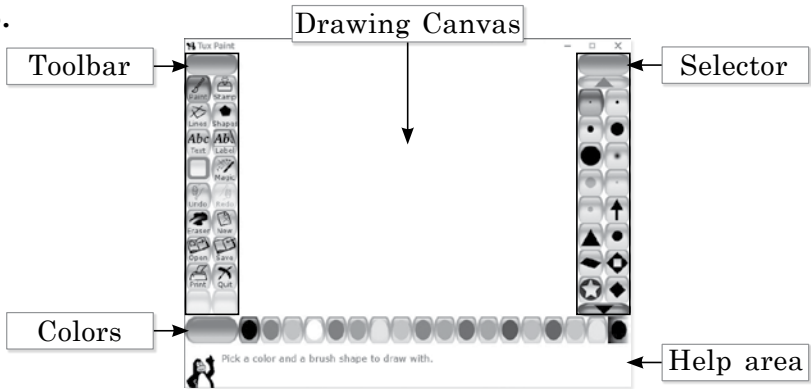
Desktop computer

6. (a) Switch ON the main power supply.
(b) Switch ON the UPS.
(c) Switch ON the CPU.
(d) Switch ON the monitor.
7. (a) 1. A man can do high task himself.
2. A man has feelings and can take decisions on his own.
3. A man learns from his mistakes.
(b) Monitor, CPU, Keyboard, Mouse
(c) Three uses of computers in a school are:
1. To keep records of students.
2. To prepare test papers and report cards.
3. To teach using smart boards.
(d) Computer accessories are devices that are connected externally to a computer.
Speakers, Printer
-

ASSESSMENT SHEET – 2

1. (a) Shift (b) double click
(c) magnifier tool (d) cursor
2. (a) Magic (b) File tab
(c) Caps Lock (d) mechanical
3. (a) T (b) T (c) F (d) T
4. (a) Delete key is used to erase one or more characters to the right at the cursor.
(b) Scroll wheel in the mouse is used to move the page up and down on the screen.
(c) Tab key is used to insert a number of spaces to the right of the cursor.
(d) Right click is used to display a list of commands related to the current item on the screen.

5.



6. (a) Stamp tool – insert ready-made pictures
 (b) Magic tool – apply special effects in pictures
 (c) Brush Tool – draw freehand
 (d) Text tool – enter text in pictures
7. (a) To save a file:
 1. Click the File tab.
 2. From the list of options, click Save.
 - The Save As dialog box appears.
 3. In the File name box, type a name for the picture.
 4. Click Save button
 - Paint saves the picture.
- (b) The Color 1 option is used to select the color for line, brush stroke and shape outline.
 The Color 2 option is used to select the color for shape fill.
- (c) Drag and Drop is used to move an item form one place to another on the computer screen.
- (d) Cursor Control keys are used to move the cursor up, down, left or right on the screen.

CYBER BYTES

- | | |
|-----------------------------|--------------------|
| (a) cursor | (b) select an item |
| (c) smartphone | (d) Stamp |
| (e) Central Processing Unit | (f) UPS |
| (g) Lock screen | (h) save a picture |
| (i) headphones | (j) cycle |