

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

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**Exercise**

**A. Fill in the blanks.**

1. The IPO model has three parts. Input – Process - .....

Ans: Output

2. There are four main categories of hardware in a computer system: input, processing, output and .....

Ans: storage

3. .... devices are used to display the result or information.

Ans: Output

4. .... controls the overall working of a computer.

Ans: Operating system

5. .... software is not owned by any individual or company.

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**B. Tick on (✓) the correct option.**

1. The output is displayed on the

- |            |     |              |     |
|------------|-----|--------------|-----|
| a) CPU     | ( ) | b) Storage   | ( ) |
| c) Monitor | (✓) | d) Pen drive | ( ) |

2. A computer system consists of two basic parts

- |                     |     |                          |     |
|---------------------|-----|--------------------------|-----|
| a) Input and Output | ( ) | b) Hardware and software | (✓) |
| c) pen drive        | ( ) | d) Printer and monitor   | ( ) |

3. System unit is also called

a) CPU (✓) b) software ( )

c) Application ( ) d) Monitor ( )

4. Operating system is an example of

a) System software (✓) b) Application software ( )

c) Central processing unit ( ) d) Hardware ( )

5. IPO stands for

a) Input, Process, Operation ( ) b) Input, Process, Output (✓)

c) Input, Produce, Output ( ) d) None of these ( )

**C. Match the following.**

- |  |  |
|--|--|
| 1. The different parts of a computer                 | f) work together to form a computer system.  |
| 2. The parts of a computer that we can see and touch | c) are called hardware.                      |
| 3. Some commonly used storage devices                | d) are CD/DVD, pen drive, hard disk, etc.    |
| 4. We need both the hardware and software            | a) for a computer system to work.            |
| 5. The two types of software are                     | b) application software and system software. |
| 6. A computer cannot work                            | e) without an operating system.              |

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**D. Complete the following sentences.**

1. The output is displayed on the.....

Ans: monitor

2. The computer inputs the instructions and the data given to the computer through the keyboard and .....

Ans: mouse

3. .... is a set of instructions given to the computer.

Ans: Software

4. An example of operating system is .....

Ans: MAC OS, Linux

5. Storage devices are used for .....

Ans: storing data

6. System software controls the activities and working of .....

Ans: computer

## **Copy Work Lesson - 2**

### **Computer: A Smart Electronic Device**

#### **E. Answer the following questions**

**Ques-1:** What is a computer ?

**Ans:** Computer is an electronic machine. It works on commands and instructions given to it. It has a memory to store data.

**Ques-2:** What is the role of a monitor?

**Ans:** Monitor of the computer is an output device. As it displays the work that we do on a computer.

**Ques-3:** Name any two output devices of the computer?

**Ans:** Printer and Monitor.

**Ques-4:** What is the full form of: IPO, CPU DVD?

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

**CPU:** Central processing unit

**DVD:** Digital Versatile disc.

**Ques-5:** what is an operating system?

**Ans:** An operating system controls the overall working of a computer. It manages the input and output operations.

**Ques-6:** What do you understand by hard copy and soft copy?

**Ans:** The printed copy of information is called it's hard copy where as the information displayed on the monitor is called the soft copy.

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# Lesson - 2 Operating System

## ( Book Work )

### Exercises

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#### A. Fill in the blanks.

1. An operating system is a link between ..... and hardware.

Ans: software

2. The Windows operating has a .....user interface.

Ans: graphical

3. An active window can be minimized by clicking on the .....button.

Ans: minimize

4. The .....screen is known as the desktop.

Ans: opening

5. The Taskbar is located at the bottom of the ..... .

Ans: desktop

6. The Start menu has two panes ..... pane and .....pane.

Ans: left , right

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#### B. Tick on (✓) the correct option.

1. A list of programs

(a) Windows ( ) (b) Menu (✓)

(C) Screen ( ) (d) Submenu ( )

2. Scroll bar lets you move up and down the

(a) Window (✓) (b) Icons ( )

(c) (c) Menu ( ) (d) Taskbar ( )

3. The Window operating system has a

- (a) Desktop ( ) (b) Folder ( )  
(c) GUI (✓) (d) Files ( )

4. When you delete a file, it goes to the

- (a) Chrome ( ) (b) Recycle bin (✓)  
(c) Drop-down ( ) (d) Dustbin ( )

### **C. Match the followings.**

1. GUI is (b) Graphical User Interface.  
2. Left pane in Start menu (e) shows recently run programs.  
3. Sleep mode (a) saves work in the memory.  
4. Hibernate mode (C) saves all work in hard disk.  
5. UPS (d) supplies power to computer in case of power cut

### **D. Complete the following sentences.**

1. The shut down mode turns off the computer..... .

Ans: completely

2. The horizontal bar at the bottom of the desktop is..... .

Ans: taskbar

3. The visual part of computer application or operating system through which a user interacts with a computer is..... .

Ans: user interface

4. The right pane of the Start menu shows.....

Ans: commonly used programs

5. The latest version of the Microsoft Windows operating system is.....

Ans: windows 1

F. Identify the images and write what they represent in the space provided.



START BUTTON



NOTIFICATION AREA



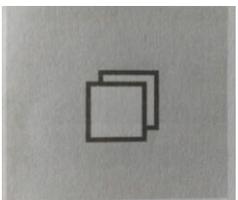
RECYCLE BIN



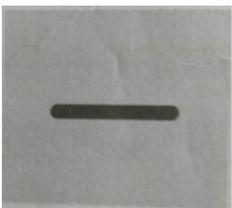
FOLDER ICON



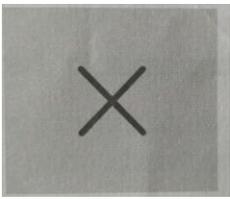
COMPUTER ICON



MAXIMIZE BUTTON



MINIMIZE BUTTON



## CLOSE BUTTON

### Lesson – 2 (Copy Work)

#### **E. Answer the following questions:**

**Ques-1:** Write the names of some operating systems.

**Ans:** The names of some operating system are Windows, Linux and Mac OS.

**Ques-2:** What are the two main types of user interface?

**Ans:** (i) Command line interface

(ii) Graphical user interface.

**Ques-3:** Why is it necessary to have a good user interface?

**Ans:** It is necessary to have a good user interface as it makes working on a computer easy and quick.

**Ques-4:** Write the steps you will follow to start a computer?

**Ans:** (i) Switch on the main power supply.

(ii) Switch on the ups of the computer.

(iii) Press the power button of the CPU to switch it on.

(iv) Switch ON the computer.

**Ques-5:** What is a wallpaper ?

**Ans:** The image or picture on the background of the desktop is called the Wallpaper.

**Ques-6:** What is the function of the search bar?

**Ans:** It allows us to search for any program or file on the computer.

**Ques-7:** What is sleep mode?

**Ans:** A power-saving mode of operation in which devices are switched off until needed.

**Ques-8:** What do you understand by safe mode?

**Ans:** The safe mode solves the problems and makes the computer function properly.

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Introduction To Microsoft Word 2013 ( Book Work )

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Exercises

**A. Fill in the blanks.**

1. A ..... is used for typing text on the computer.

Ans: word processor

2. The quick access toolbar contains ..... and..... commands.

Ans: save, undo, redo

3. The ..... is used to move up and down the document.

Ans: vertical scroll bar

4. The ..... lies just below the title bar.

Ans: ribbon

5. The process of changing the look of text in a document is called.....

Ans: formatting

6..... helps you access basic commands, such as Open, Create, New, Save, Print, Share, Close, etc.

Ans: File tab

**B. Tick on (✓) the correct option.**

1. The Ribbon is located under the

(a) File tab ( ) (b) Title bar (✓)

(b) Horizontal ruler ( ) (d) Scroll bar ( )

2. It is placed where the text or image has to be entered.

(a) Position ( ) (b) Quick Access toolbar ( )

(c) Cursor (✓) (d) Working space ( )

3. The Save As command can be accessed from

(a) File tab (✓) (b) Ruler ( )

(c) Cursor ( ) (d) Ribbon ( )

4. It is located at the top of the Word 2013 document and displays the name the document and program you

are working on.

- (a) Scroll bar ( ) (b) Status bar ( )  
(c) Quick Access toolbar ( ) (d) Title bar (✓)

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### C. Write T for true and F for false statements.

1. We use backspace and delete keys to enter text. (F)
2. The shortcut key for copy is Ctrl + C. (T)
3. The Word application opens a blank document with a temporary name 'Document 1'. (T)
4. It is not important to save the Word document before closing it. (F)
5. You can print only one copy of the document. (F)

### D. Give one word answer

1. This button minimizes the open window.

Ans: Minimize button

2. It is that area of the window where you enter the text.

Ans: Working space

3. This tab contains commands for editing text.

Ans: File tab

4. It is the shortcut key for removing text.

Ans: ctrl X

## Lesson 3 (Copy Work)

### E. Answer the following questions:

**Ques-1:** What is a word processor? How it is useful to you?

**Ans:** A word processor is a software that helps you type text on the computer. It is used to write letters, essays, poems and stories.

**Ques-2:** What are the components of a word 2013 document?

**Ans:** Title bar, Ribbon, Working space and status bar.

**Ques-3:** Write the steps for inserting a ready-made shape to your word document.

**Ans: (i)** Click on the insert tab.

**(ii)** Click on shapes button and select on the shape that you want to insert.

**Ques-4:** what is a dialog box?

**Ans:** It is a new window that pop-up and gives you options to choose from, as per your choice.

**Ques-5:** What is the difference between save and save as commands?

**Ans:** Save command is used to save changes made to a file that has already been saved where as save as command is used to save a new file.

## Worksheet – 1 (Book Work)

### A. Fill in the blanks.

1. A computer works on the following principle: Input – Process - Output
2. An input device with many small keys Used to enter data into a computer is called a keyboard.
3. The hardware component that shows you the final result is called an Output device.
4. The small pictures on the desktop are called icons .
5. The small arrow on the desktop that moves with the mouse is called cursor
6. The most popular operating system is window 7 .
7. A web cam is an input device.
8. The taskbar is located at the bottom of the desktop, with the Start button on its extreme left.
9. A document saved on the computer is called a file .
10. The **CPU** processes the input data and converts it into meaningful information as per the given instructions.

### Match the abbreviations with their full forms.

- |        |                             |
|--------|-----------------------------|
| 1. CPU | (b) Central Processing Unit |
| 2. ALU | e) Arithmetic Logic Unit    |
| 3. LED | (a) Light Emitting Diode    |
| 4. CD  | (c) Compact Disk            |
| 5. DVD | (d) Digital Versatile Disk  |

### c. Name any two.

1. Output devices	<u>Printer</u>	<u>Monitor</u>
2. Input devices	<u>Keyboard</u>	<u>Mouse</u>
3. Hardware	<u>Mouse</u>	<u>Printer</u>
4. Software	<u>MS-paint</u>	<u>MS-word</u>
5. Types of monitors	<u>CRT</u>	<u>LED</u>
6. Storage devices	<u>Pen drive</u>	<u>Hard disk</u>
7. Operating systems	<u>Linux</u>	<u>Mac OS</u>
8. User interface	<u>Command line interface</u>	<u>Graphical user interface</u>
9. Desktop icons	<u>Computer icon</u>	<u>Recycle bin</u>
10. Power modes of computer	<u>Shut down mode</u>	<u>Sleep mode</u>

### D. Tick on the correct answer.

1. A computer is a

- (a) magnetic machine ( ) (b) smart machine (✓)

2. IPO stands for

- (a) Input - Process - Output (✓) (b) In-Process-Outward ( )

3. CPU stands for

- (a) Central Process Unit ( ) (b) Central Processing Unit (✓)

4. This option is used to change the name of a file or folder.

- (a) Rename (✓) (b) Delete ( )