

**Christu Jyothi Convent Sr. Sec. School, Baraut**  
**Half Yearly Syllabus**

**Class-II**

**Subject- Computer**

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**Lesson – 1 Computer: A Smart Electronic Device**

**Book work**

**Page no. 10 Try this**

1. I am a smart electronic device that helps you to do many things. What am I?

Ans: Computer

2. A computer cannot work on its own. There are three basic steps that it follows to complete a task. What are the steps?

Ans: Input - Process - Output.

3. One of the disadvantages of a computer is

Ans: A computer is a costly device.

**Exercises**

A. Tick (✓) and write the correct option.

1. A computer cannot make

(a) decisions (✓)

(b) errors ( )

2. A computer has a very good

(a) memory (✓)

(b) expression ( )

3. A computer is a

(a) cheap device ( )

(b) costly device (✓)

4. The calculations in a computer are done by

(a) mouse ( )

(b) CPU (✓)



## Lesson – 1

### Copy work

#### D. Answer the following questions.

**Q-1:** What are the two things a computer needs to work?

**Ans:** Electricity and Human instructions.

**Q-2:** Write three differences between a computer and a human being.

**Ans: (i)** A computer does not make any mistake.

A human being can make mistakes.

**(ii)** A computer does not forget the stored information.

A human being can forget information.

**(iii)** A computer does not have any feelings.

A human being has feelings.

**Q-3:** Write two advantages and two disadvantages of a computer.

**Ans: Advantages: (i)** A computer works very fast.

**(ii)** A computer is a good source of information.

**Disadvantages: (i)** A computer is a costly device.

**(ii)** A computer needs electricity to work.

**Q-4:** What are the three basic steps that a computer follows to complete a task?

**Ans:** Input ----Process -----Output

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# Lesson- 2 Uses of a Computer

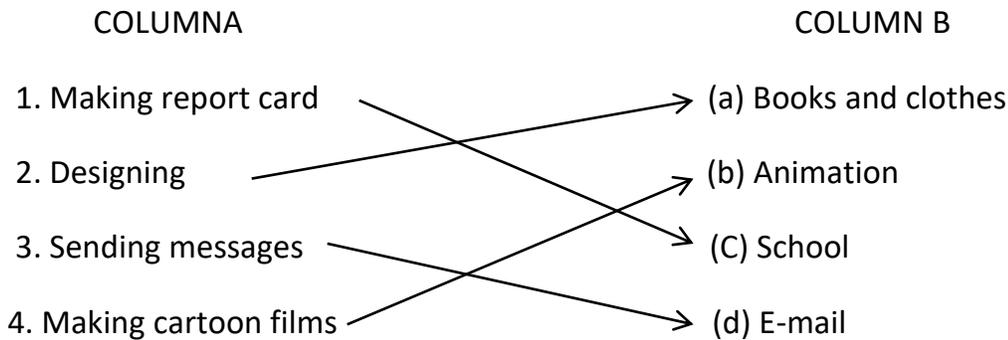
## Book work

### Exercises

#### A. Fill in the blanks.

- Computers are used in
  - schools for teaching
  - hospitals for keeping patient records
  - homes for playing game
- Computers also help
  - in learning new skills
  - in designing books and magazines
  - in launching rockets and satellites

#### B. Match the following.



#### C. State true (T) or false (F).

- Computers are used for maintaining records. (T)
- In a bank, computers are used for booking tickets. (F)
- Computers are used to print bills and receipts. (T)
- Computers are not used in shops and offices. (F)
- A computer needs fuel to work. (F)

**Fun Time**

A. See the picture clues and find these places in the word grid. Write their names in the blanks under the picture.



HOSPITAL



AIRPORT



SCHOOL



BANK

D	H	O	T	E	L	V	W
E	O	O	F	F	I	C	E
F	S	W	X	S	J	B	Y
E	P	S	C	H	O	O	L
N	I	W	H	O	M	E	Z
C	T	B	A	P	K	D	I
E	A	I	R	P	O	R	T
C	L	B	A	N	K	A	Z



RECEPTION

RECEPTION



SHOP



OFFICE

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**Lesson – 2 (copy work)**

**D. Answer the following.**

**Ques-1:** Write two uses of a computers at airports and railway stations.

**Ans:** (i) Booking tickets and making reservations.

(ii) Keeping records of passengers.

**Ques-2:** How an audio-video aid useful for students and teachers?

**Ans:** (i) Smart classes have simplified the teaching and learning.

(ii) Teachers can make their lessons Interactive with the help of different audio-video files.

**Ques-3:** Name any two things you know that have been designed using a computer.

**Ans:** Two things that have been designed using a computer are

(i) Clothes

(ii) Machines

**Q-4:** Write two uses of computers in space research.

**Ans: (i)** Finding information about space.

**(ii)** Launching rockets and satellites into space.

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## **Lesson – 3 Input and Output Devices**

### **(Book Work)**

#### **Page no. 29 (Try this)**

1. I have many keys but usually only two or three locks. What am I?

Ans: Keyboard

2. I come in a square package, but I am round. I can contain lots of information. Handle me carefully. What am I?

Ans: DVD

#### **Page no. 30**

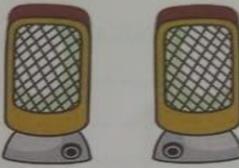
##### **A. Fill in the blanks.**

1. A **keyboard** has different keys on it.
2. A mouse has **two or more** buttons on it.
3. A **pen drive** is also called a flash drive.
4. The printed copy is called a **hard copy**.
5. A **microphone** is used to record our words in the computer.

##### **B. State true (T) or false (F).**

1. A standard keyboard has 105 keys. (F)
2. A microphone is used to record different sounds. (T)
3. A monitor and mouse are output devices. (F)
4. CPU is the brain of a computer. (T)
5. A headphone is an input device. (F)

C. Match the following.

COLUMN A		COLUMN B
1. Microphone	—	(a)  ④
2. Printer	—	(b)  ⑤
3. Flash drive	—	(c)  ①
4. Mouse	—	(d)  ②
5. Speakers	—	(e)  ③

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E. Answer in one word.

1. This device is used to take out hard copies of work from the computer.

Ans: Printer

2. This device is used to listen to sounds without disturbing others.

Ans: Headphones

3. This device is used to point at and select objects on the monitor screen.

Ans: Mouse

4. This unit controls all parts of the computer.

Ans: CPU / System unit

Read the sentences and look at the picture clues to name of the device. Find the names in the grid too.

**Fun Time**

Read the sentences and look at the picture clues to name of the device. Find the names in the grid too.

- It is used to take printouts.
- It is used to listen to music.
- It is an output device and is also called a VDU.
- It is round in shape and is used as a storage device.
- It is used to listen to music without disturbing others.
- It is used to record voice.



Printer



Monitor



Microphone



DVD



Speaker



Headphone

M	I	C	R	O	P	H	O	N	E	S
O	A	B	D	E	R	E	R	T	G	J
N	F	G	O	P	I	A	O	P	J	H
I	Q	R	S	T	N	D	V	D	K	K
T	A	C	F	G	T	P	P	M	N	L
O	E	R	O	P	E	H	O	I	N	Q
R	A	V	D	F	R	O	L	F	F	G
H	J	K	L	M	B	N	P	Q	E	R
E	A	Y	O	P	O	E	A	S	D	T
S	P	E	A	K	E	R	P	E	A	K

## Lesson – 3

### Copy work

#### D. Answer the following.

Q-1: What are input devices?

Ans: Input devices are used to enter data into a computer.

Q-2: Which part of a computer looks like a TV?

Ans: A monitor is a part of computer which looks like a TV.

Q-3: What are output devices?

Ans: Output devices are used to display and give the final output.

Q-4: Name two storage devices.

Ans: Two storage devices are:

- i) Hard Disk
- ii) Pen Drive

Q-5: Write two uses of a mouse.

Ans: i) A Mouse helps us to draw pictures and play games.

ii) A Mouse is used for pointing and selecting items on the computer screen.

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## Lesson – 4 Keyboard: Basic and Special Keys

### Book Work

#### Page no. 43 (Exercise)

#### A. Fill in the blanks.

1. Number keys are also known as numeric keys.
2. Spacebar is the longest key on the keyboard.
3. The enter key does not print anything on the screen.
4. Symbols on the keys are called special characters.
5. The standard keyboard has 104 keys.

## **B. State true (T) or false (F).**

1. There are two sets of number keys on a keyboard. (T)
2. Alphabet keys are arranged in a particular sequence on the keyboard. (F)
3. Caps Lock key is used to erase a character. (F)
4. Ctrl and Alt keys are combination keys. (T)
5. The Delete key is not used to erase text. (F)
6. There are two Shift keys on the keyboard. (T)

## **Page no. 44**

## **C. Which key am I?**

1. We move the cursor in all the four directions.

**Ans:** Arrow keys.

2. I type the letters in capital.

**Ans:** Caps lock key

3. I move the cursor to a new line.

**Ans:** Enter key

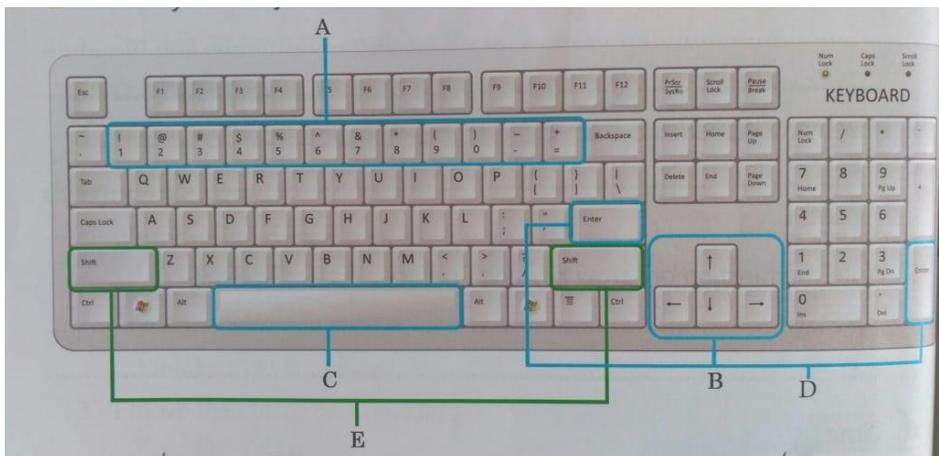
4. I erase the letters from the right side of the cursor.

**Ans:** Delete key

5. I give space between the words.

**Ans:** Spacebar key

## **B. Identify the keys and write their names.**



**A.** Numeric keys

**B.** Arrow keys

C. Spacebar keys

D. Enter keys

E. Shift keys

## Lesson – 4 Copy work

**Answer the following questions.**

**Q-1:** What is a cursor?

**Ans:** Cursor is a small blinking arrow on the monitor where the next typed letter or number appears.

**Q-2:** Which keys are also called cursor control keys? How many are they in number?

**Ans:** Arrow keys are called cursor control keys. They are four in number.

**Q-3:** What is the numeric keypad?

**Ans:** The number keys that are present on the right side of the keyboard are arranged in a numeric keypad.

**Q-4:** What are combination keys? Name two combination keys.

**Ans:** Combination key is a key that is used in with another key to perform a particular operation. Name of two combination keys are-Shift key, Control key.

**Q-5:** How many numeric keys are there on the numeric keypad?

**Ans:** There are 10 numeric keys on the numeric keypad.

**Q-6:** Write the function of Arrow key and Spacebar.

**Ans: Arrow key:** Arrow keys are used to move the cursor in four directions, that is, up, down, left and right.

**Spacebar key:** Spacebar key is used to insert a blank space between words or characters.

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