

## Computer – 2

### 1. About Computers

#### EXERCISE

#### 1. Tick (✓) the correct option:

Ans:

a. It can do a lot of work at the same time.

- (i) Cat
- (ii) Man
- (iii) Computer [ ✓ ]

b. It is also known as Notebook.

- (i) Super Computer
- (ii) Laptop [ ✓ ]
- (iii) Desktop

c. It cannot take its own decisions.

- (i) Man
- (ii) Dog [ ✓ ]
- (iii) Computer

#### 2. Write 'T' for a true statement and 'F' for a false statement:

Ans:

- a. A computer can solve our problems. : [ T ]
- b. A computer can make mistakes. : [ F ]
- c. A laptop can be kept on our lap. : [ T ]
- d. Both man and computer need care to work properly. : [ T ]
- e. Tablet computer is larger than mobile phone. : [ T ]
- f. Super computers are very slow. : [ F ]

#### 3. Fill in the blanks:

Ans:

- a. **Personal** computers can be easily seen in homes.
- b. A computer works according to our **commands**.
- c. A computer is an **efficient** machine.
- d. **Workstation** is a powerful desktop computer.

#### 4. Unscramble these given letters to make a word (clues given):

Ans:

- a. LAPTOP
- b. TABLET
- c. DESKTOP
- d. DIGITAL

**5. Answer the following questions:**

a. What is a computer?

Ans:

A computer is a machine which is used for various purposes. Some important facts about computer are:

1. A computer is an electronic machine. It works on electricity.
2. A computer can do calculations and solve problems easily and quickly.
3. A computer helps us in our daily work very efficiently.
4. A computer works according to our commands.
5. A computer is special because it can do many things.
6. It is also used as a storage device of large information and data.

b. Write any two things which you can do on a computer.

Ans:

Two things which we can do on a computer are:

1. We can do sums and calculations on computer.
2. We can search information on any subject on computer through Internet.

c. What is a Mainframe Computer?

Ans:

Mainframe Computer is a very large and has fast computing speed. These computers are used in banks, insurance companies that perform online work.

d. What is the use of Supercomputer?

Ans:

The Supercomputer is very fast, expensive and big too. It cannot be used commonly. It is used for tracking satellite and weather forecast programs.

e. What is Tablet Computer?

Ans:

A Tablet computer is a small computer that is easy to carry with a large touch screen and without a physical keyboard. A Tablet computer is a one-piece mobile computer.

### Activity Time

A. Find the following words in the word grid given below:

Ans:

1. MEMORY
2. DESKTOP
3. HUMANS
4. MISTAKES
5. TIRED
6. COMPUTER
7. DECISIONS
8. FEELINGS
9. SPEED

### 2. Parts of the Computer

#### EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. This is a .....
- (i) CPU
  - (ii) Keyboard [ ✓ ]
  - (iii) Printer
- b. This is a .....
- (i) Mouse [ ✓ ]
  - (ii) Speaker
  - (iii) CD
- c. This is a .....
- (i) Headphone
  - (ii) Scanner [ ✓ ]
  - (iii) Printer

2. Fill in the blanks:

Ans:

- a. A **Monitor** looks like a television.
- b. A **Mouse** is a pointing device.
- c. A standard keyboard has **104** keys.
- d. A **Control Unit (CU)** controls all parts of a computer.
- e. A **Joystick** is generally used for playing games.

**3. Write 'T' for a true statement and 'F' for a false against the following sentences:**

Ans:

- a. A monitor displays pictures in the form of small dots. : [ F ]
- b. A UPS is the brain of the computer. : [ F ]
- c. A microphone helps you to play the music stored in a computer. : [ F ]
- d. A hard disk exists outside the CPU. : [ F ]
- e. CPU stands for Uninterrupted Power Supply. : [ F ]

**4. Match the following Columns:**

Ans:

- | <b>Column 'I'</b> | <b>Column 'II'</b>             |
|-------------------|--------------------------------|
| a. Monitor        | (iii) Shows the results.       |
| b. Mouse          | (iv) Helps drawing pictures.   |
| c. Scanner        | (i) Scans photographs          |
| d. Printer        | (ii) Prints the drawings.      |
| e. DVD            | (v) Stores documents and data. |

**5. Answer the following questions:**

- a. Which part of the computer is used to receive and record the voice?

Ans:

CPU part of computer receives and records the voice. It stores all kinds of information input given by us. CPU stands for Central Processing Unit. It is called the brain of the computer. It resides in the CPU box.

- b. Which part of the computer is used to scan photograph?

Ans:

A Scanner can scan photographs and put them into the computer. A Scanner can copy pictures from a book or cards.

A Scanner can transfer data quickly and it is easier to use and cheaper too.

c. What does CPU stand for?

Ans:

CPU stands for Central Processing Unit. It is called the brain of the computer. It resides in the CPU box. It stores all kinds of information input given by us.

d. Name the part in which a computer stores data?

Ans:

Central Processing Unit (CPU) stores data. It stores all kinds of information input given by us.

e. Which part of the computer is used to write letters, words and numbers?

Ans:

Keyboard part of the computer is used to write letters, words and numbers.

f. Which part of the computer is used to produce sound?

Ans:

Microphone part of the computer is used to produce sound by speaking in front of this device. It is also used to talk to other people.

g. Which part of the computer is used to take visuals?

Ans:

Web Camera part of the computer is used to take visuals. It stores the visuals in the computer. Web Camera is also used to communicate with people over the Internet.

### Activity Time

**A. Colour the parts of the computer system in different shades. Write their names against the lines provided.**

Ans:

Colour yourself.

Names of the parts of the computer system are:

1. Monitor
2. CPU

- 3. Speakers
- 4. Keyboard
- 5. Mouse

### 3. Starting and Shutting Down the Computer

#### EXERCISE

**1. Tick (✓) the correct option:**

Ans:

- a. To turn off a computer, it takes .....
  - (i) 3 steps
  - (ii) 4 steps
  - (iii) 5 steps      [ ✓ ]
  
- b. To start a computer, first .....
  - (i) switch on the UPS.
  - (ii) insert power plug.      [ ✓ ]
  - (iii) switch on the monitor.
  
- c. Insert the plug in a / an .....
  - (i) UPS
  - (ii) CPU
  - (iii) electric circuit      [ ✓ ]

**2. Write 'T' for a true statement and 'F' for a false statement:**

Ans:

- a. Switching on the main power button is the first step in starting the computer.      :      [ T ]
- b. Switching on the power button is called Booting.      :      [ T ]
- c. The Start Button is on the side of the UPS.      :      [ F ]
- d. The Turn off option is clicked for shutting down the computer.      :      [ T ]
- e. We should not switch off the main power button directly.      :      [ T ]
- f. Do not touch the computer with wet hands.      :      [ T ]

**3. Write the sentence numbers (1 to 4) against the steps to start the computer:**

Ans:

- a. Switch on the main power supply button. : [ 1 ]
- b. Switch on the Monitor by pressing the Monitor button. : [ 4 ]
- c. Switch on the CPU by pressing the power button. : [ 3 ]
- d. Switch on the UPS. : [ 2 ]

**4. Fill in the blanks:**

Ans:

- a. Press the **power** button of the CPU.
- b. When the light begins to glow, it shows that the computer is **booting**.
- c. Wait for sometime till the computer **turns off** automatically.
- d. Switch off the Monitor button by pressing it **lightly**.

**5. Answer the following questions:**

- a. What happens when the light on the Monitor begins to glow?

Ans:

When the light on the Monitor begins to glow, it means that CPU and Monitor are working simultaneously. This is called 'booting of the computer'.

- b. Which option is clicked on to shut-down the computer?

Ans:

The Start button is clicked on to shut-down the computer. Then we click on the Shutdown option.

- c. What is the process to shut-down the computer?

Ans:

The process to shut-down the computer is as follows:

1. The Start button is clicked.
2. Then we click on the Shutdown option.
3. We wait for some time till computer turns off automatically.
4. Then we switch off the Monitor button by pressing it lightly.
5. Then we switch off the UPS.
6. Finally, we switch off the main power supply buttons.

- d. Why should the main power supply button not be switched off directly?

Ans:

The main power supply button must not be switched off directly at all. It can harm the computer. To switch off the computer properly, we should shut down the computer procedurally.

- e. What is booting?

Ans:

When we press the power button of CPU, we wait for the light on it to glow. This is called 'booting of the computer'.

### Activity Time

Look at these pictures and arrange the steps taken to turn off a computer. Number them from 1 to 5:

Ans:

- |    |                   |   |       |
|----|-------------------|---|-------|
| 1. | Screen            | : | [ 2 ] |
| 2. | Program List      | : | [ 1 ] |
| 3. | Monitor           | : | [ 3 ] |
| 4. | Main Power Switch | : | [ 5 ] |
| 5. | UPS               | : | [ 4 ] |

## 4. Keyboard

### EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. Which is the longest key on a keyboard?  
(i) Shift key  
(ii) Enter key  
(iii) Spacebar key [ ✓ ]
- b. You can find these keys above the alphabet keys.....  
(i) Enter key  
(ii) Shift keys  
(iii) Number keys [ ✓ ]
- c. This key helps to type the letters in capital.  
(i) Caps Lock key [ ✓ ]  
(ii) Number key

(iii) Arrow key

**2. Write 'T' for a true statement and 'F' for a false statement:**

Ans:

- a. Enter key is used to move the cursor to the next line. : [ T ]
- b. Page Up key moves the page upside. : [ T ]
- c. Delete key is used to erase the letter to the left side of the cursor. : [ F ]
- d. Back Space key deletes a character to the right side of the cursor. : [ F ]
- e. Caps Lock key helps to type capital or small letters. : [ T ]

**3. Fill in the blanks:**

Ans:

- a. A **keyboard** has many keys which do different things.
- b. **Delete** key is used to erase the letters to the right side of the cursor.
- c. **Spacebar key** is the longest key on a keyboard.
- d. A keyboard is commonly known as **QUERTY** keyboard.
- e. The **Enter** key is also called Return key.

**4. Write the functions of the following keys:**

Ans:

- a. Caps Lock key : Caps Lock key helps to type capital letters. Pressing this key once, it turns ON to type capital letters. Pressing this key again turns it OFF to type small letters.
- b. Space Bar key : Spacebar key is the longest key on a keyboard. This key is used to give spaces between various types of data and information. Data and information can be characters, words, sentences and other constructs.
- c. Enter key : Enter key is used to move the cursor to the next line on the monitor. It is also called the Return Key.
- d. Alphabet keys : Alphabet keys show letters from A to Z. These keys help us in typing words and sentences. Alphabet keys are 26 in number.

**5. Match the task with the key you will use to do it:**

Ans:

<b>Tasks</b>	<b>Keys</b>
a. Type words in capital or small.	(iv) Caps Lock key
b. Type numbers.	(v) Number keys
c. Perform different functions.	(ii) Function keys
d. Move to next line.	(i) Enter key
e. Move to the next page.	(vi) Page Down key
f. Arrow keys	(iii) Cursor keys

**6. Complete the following words:**

Ans:

1. Keyboard
2. Spacebar
3. Caps Lock Key
4. Function
5. Page up
6. Alphabet
7. Return key
8. Win key
9. Arrow
10. Number keys

**7. Answer the following questions:**

- a. What is a keyboard?

Ans:

We use keyboard to type words, figures and symbols on the computer. The keyboard has many keys which do different things. The keyboard we commonly use is known as QUERTY keyboard.

There are many kinds of keys on a keyboard as follows:

1. Alphabet Keys
2. Number Keys
3. Enter Key
4. Spacebar Key
5. Caps Lock Key
6. Delete Key
7. Backspace Key

8. Page up / Page down keys
9. Shift Key
10. Windows Key
11. Arrow Keys
12. Function Keys

b. For which task is Caps Lock key used for?

Ans:

Caps Lock key is used as follows:

1. When light on keyboard is 'ON', we can write in capital letters.
2. We press Caps Lock key again and it makes the Caps Lock key 'OFF'. Now we can type small letters.

c. Define Backspace key.

Ans:

Backspace key removes letters from the left side of the cursor. We generally use the Backspace Key to erase the mistakes while we are typing.

d. What are Function Keys?

Ans:

Function Keys perform different types of work. There are 12 Function Keys on a keyboard.

e. What is the use of Shift key?

Ans:

Shift key helps to type special signs written in the upper part of some keys.

To type @, we press a Shift key with number key 2. There are two Shift keys on a keyboard.

### **Activity Time**

#### **A. Puzzle for searching words.**

Look at the picture and choose a key. Now, try to locate the word within the square box. They're all there to be found. Try again and again.

Ans:

1. CAPS LOCK
2. ARROW
3. SPACEBAR

4. DELETE

**B. Label the name of the different keys of the keyboard:**

Ans:

1. Function keys
2. Caps Lock Key
3. Spacebar Key
4. Arrow Keys
5. Number Keys

**5. Typing in WordPad**

**EXERCISE**

**1. Tick (✓) the correct option:**

Ans:

- a. Save option is present in .....
  - (i) File Menu [ ✓ ]
  - (ii) Toolbar
  - (iii) Desktop
  
- b. WordPad is a program .....
  - (i) Paint
  - (ii) Word Processor [ ✓ ]
  - (iii) Ribbon
  
- c. To close WordPad, we use the option.....
  - (i) Close
  - (ii) Shutdown
  - (iii) Exit [ ✓ ]

**2. Fill in the blanks:**

Ans:

- a. The blinking line on a WordPad Window is called **Cursor**.
- b. It is good to **save** our document while working on it.
- c. You can press **Ctrl + W** or **Alt + F4** shortcut compounds to close WordPad.
- d. To open WordPad, first click on **File Menu**.
- e. We use the various **keys** on the keyboard to type the text.

3. Write 'T' for a true statement and 'F' for against the following sentences:

Ans:

- a. The blinking line on a WordPad Window is called cursor. : [ T ]
- b. We use the various keys on the keyboard to type the text. : [ T ]
- c. Menu Bar is not a main part of WordPad Window. : [ F ]
- d. It is always good to save our document while working on it. : [ T ]

4. Answer the following questions:

- a. What is WordPad?

Ans:

WordPad is a basic Word Processor Program in which we can write letters, poems and do lots more.

- b. What is a cursor?

Ans:

In the working area of WordPad, there is a blinking line which is called a Cursor. From here, we can start typing in WordPad. During typing the text, we use different keys on the keyboard.

- c. What will happen if you click on Cancel button in WordPad?

Ans:

If we click on Cancel button in WordPad, WordPad will not close.

- d. How will you open a file in the WordPad?

Ans:

To open a file in the WordPad, we follow the following steps:

1. Click on the File menu.
2. In the File Menu, click on the Open option.
3. In the Open box, click on the document which we want to open.
4. Click on the Open button to open the file.

**Activity Time**

Label the picture given below:

Ans:

1. Font Face
2. Font Size
3. Make the selected text Bold.
4. Make the selected text Italic.
5. Make the selected text Underlined.

## 6. MS-Paint

### EXERCISE

**1. Tick (✓) the correct option:**

Ans:

- a. We use ..... tool to fill the colour in drawings.
  - (i) Fill with Color [ ✓ ]
  - (ii) Cure
  - (iii) Brushes
  
- b. .... tool helps to make freehand drawings.
  - (i) Brushes
  - (ii) Line
  - (iii) Pencil [ ✓ ]
  
- c. Background Color Box fills with ..... colour.
  - (i) White [ ✓ ]
  - (ii) Black
  - (iii) Red
  
- d. Foreground Color Box shows .....
  - (i) Black [ ✓ ]
  - (ii) White
  - (iii) Red
  
- e. .... provides different kinds of colours.
  - (i) Pencil Box
  - (ii) Color Box [ ✓ ]
  - (iii) Square Box

**2. Write 'T' for a true statement and 'F' for a false statement:**

Ans:

- a. Brush Tool is used to paint with free hand. : [ F ]
- b. You can draw a square using the

- Rectangle Tool. : [ T ]
- c. Color Box is located at the left side of MS Paint Window. : [ F ]
- d. Line Tool is used to make a straight line. : [ T ]

**3. Fill in the blanks:**

Ans:

- a. We use an **Oval** tool to draw an egg.
- b. The Paint Program can be closed by clicking on the **Close** button.
- c. We can enlarge an image by using a **color** tool.
- d. **Quick Access Toolbar** contains all the tools that you can use.

**4. Answer the following questions:**

- a. What is the use of Ribbon?

Ans:

In Ribbon, various commands are logically grouped together under each tab.

- b. Write the first four options you see in the Menu on clicking the Paint Button?

Ans:

First four options we see in the Menu on clicking the Paint Button are:

1. Color Box
2. Ribbon
3. Drawing Area
4. Quick Access Toolbar

- c. What is the use of Fill with Color?

Ans:

The use of Fill with Color is to select the kind of colour we wish to use. For this, we follow the following steps:

1. Click on the Fill with Color Tool.
2. Choose the colour to be filled from Colors Group and click on the colour of our choice.
3. Bring the pointer where we want to fill colour and click inside the picture. The base will be filled with the selected colour.

- d. What is the use of Brush Tool?

Ans:

The use of Brush Tool is that we can choose the brush type we want to paint. We follow the following steps:

1. Click on the Brushes Tool.
2. In the Options box, Click on the brush type we want to paint with.
3. Choose any brush size and colour.
4. Drag the pointer across the drawing area.

### Activity Time

A. Do it yourself.

B. Do it yourself.

## 7. More About Paint

### EXERCISE

#### 1. Tick (✓) the correct option:

Ans:

a. Which of the given tools is used for Spray Painting?

- (i) Airbrush [ ✓ ]
- (ii) Fill with Color
- (iii) Pencil

b. Text can be added by using .....

- (i) Polygon Tool
- (ii) Brushes Tool
- (iii) Text Tool [ ✓ ]

c. .... is a shape which has more than four sides.

- (i) Rectangle
- (ii) Polygon [ ✓ ]
- (iii) Square

#### 2. Write 'T' for a true statement and 'F' for a false statement:

Ans:

- a. Brushes Tool is used to colour a picture or drawing. : [ T ]
- b. We use Rectangle Tool to draw a triangle. : [ F ]
- c. We cannot write anything in the drawing. : [ F ]
- d. We can draw square with Rectangle Tool. : [ T ]

**3. Fill in the blanks:**

Ans:

- a. We use **Rounded Rectangle** tool to draw rounded rectangles.
- b. We can draw square with Rectangle Tool by pressing **Shift** key while dragging the mouse.
- c. To set a background colour in the Color Box, **right-click** a color.
- d. **Airbrush** tool is used to spray the picture or painting.
- e. To make the final side of the Polygon, click **twice** at the final point.

**4. Which tool is used for the given activity?**

Ans:

- |    |                                     |   |                      |
|----|-------------------------------------|---|----------------------|
| a. | To fill a colour in an object.      | : | Fill with Color Tool |
| b. | To write text in the drawing area.  | : | Text Tool            |
| c. | To make a rounded corner rectangle. | : | Rounded Rectangle    |
| d. | To spray paint job.                 | : | Airbrush Tool        |

**5. Answer the following questions:**

- a. What is an Outline option?

Ans:

An Outline option enables us to choose the shape that will be just an outline with a transparent interior.

- b. How is the chosen shape Filled with Color?

Ans:

The chosen shape is filled with the current background colour. To set a background colour, we right-click a colour in the Color Box.

- c. What is the use of Text Tool?

Ans:

We use Text Tool to write text in the created drawing or picture. For this, we:

1. Click on the Text Tool in the Tools Group.
2. Take the pointer to the drawing area.
3. Drag the pointer to make a dotted rectangular box with a cursor inside it.
4. Finally, we write the text by using keyboard.

- d. What is the use of Airbrush Tool?

Ans:

Airbrush Tool is a fun tool. It is used to spray the picture or painting. The steps for using Airbrush Tool are:

1. Click on Airbrush Tool from Brushes Group.
2. Select a colour of our choice.
3. Place the Airbrush Tool in the drawing area.
4. Now press the left mouse button. The Airbrush Tool starts spraying the colour.
5. Drag the Airbrush Tool over the area we want to paint.

### Activity Time

Do it yourself.

## 8. Computer Mouse

### EXERCISE

#### 1. Tick (✓) the correct option:

Ans:

- a. The Mouse is usually put on a flat surface called the .....
- (i) Mouse pad [ ✓ ]
  - (ii) Word pad
  - (iii) Mouse table
- b. Moving an icon to a new place with the help of a mouse is known as .....
- (i) Dragging [ ✓ ]
  - (ii) Drawing
  - (iii) Selecting
- c. A mouse is a / an .....
- (i) input [ ✓ ]
  - (ii) process
  - (iii) output
- d. The small arrow seen on the monitor screen is called .....
- (i) Arrow
  - (ii) Pointer [ ✓ ]
  - (iii) Hand

#### 2. Write 'T' for a true statement and 'F' for a false statement:

Ans:

- a. The mouse is an output device. : [ F ]
- b. A mouse usually has 3 buttons. : [ T ]
- c. The Scroll Wheel on the mouse helps in moving the page up and down on the screen. : [ T ]
- d. The three mouse actions are single-click, double-click and triple-click. : [ F ]

**4. Match the following Columns:**

Ans:

- | <b>Column 'I'</b>                                 | <b>Column 'II'</b>  |
|---------------------------------------------------|---------------------|
| a. A small arrow on the screen.                   | (iii) Mouse Pointer |
| b. A mouse is put on this.                        | (iv) Mouse Pad      |
| c. It has a scroll wheel.                         | (i) Scroll Button   |
| d. Small pictures or symbols on a monitor screen. | (ii) Icons          |

**4. Fill in the blanks:**

Ans:

- a. **Mouse** is an input device.
- b. Clicking the left mouse button once is called **Single-click**.
- c. To move an object to a new location using a mouse is called **Selecting**.
- d. Pressing and releasing the mouse buttons is called **clicking**.
- e. **Mouse Pad** helps a mouse to move smoothly.

**5. Answer the following questions:**

- a. What is the use of right-click?

Ans:

Clicking the right mouse button is called Right-click. When we do Right-click, a list of commands related to the pointed range items is displayed on the screen.

- b. What helps to move icons on the screen?

Ans:

The mouse helps us to move icons on the screen or Desktop. We can select an icon and shift it to another part of the screen. We can do this as directed below:

1. We select an icon.

2. We hold down the left mouse button and drag the icon to any part of the screen.
  3. We drop it there by releasing the mouse button.
- This type of shifting action is known as Drag and Drop.

c. What is a mouse pointer?

Ans:

Mouse Pointer is a small arrow moving on the computer screen. We can select any object on the screen by bringing the mouse pointer on it and clicking. We can select any object on the computer screen of the monitor by pointing it by mouse pointer and clicking. When anything is selected, it changes its colour.

d. What is the use of mouse pad?

Ans:

The mouse is put on a clean mouse pad to move it smoothly and comfortably.

### Activity Time

A. Do it yourself.

B. Label the parts of a mouse.

Ans:

1. Scroll
2. Left Button
3. Right Button

## 9. Hardware and Software

### EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. A set of instructions given to a ..... is known as a Program.
  - (i) CPU
  - (ii) man
  - (iii) computer [ ✓ ]
  
- b. Keyboard is the most common ..... device of a computer.

- (i) input [ ✓ ]
- (ii) output
- (iii) none of these

- c. Hard Disk is the main part of .....
- (i) Mouse
  - (ii) Keyboard
  - (iii) CPU [ ✓ ]

**2. Write 'T' for a true statement and 'F' for a false statement:**

Ans:

- a. We can see or touch hardware. : [ T ]
- b. We cannot see or touch software. : [ T ]
- c. Microsoft Windows is a system software. : [ T ]
- d. A Keyboard has a combination of various ICS. : [ F ]
- e. Hard Disk is used to store a large number of data. : [ T ]

**3. Fill in the blanks:**

Ans:

- a. **Keyboard** is used to type letters and symbols in the computer programs.
- b. **Hard Disk** is the main part of CPU.
- c. **CPU** is the main control part of a computer.
- d. Photoshop is **System** software.

**4. Answer the following questions:**

- a. What is hardware?

Ans:

Hardware is the item used to define the various parts of a computer. Hardware devices are the performers of the command given by the software applications. Some of the computer hardware devices are:

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

- b. What is software?

Ans:

Software are programs that help the user to give commands to the computer hardware. Software can be categorized into two types:

1. System Software : System Software like Microsoft Windows is a computer software designed to operate the computer hardware and to provide and maintain a structure for running application software.
2. Application Software : It is computer software which helps the user to do single or multiple tasks depending on the work given on application, on text, pictures or on all combinations. Examples: Media Player, Word Processors, Graphics software, etc.

c. What is the use of Motherboard?

Ans:

Motherboard is the main central part of a computer. Motherboard has a combination of various ICs for various operations. All the parts of a computer are connected to the Motherboard.

### Activity Time

Trace and colour yourself.

### Model Test Paper - 1 Chapters 1 to 4

1. Tick (✓) the correct option:

Ans:

a. It can do a lot of work at the same time.

- (i) Cat
- (ii) Man
- (iii) Computer [ ✓ ]

b. This is a .....

- (i) Mouse [ ✓ ]
- (ii) Speaker
- (iii) CD

- c. To turn off a computer, it takes .....
- (i) 3 steps
  - (ii) 4 steps
  - (iii) 5 steps [ ✓ ]

**2. Write 'T' for a true statement and 'F' for a false statement:**

Ans:

- a. A laptop can be kept on our lap. : [ T ]
- b. A monitor displays pictures in the form of small dots.
- c. Switching on the power button is called Booting. : [ T ]
- d. Page Up key moves the page upside. : [ T ]

**3. Fill in the blanks:**

Ans:

- a. **Workstation** is a powerful desktop computer.
- b. **Mouse Pad** helps a mouse to move smoothly.
- c. **Spacebar key** is the longest key on a keyboard.
- d. A keyboard is commonly known as **QUERTY** keyboard.

**4. Match the following Columns:**

Ans:

- | <b>Column 'I'</b> | <b>Column 'II'</b>             |
|-------------------|--------------------------------|
| a. Monitor        | (i) Scans photographs          |
| b. Mouse          | (ii) Prints the drawings.      |
| c. Scanner        | (iii) Shows the results.       |
| d. Printer        | (iv) Helps drawing pictures.   |
| e. DVD            | (v) Stores documents and data. |

**5. Unscramble the following:**

Ans:

- a. LAPTOP
- b. TABLET
- c. DESKTOP
- d. DIGITAL

**6. Complete the following words:**

Ans:

- a) Keyboard
- b) Spacebar
- c) Caps Lock Key
- d) Function
- e) Page up
- f) Alphabet
- g) Return key
- h) Win key
- i) Arrow
- j) Number keys

**7. Answer the following questions:**

- a. What is a Mainframe Computer?

Ans:

Mainframe Computer is a very large and has fast computing speed. These computers are used in banks, insurance companies that perform online work.

- b. What does CPU stand for?

Ans:

CPU stands for Central Processing Unit. It is called the brain of the computer. It resides in the CPU box. It stores all kinds of information input given by us.

- c. What happens when the light on the Monitor begins to glow?

Ans:

When the light on the Monitor begins to glow, it means that CPU and Monitor are working simultaneously. This is called 'booting of the computer'.

- d. What are Function Keys?

Ans:

Function Keys perform different types of work. There are 12 Function Keys on a keyboard.

**8. Label the name of the different keys of the keyboard:**

Ans:

The names of the different keys of the keyboard are:

1. Function keys
2. Caps Lock Key

3. Spacebar Key
4. Arrow Keys
5. Number Keys

**Model Test Paper - 2**  
**Chapters 5 to 9**

**1. Tick (✓) the correct option:**

Ans:

- a. A Mouse is an..... device.
  - (i) input [ ✓ ]
  - (ii) process
  - (iii) output
  
- b. A set of instructions given to a ..... is known as a Program.
  - (i) CPU
  - (ii) man
  - (iii) computer [ ✓ ]
  
- c. Background Color Box fills with ..... colour.
  - (i) White [ ✓ ]
  - (ii) Black
  - (iii) Red
  
- d. To close WordPad, we use the option.....
  - (i) Close
  - (ii) Shutdown
  - (iii) Exit [ ✓ ]
  
- e. .... tool helps to make freehand drawings.
  - (i) Brushes
  - (ii) Line
  - (iii) Pencil [ ✓ ]

**2. Write 'T' for a true statement and 'F' for a false statement:**

Ans:

- a. A mouse usually has 3 buttons. : [ T ]
- b. Brush Tool is used to paint with free hand. : [ F ]
- c. We cannot write anything in the drawing. : [ F ]

- d. We use the various keys on the keyboard to type the text. : [ T ]
- e. We use Rectangle Tool to draw a triangle. : [ F ]
- f. Line Tool is used to make a straight line. : [ T ]

**3. Fill in the blanks:**

Ans:

- a. Clicking the left mouse button once is called **Single-click**.
- b. We use an **Oval** tool to draw an egg.
- c. The Ribbon contains two parts: Tabs and **Groups**.
- d. To open WordPad, first click on **File Menu**.

**4. Which tool is used for the given activity?**

Ans:

- a. To fill a colour in an object. : Fill with Color Tool
- b. To write text in the drawing area. : Text Tool
- c. To make a rounded corner rectangle. : Rounded Rectangle
- d. To spray paint job. : Airbrush Tool

**5. Answer the following questions:**

- a. What is hardware?

Ans:

Hardware is the item used to define the various parts of a computer. Hardware devices are the performers of the command given by the software applications. Some of the computer hardware devices are:

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

- b. What is the use of Ribbon?

Ans:

In Ribbon, various commands are logically grouped together under each tab.

- c. What is an Outline option?

Ans:

An Outline option enables us to choose the shape that will be just an outline with a transparent interior.

d. What is a cursor?

Ans:

In the working area of WordPad, there is a blinking line which is called a Cursor. From here, we can start typing in WordPad. During typing the text, we use different keys on the keyboard.

e. What is the use of Text Tool?

Ans:

We use Text Tool to write text in the created drawing or picture. For this, we:

1. Click on the Text Tool in the Tools Group.
2. Take the pointer to the drawing area.
3. Drag the pointer to make a dotted rectangular box with a cursor inside it.
4. Finally, we write the text by using keyboard.

f. What is the use of Brush Tool?

Ans:

The use of Brush Tool is that we can choose the brush type we want to paint. We follow the following steps:

1. Click on the Brushes Tool.
2. In the Options box, Click on the brush type we want to paint with.
3. Choose any brush size and colour.
4. Drag the pointer across the drawing area.

g. How will you open a file in the WordPad?

Ans:

To open a file in the WordPad, we follow the following steps:

1. Click on the File menu.
2. In the File Menu, click on the Open option.
3. In the Open box, click on the document which we want to open.
4. Click on the Open button to open the file.

h. What is the use of Fill with Color?

Ans:

The use of Fill with Color is to select the kind of colour we wish to use. For this, we follow the following steps:

1. Click on the Fill with Color Tool.
2. Choose the colour to be filled from Colors Group and click on the colour of our choice.
3. Bring the pointer where we want to fill colour and click inside the picture. The base will be filled with the selected colour.

i. Write the first four options you see in the Menu on clicking the Paint Button?

Ans:

First four options we see in the Menu on clicking the Paint Button are:

1. Color Box
2. Ribbon
3. Drawing Area
4. Quick Access Toolbar

**6. Label the picture given below:**

Ans:

1. Font Face
2. Font Size
3. Make the selected text Bold.
4. Make the selected text Italic.
5. Make the selected text Underlined.