

Computer - 3

1. Components of a Computer

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. A gives output on the paper.
- (i) Monitor
 - (ii) Printer [✓]
 - (iii) Keyboard
- b. is a type of Monitor.
- (i) LCD [✓]
 - (ii) Joystick
 - (iii) Scanner
- c. is an input device.
- (i) Keyboard [✓]
 - (ii) Printer
 - (iii) CPU
- d. processes and stores the instructions that we feed into it.
- (i) Monitor
 - (ii) CPU [✓]
 - (iii) Printer

2. Fill in the blanks:

Ans:

- a. **Keyboard** allows us to type data into a computer.
- b. **Monitor** displays input and results.
- c. **Joystick** is used for playing games on a computer.
- d. **Memory Unit (MU)** stores the input and output data.
- e. **Speakers** are used to listen to music and sound.

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

Ans:

- a. Joystick is an input device. : [T]
- b. A mouse has only two buttons. : [F]

- c. CPU controls all the parts of the computer system. : [F]
- d. A Scanner scans images. : [T]
- e. Computers are very accurate. : [T]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|-------------------|--------------------|
| a. CRT | (iii) Monitor |
| b. Control Unit | (iv) CPU |
| c. Printer | (ii) Output Device |
| d. Mouse | (i) Input Device |

5. Answer the following questions:

- a. What do you mean by processing?

Ans:

Processing is working on data on the basis of given instructions. After we enter data, it is then processed into CPU (Central Processing Unit). CPU is the most important part of processing. It does all the processing and decision making in the computer. It also controls all the parts of the computer system.

- b. What is an IPO cycle?

Ans:

In IPO cycle, data and instructions are entered. They are processed, stored and finally the result is taken out. IPO functions as follows:

1. Input : Instructions and commands given to the computer are called Input or Data.
2. Processing : A computer accepts, examines and calculates the result. This is called Processing.
3. Output : The result given by the computer after processing is called Output.

- c. What is CPU?

Ans:

CPU stands for Central Processing Unit. CPU is most important part of processing. It does processing and decision

making in computer. It also controls all parts of computer system. It processes data on the basis of given instructions. CPU has three parts as follows:

1. ALU : ALU stands for Arithmetic and Logical Unit. This unit performs all the arithmetic and logical operations.
2. CU : CU stands for Control Unit. This unit controls all parts of a computer and the movement of data.
3. MU : MU stands for Memory Unit. This unit stores the input and the output data.

d. Write the types of Monitor?

Ans:

There are two types of Monitor as follows:

1. LCD - Liquid Crystal Display Monitor.
2. CRT - Cathode Ray Tube Monitor.

Activity Time

A. Observe the images and write the names of these computers:

Ans:

1. Scanner
2. Printer
3. Keyboard
4. CPU
5. Joystick
6. Mouse

2. Hardware and Software

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. Paint Program is
 - (i) an application software [✓]
 - (ii) a system software
 - (iii) a colourful software

- b. Songs and movies are
 - (i) software
 - (ii) hardware

(iii) both [✓]

c. Which of the following is not hardware?

(i) Keyboard

(ii) MS-Word [✓]

(iii) None of them

d. A hard disk is

(i) a plate

(ii) a storage device [✓]

(iii) an output device

2. Fill in the blanks:

Ans:

a. The physical parts of a computer are called **hardware**.

b. We use **music player** to listen to the music on CDs.

c. **Paint** is used for drawing and colouring pictures.

d. **A Computer** runs the Application Software.

e. **Windows Media Player** is used for watching movies.

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

Ans:

a. We cannot touch and feel hardware. : [F]

b. There are two types of software. : [T]

c. Printer, Monitor and Mouse are not examples of software. : [T]

d. Paint is the example of System Software. : [F]

4. Match the following Columns:

Ans:

Column 'I'

a. Power Supply Unit

b. Hard Disk Drive

c. Optical Disk

d. MS-Word

Column 'II'

(iii) Rear of the case

(iv) Main storage device

(i) CD

(ii) Software

5. Answer the following questions:

a. What is Hard Disk?

Ans:

Hard Disk is the main storage device. It has usually largest data storage device in a computer. It is also known as HDD, Hard Drive, Hark Disk, Fixed Drive, Fixed Disk and Fixed Disk Drive.

b. Define System Software.

Ans:

System Software runs the application software. It controls and manages the computer. When we start our computer, it starts with software. This is called Operating System. It manages all input and output operations. It also manages the link between the different parts of a computer and the user. Windows, Unix, DOS, etc. are some examples of System Software

c. What is the use of a computer hardware?

Ans:

The physical parts of a computer are called Hardware. We can see and touch all hardware parts. Hardware can be classified into (i) Input Device (ii) Processing unit and (iii) Output device. 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

d. Define a computer software.

Ans:

Computer software cannot be touched. It can be seen in the form of icons (symbols) when installed in the computer. Software are the programs written for hardware to work. Examples are:

1. Note Pad
2. MS-Paint
3. MS-Word
4. MS-Excel, etc.

Activity Time

Try to find the hardware of the computer in the following picture. Write their names and number of them:

Ans:

1. Monitor : 2
2. Keyboard : 4
3. Printer : 1
4. CD : 1
5. Mouse Pad : 1
6. CPU : 1

3. Computer – A Smart Machine

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. At Railway Stations, computers are mainly used
(i) for booking ticket [✓]
(ii) for playing games
(iii) for watching movies
(iv) none of these
- b. Banks use computers for
(i) keeping account of money.
(ii) withdrawing and depositing money.
(iii) maintaining ledgers.
(iv) all of these [✓]
- c. A computer is not used for
(i) maintaining ledgers.
(ii) sending mails.
(iii) examining patients.
(iv) flying kites. [✓]

2. Fill in the blanks:

Ans:

- a. A computer helps in preparing **timetable** and report cards.

- b. A computer keeps record of the **items** available in the shop.
- c. A computer helps in keeping arrival and **departure** time of employees in banks.
- d. A computer keeps **records** of all patients in hospitals.

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

Ans:

- a. A computer is a smart machine. : [T]
- b. Computers are not used in hospitals. : [F]
- c. A computer helps in doing our homework. : [T]
- d. A computer is used at airports. : [T]
- e. We can play games on a computer. : [T]

4. Complete the missing letters:

Ans:

- a. SUPERCOMPUTER
- b. PROCESSING
- c. MICROCOMPUTER
- d. LAPTOP
- e. **INCOMPUTER**

5. Match the following Columns:

Ans:

Column 'I'

- a. In schools.
- b. In hospitals
- c. In Banks
- d. At Railway Stations
- e. In offices

Column 'II'

- (ii) Preparing report cards.
- (iii) Examining patients.
- (v) Keeping account of money.
- (i) Booking tickets for journey.
- (iv) Printing Bills.

6. Answer the following questions:

- a. Write any two uses of computers at home.

Ans:

Two uses of computers at home are:

1. Playing games
2. Drawing pictures

- b. Write any two uses of computers in school.

Ans:

Two uses of computers in school are:

1. Teaching lessons to students.
2. Keeping records of students' and teachers' names, addresses, etc.

c. Write any two uses of computers in shops.

Ans:

Two uses of computers in shops are:

1. Keeping record of the items available in the shop.
2. Preparing bills and receiving money.

d. Write any two uses of computers in hospitals.

Ans:

Two uses of computers in hospitals are:

1. Keeping records of patients.
2. Keeping record of attendance of all doctors, nurses and other staff members.

e. What is the use of computers at home?

Ans:

The uses of computers at home are as follows:

1. Playing games
2. Listening songs / poems
3. Watching movies
4. Doing homework
5. Drawing pictures

f. Does a computer help teachers teaching lesson to students?

Ans:

Yes, a computer helps teachers teaching lesson to students in the school.

g. Is a computer really smart?

Ans:

Yes, a computer is really very smart. Now-a-days, we use computers in different fields and offices. This is because computers are quick, accurate and time-saving.

Activity Time

A. Word Search Puzzle:

Here are some **places** where computers are used. Find them all.

Ans:

1. STATION
2. SCHOOL
3. OFFICE
4. AIRPORT
5. HOSPITAL
6. BANK

4. Windows 10

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. This allows you to display different open Windows and Applications.
 - (i) Wallpaper
 - (ii) Work Area
 - (iii) Virtual Desktops [✓]

- b. What do you like to see when your app windows are minimized?
 - (i) Recycle Bin
 - (ii) Taskbar
 - (iii) Background [✓]

- c. It comes with a new feature called Quick Access.
 - (i) Taskbar
 - (ii) File Explorer [✓]
 - (iii) Status Bar

- d. You can rearrange Windows of opened apps from here.
 - (i) Recycle Bin
 - (ii) Taskbar [✓]
 - (iii) Wallpaper

2. Fill in the blanks:

Ans:

- a. **Operating System** is a special set of programs which manage all the jobs of a computer.
- b. **Desktop Background** can also be called a Wallpaper.
- c. When you delete a file, it is moved to the **Recycle Bin**.
- d. The small labelled pictures present on the Desktop are called **icons**.
- e. **File Explorer** includes a shortcut for the recent folders which you opened.

3. Match the following Columns:

Ans:

Column 'I'		Column 'II'
a. Start button	(vi)	Shrink Windows
b. Minimize button	(iii)	Below Title Bar
c. Quick Access	(ii)	Switching favourite folders
d. Background	(i)	Wallpaper
e. Menu Bar	(v)	Gateway to Programs
f. Taskbar	(iv)	Rearrange Windows

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

Ans:

- a. Without Operating System, we cannot start a computer. : [T]
- b. Windows is a rectangular frame that shows different programs on the screen. : [T]
- c. When you delete a file, it is moved to the Taskbar. : [F]
- d. Desktop can also be moved around by clicking on them and dragging them to another place in the screen. : [T]
- e. With Virtual Desktop, you can create multiple desktops. : [T]

5. Arrange the jumbled words:

Ans:

- a. WINDOWS
- b. DESKTOP
- c. RECYCLE BIN
- d. BACKGROUND
- e. TASKBAR

6. Answer the following questions:

- a. What is the function of the Operating System?

Ans:

Operating System is a special set of programs which manages all the jobs of a computer and makes it run. Without Operating System, we cannot even start a computer and work on it. Windows 10 is the latest and most popular Operating System.

b. What is the use of the Taskbar?

Ans:

Taskbar is home to some new icons namely Cortana and Task View. We can rearrange Windows of opened apps from the Taskbar Menu.

c. What are Icons?

Ans:

Icons are small labelled pictures or symbols present on the desktop. These icons are used to pen specific programs or documents. Although the amount and type of icons will vary depending on the computer, we can add more icons by following these steps:

1. Right-click on the desktop background.
2. Choose 'New' and 'Shortcut'.
3. Browse for the application or file we want to create a shortcut to.
4. Assign a name to the shortcut and click 'Finish'.

Icons can also be moved around by clicking on them and dragging them to another place on the computer screen.

d. Write the function of the Start Menu.

Ans:

We can press the Windows key on the keyboard to open the Start Menu. We can click on the edges of the Start Menu and drag it to expand or shrink it.

The Tiles in the right pane will rearrange themselves automatically when we resize the Start Menu.

e. What is the function of Virtual Desktops?

Ans:

With Virtual Desktops, we can create multiple or separate desktops that each can display different open Windows and apps.

To add a Virtual Desktop, we follow these steps:

1. On the Taskbar, click on 'Task View' button. If we don't see that button, we might have switched it off.

2. To add a new desktop, click on the 'New Desktop' button at the bottom right on the screen.

Activity Time

Do it yourself.

5. Keyboard

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. To move cursor next line, we use
 - (i) Shift Key
 - (ii) Enter Key [✓]
 - (iii) Tab Key

- b. To move the page up, we use
 - (i) Page Up Key [✓]
 - (ii) Page Down Key
 - (iii) Home Key

- c. Which of the following keys are used to type letters?
 - (i) Number Keys
 - (ii) Alphabet Keys [✓]
 - (iii) Special Keys

2. Fill in the blanks:

Ans:

- a. **Num Lock** key enables and disables the numeric key.
- b. **Caps Lock** key is used to type letters in uppercase.
- c. **Tab** key allows us to jump the cursor five spaces forward.
- d. F1 to F12 are called **Function** keys.
- e. **End** key brings cursor at the end of the line.

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

Ans:

- a. The Shift Key is also used to write upper case letters. : [T]
- b. Delete Key erases the character after the cursor. : [T]
- c. There are five arrow keys. : [F]
- d. Home Key allows us to return to the

- beginning of the line. : [T]
- e. Function Keys are placed on the top rows of the keyboard. : [T]

4. Match the following Columns:

Ans:

	Column 'I'		Column 'II'
a.	Caps Lock Key	(iii)	Toggle Key
b.	Alphabet Keys	(i)	26
c.	Number Keys	(ii)	20
d.	Space Bar Key	(iv)	Longest Key

5. Answer the following questions:

- a. Write the two names of different kinds of keys of the keyboard.

Ans:

Two names of different kinds of keys of the keyboard are:

1. Alphabet Keys
2. Numeric Keys

- b. What are the uses of Alphabet Keys and Number Keys?

Ans:

The uses of Alphabet Keys and Number Keys are as follows:

1. Alphabet Keys : There are 26 Alphabet Keys studded in three rows on the keyboard. These keys are used to write letters.
2. Number Keys : The Number Keys from 0 to 9 are used to write numbers. On the keyboard, there are 20 number keys available in two sets. The first set is above the alphabet keys and the other is on the right side of the keyboard. It is also called Num Pad.

- c. What is a keyboard?

Ans:

Keyboard is an important part of the computer which is used to write letters, words and numbers. The main function of a Keyboard is to act as an input device. It is used for writing text into the computer. It is similar to a typewriter keyboard. It has some additional keys. The most commonly available computer keyboard has 104 keys.

d. What is the difference between Home and End Keys?

Ans:

The difference between Home and End Keys is as follows:

Home Key : Home key is often used to return the user to the beginning of the line.

End Keys : End Key brings cursor at the end of the line.

e. What is the use of Backspace Key?

Ans:

Backspace Key is used to delete any character before the current position of the cursor.

Activity Time

A. The following alphabet keys are present on the keyboard. Make some words from them:

Ans:

1. Ask
2. As
3. Gas
4. Has
5. Lag
6. Flask

B. WORD SEARCH

Micka, the rabbit, wants to complete the crossword puzzle.

Can you help him?

Ans:

Across:

1. ARROW
2. CAPS LOCK
3. DELETE

Down:

4. PAGE DOWN
5. BACKSPACE

6. Starting MS Word 2010

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. The File related functions like New, Open, Save, Print, etc. are present under this tab.
(i) Folder Tab
(ii) Title Tab
(iii) File Tab [✓]
- b. It makes it easier to adjust your document with precision.
(i) Ribbon
(ii) File Tab
(iii) Ruler [✓]
- c. It shows the application name i.e. Microsoft Word along with the document name.
(i) Ribbon
(ii) Title Bar [✓]
(iii) File Tab
- d. It contains all of the commands you'll need in order to perform common tasks.
(i) Ribbon [✓]
(ii) Title Bar
(iii) File Tab

2. Fill in the blanks:

Ans:

- a. **Title Bar** shows the application name i.e. Microsoft Word along with the document name.
- b. The **Ribbon** contains all of the commands you'll need in order to perform common tasks
- c. **Ruler** makes it easier to adjust your document with precision.
- d. **Status Bar** appears at the bottom of Word Window which provides information like Page Number, Number of Pages, Lines, Words, etc.
- e. **Cursor** is a blinking vertical line which shows the current typing position in the document.

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

Ans:

- a. Microsoft Word is a word processing program. : [T]

- b. MS Word is a system software. : [F]
- c. We press Enter only when we want to change a paragraph. : [T]
- d. We use backspace Key to delete the character before the cursor and Delete Key to delete the character after the cursor. : [T]
- e. All the work in MS Word is done in a document file. : [T]

4. Define the terms:

Ans:

- a. File Tab : The file related functions like New, Open, Save, Print, etc. are present under this Tab.
- b. Quick Access Toolbar: Quick Access Toolbar, located above the Ribbon, allows us access common command, no matter which tab we are on. By default, it shows the Save, Undo and Repeat commands. We can add other commands to make it more convenient for you.
- c. Ribbon : Ribbon contains all of the commands we need in order to perform common tasks. It contains multiple tabs each with several groups of commands and we can add our own tabs that contain our favourite commands. Some groups have an arrow in the bottom-right corner that we can click on to see even more commands.
- d. Ruler : Ruler is located at the top and to the left of our document. It makes it easier to adjust our document with accuracy. If we want, we can hide the Ruler to free up more screen space.
- e. Word Wrap : While typing the text when we have reached at the end of the line, the cursor automatically moves down to the next line. This feature is called Word Wrap.

5. Match the following Columns:

Ans:

	Column 'I'		Column 'II'
a.	Save a document	(iv)	Ctrl + S
b.	To exit MSWord	(iii)	Alt + F4
c.	To open a document	(i)	Ctrl + O
d.	Cursor	(ii)	()

6. Answer the following questions:

- a. What do you understand by Word Processing Software?

Ans:

Word Processing Software is an Application Software. Microsoft Word is a Word Processing Program. In short, it is called MS Word. In MS Word, we can type letters, poems, essays, etc. After typing all these, we can save them and can take their print out.

Typing letters, poems, essays, etc. in MS Word are called documents and there are many options to change these.

- b. What is Ruler?

Ans:

Ruler is located at the top and to the left of our document. It makes it easier to adjust our document with accuracy. If we want, we can hide the Ruler to free up more screen space.

- c. Name the components of the MS Word Window?

Ans:

The components of the MS Word Windows are as follows:

1. File Tab
2. Quick Access Toolbar
3. Title Bar
4. Ribbon
5. Ruler
6. Status Bar
7. Cursor
8. Document Area.

- d. What is Document Area?

Ans:

Document Area is the area which is used to type text, insert pictures, create tables, etc. using a cursor present in this area.

e. What is Word Wrap?

Ans:

While typing the text when we have reached at the end of the line, the cursor automatically moves down to the next line. This feature is called Word Wrap.

Activity Time

Label the different parts of MS Word Window:

Ans:

The different parts of MS Word Window are as follows:

- A. File Tab
- B. Quick Access Toolbar
- C. Title Bar
- D. Ribbon
- E. Ruler
- F. Status Bar
- G. Cursor
- H. Document Area
- I.

7. Fun With Paint

EXERCISE

1. Tick (✓) the correct option:

Ans:

- a. To move an object, we use
 - (i) Cut and Paste [✓]
 - (ii) Copy and Paste
 - (iii) None

- b. Which of the following tools is used to magnify the view of a picture?
 - (i) Text
 - (ii) Color Picture
 - (iii) Magnifier [✓]

- c. Which of the following tools is used to select a picture in a Rectangle Shape?
 - (i) Free Form Selection
 - (ii) Select Tool [✓]
 - (iii) Rectangular Selection

- d. The is used to draw circles.
 (i) Oval Tool [✓]
 (ii) Text Tool
 (iii) Pencil Tool

2. Fill in the blanks:

Ans:

- a. **Select** tool is used to select any irregularly shaped part of the picture.
 b. **Text** tool is used to add text to your picture.
 c. **Magnifier** helps to see an enlarged view of a picture.
 d. A **Printer** helps us to print our drawings on a paper.
 e. **Paint** button allows us to Open, Save and Print our drawing and pictures.

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

Ans:

- a. MS-Paint is a program. : [T]
 b. In MS-Paint, we can draw and colour pictures. : [T]
 c. It is not necessary to save a file. : [F]
 d. We can take prints in both colour and black and white. : [T]
 e. We can enter text in a text box only once. : [F]

4. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|--------------------------------|----------------------|
| a. Color Picker | (iv) Pick a colour |
| b. Copying the cut out picture | (i) Selected portion |
| c. B | (ii) Bold |
| d. Underline | (iii) Italic |

5. Answer the following questions:

- a. Write two sentences about Color Picker Tool.

Ans:

Two sentences about Color Picker Tool are as follows:

1. Color Picker Tool helps us to pick a colour from one part of the drawing. It helps to fill the same colour in the other part of the drawing.

2. We click in the area of the picture where we want to fill the colour.

b. What is the use of Paint Button?

Ans:

Paint Button allows us to Open, Save and Print our drawing and pictures.

c. What is Paint?

Ans:

MS-Paint is a program. It attracts the children immensely. In MS-Paint, we can draw colourful pictures of different shapes. We can create and paint images. What is more, we can also twist and turn these shapes and images. We can change their colours and do all sorts of editing at a click of the mouse.

d. Which tools are used for colouring and selecting picture?

Ans:

The tools used for colouring and selecting picture are as follows:

Colouring : For colouring, we use Color Picker. This Tool helps us to pick a colour from one part of the drawing. We click in the area of the picture where we want to fill the colour.

Selecting : We use Select Tool to select a rectangular area.

Activity Time

Do it yourself.

Model Test Paper - 1 Chapters 1 to 4

1. Tick (✓) the correct option:

Ans:

a. A gives output on the paper.

(i) Monitor

(ii) Printer [✓]

(iii) Keyboard

b. It comes with a new feature called Quick Access.

- (i) Taskbar
- (ii) File Explorer [✓]
- (iii) Status Bar

c. You can rearrange Windows of opened apps from here.

- (i) Recycle Bin
- (ii) Taskbar [✓]
- (iii) Wallpaper

2. Fill in the blanks:

Ans:

- a. **Joystick** is used for playing games on a computer.
- b. We use **music player** to listen to the music on CDs.
- c. **Paint** is used for drawing and colouring pictures.
- d. A computer keeps record of the **items** available in the shop.
- e. **Desktop Background** can also be called a Wallpaper.

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

Ans:

- a. A Scanner scans images. : [T]
- b. We cannot touch and feel hardware. : [F]
- c. There are two types of software. : [T]
- d. Computers are not used in hospitals. : [F]

4. Give full forms of the following:

Ans:

- a. CPU : Central Processing Unit
- b. LCD : Liquid Crystal Display
- c. IPO : Input, Processing, Output
- d. CRT : Cathode Ray Tube

5. Match the following Columns:

Ans:

- | Column 'I' | Column 'II' |
|-------------------|--------------------|
| a. CRT | (iii) Monitor |
| b. Control Unit | (iv) CPU |
| c. Printer | (ii) Output Device |
| d. Mouse | (i) Input Device |

6. Complete the missing letters:

Ans:

- a. SUPERCOMPUTER
- b. PROCESSING
- c. MICROCOMPUTER

7. Answer the following questions:

- a. What do you mean by processing?

Ans:

Processing is working on data on the basis of given instructions. After we enter data, it is then processed into CPU (Central Processing Unit). CPU is the most important part of processing. It does all the processing and decision making in the computer. It also controls all the parts of the computer system.

- b. Define System Software.

Ans:

System Software runs the application software. It controls and manages the computer. When we start our computer, it starts with software. This is called Operating System. It manages all input and output operations. It also manages the link between the different parts of a computer and the user. Windows, Unix, DOS, etc. are some examples of System Software

- c. What is the use of a computer hardware?

Ans:

The physical parts of a computer are called Hardware. We can see and touch all hardware parts. Hardware can be classified into (i) Input Device (ii) Processing unit and (iii) Output device. 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

d. Write any two uses of computers in shops.

Ans:

Two uses of computers in shops are:

1. Keeping record of the items available in the shop.
2. Preparing bills and receiving money.

d. Write any two uses of computers in hospitals.

Ans:

Two uses of computers in hospitals are:

1. Keeping records of patients.
2. Keeping record of attendance of all doctors, nurses and other staff members.

8. Do it yourself.

Model Test Paper - 2
Chapters 5 to 7

1. Tick (✓) the correct option:

Ans:

a. To move cursor next line, we use

- (i) Shift Key
- (ii) Enter Key [✓]
- (iii) Tab Key

b. It makes it easier to adjust your document with precision.

- (i) Ribbon
- (ii) File Tab
- (iii) Ruler [✓]

c. To move an object, we use

- (i) Cut and Paste [✓]
- (ii) Copy and Paste
- (iii) None

2. Fill in the blanks:

Ans:

- a. **Num Lock** key enables and disables the numeric key.
- b. **Caps Lock** key is used to type letters in uppercase.
- b. **Text** tool is used to add text to your picture.
- c. **Magnifier** helps to see an enlarged view of a picture.

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

Ans:

- a. Delete Key erases the character after the cursor. : [T]
- b. There are five arrow keys. : [F]
- c. Microsoft Word is a word processing program. : [T]
- d. MS Word is a system software. : [F]

4. Define the terms:

Ans:

- a. File Tab : The file related functions like New, Open, Save, Print, etc. are present under this Tab.
- b. Quick Access Toolbar: Quick Access Toolbar, located above the Ribbon, allows us access common command, no matter which tab we are on. By default, it shows the Save, Undo and Repeat commands. We can add other commands to make it more convenient for you.
- c. Ribbon : Ribbon contains all of the commands we need in order to perform common tasks. It contains multiple tabs each with several groups of commands and we can add our own tabs that contain our favourite commands. Some groups have an arrow in the bottom-right corner that we can click on to see even more commands.
- d. Ruler : Ruler is located at the top and to the left of our document. It makes it easier to adjust our document with accuracy. If we want, we can hide the Ruler to free up more screen space.
- e. Word Wrap : While typing the text when we have reached at the end of the line, the cursor automatically moves down to the next line. This feature is called Word Wrap.

5. Match the following Columns:

Ans:

	Column 'I'		Column 'II'
a.	Caps Lock Key	(iii)	Toggle Key
b.	Alphabet Keys	(i)	26
c.	Number Keys	(ii)	20
d.	Space Bar Key	(iv)	Longest Key

6. Answer the following questions:

a. What are the uses of Alphabet Keys and Number Keys?

Ans:

The uses of Alphabet Keys and Number Keys are as follows:

3. Alphabet Keys : There are 26 Alphabet Keys studded in three rows on the keyboard. These keys are used to write letters.
4. Number Keys : The Number Keys from 0 to 9 are used to write numbers. On the keyboard, there are 20 number keys available in two sets. The first set is above the alphabet keys and the other is on the right side of the keyboard. It is also called Num Pad.

b. What is a keyboard?

Ans:

Keyboard is an important part of the computer which is used to write letters, words and numbers. The main function of a Keyboard is to act as an input device. It is used for writing text into the computer. It is similar to a typewriter keyboard. It has some additional keys. The most commonly available computer keyboard has 104 keys.

c. What is Document Area?

Ans:

Document Area is the area which is used to type text, insert pictures, create tables, etc. using a cursor present in this area.

d. What is Word Wrap?

Ans:

While typing the text when we have reached at the end of the line, the cursor automatically moves down to the next line. This feature is called Word Wrap.

7. Do it yourself.