

# Chapter -1

## KNOW YOUR COMPUTER

### TESTING TIME

A. 1. C

2. A

3. C

4. B

5. C

6. A

B. 1. tired

2. letters

3. remember

4. feelings

5. touchscreen

C. 1. false

2. false

3. false

4. true

5. true

6. true

### ACTIVITY TIME

A. Number of desktop: 4

Number of tablets: 6

Number of laptops: 3

Number of palmtops: 5

B. SCHOOL: keep fee records, prepare timetables

HOME: listen to music, watch movies and cartoons

OFFICE: send and receive e-mails, type and print official documents

HOTEL: hotel bookings, keep records of the guest

C. go in bank with your parents and observe the uses of computers.

### **IN THE COMPUTER LAB**

1. visit to computer lab and try to watch movies, playing games, listening songs, solving sum, and typing your name.

2. help of calculator in laptop solve the questions:

a.  $12+3= 15$

b.  $14*5= 70$

c.  $10/2= 5$

d.  $45+21= 66$

e.  $24/6= 4$

# Chapter-2

## DEVICES USED WITH COMPUTER

### TESTING TIME

A. 1. C

2. a

3. c

4. c

5. b

B. 1. keyboard

2. clicking

3. CPU

4. hard disk

5. pendrive

C. 1. true

2. true

3. true

4. true

5. true

D. matching

a. iv

b. v

c. i

d. ii

e. iii

## **ACTIVITY TIME**

A. MOUSE ( I )

MONITOR ( O )

KEYBOARD ( I )

PENDRIVE ( S )

SPEAKERS ( O )

B. collect pictures of CPU, input and output device from old magazines and newspaper paste it in scrapbook and write some thing about that.

# Chapter-3

## MORE ABOUT THE KEYBOARD

### TESTING TIME

A. 1. A

2. C

3. C

4. B

5. C

B. 1. 26

2. Arrow

3. spacebar

4. shift

5. num lock

C. 1. true

2. false

3. false

4. false

5. true

D.1. c

2. b

3. a

4. D

## **ACTIVITY TIME**

### A. MAKE WORD FROM GIVEN ALPHABETS

She, chase,open,search,erase,no

### B. alphabets keys-26

number keys-20

function keys-12

caps lock keys-1

arrow keys-4

enter keys-1

spacebar keys-1

shift keys-2

delete keys-1

# Chapter-4

## MORE ABOUT MOUSE

### TESTING TIME

A. 1. C

2. A

3. A

4. A

5. B

B. 1. FOUR

2. POINTING

3. LEFT

4. MOUSEPAD

5. DROPPING

C. 1. TRUE

2. TRUE

3. TRUE

4. TRUE

5. FALSE

# Chapter-5

## INTRODUCING WINDOW 10

### TESTING TIME

A. 1. A

2. B

3. A

4. B

5. B

B. 1. TASK BAR

2. LIVE

3. SHOW DESKTOPS

4. START BUTTON

5. SYSTEM TRAY

C. 1. FALSE

2. FALSE

3. FALSE

4. FALSE

5. TRUE

D. 1. START BUTTON

2. TASKBAR

3. WINDOW XP

4. CALENDAR

### ACTIVITY TIME

1. DRAW THE PICTURE OF ANY THREE TILES YOU SEE ON WINDOW 10 START MENU. WRITE THEIR NAMES ALSO.

2. START BUTTON, START BUTTON, DATE AND TIME, SHOW DESKTOP.

# Chapter-6

## LET US PAINT

### TESTING TIME

A. 1. A

2. C

3. C

4. B

5. B

B. 1. SHAPES

2. .Png

3. home

4. polygon

5. magnifier

C. 1. true

2. true

3. true

4. true

5. false

D. 1. polygon

2. triangle

3. color picker tool

4. curve

### ACTIVITY TIME

A. 1. pencil

2. curved

3. magnifier

4. text

5. polygon

2. text tool, curve tool, polygon tool, triangle tool, magnifier tool, color picker tool.

# Chapter-7

## TYPING IN WORDPAD

### TESTING TIME

A. 1. C

2. A

3. A

4. C

5. A

B. 1. Title bar

2. rich text

3. blinking

4. ribbon

5. file

C. 1. true

2. true

3. true

4. false

5. true

### ACTIVITY TIME

A. Horizontal names: quick access toolbar, title bar, control bar

Vertical names: file tab, ribbon, cursor, text area

B. 1. b

2. e

3. a

4. d

5. c

# Chapter-8

## ENJOY TUX PAINT

### TESTING TIME

A. 1. B

2. B

3. B

4. B

5. C

B. 1. Mascot

2. toolbar

3. shape

4. freely

5. right

C. 1. true

2. true

3. false

4. true

5. true

D. 1. Eraser tool

2. paint tool

3. open tool

4. quit tool

5. stamp tool

## **ACTIVITY TIME**

A. clockwise naming: toolbar, selector, color palette, help area.

# WORKSHEET-1

## (CHAPTER-1, 2, 3, AND 4)

1. a) ii

b) i

c) ii

d) iii

e) iii

2. a) mistake

b) 26

c) books

d) design

e) monitor

3. a) false

b) true

c) false

d) true

4. SCHOOL: keep fee records, prepare timetables.

HOME: listen to music, watch movies and cartoons.

OFFICE: send and receive e-mail, type and print official documents.

HOTEL: hotel bookings, keep records of the guests.

5. a) start button

b) spacebar

c) for billing

d) headphones

e) typing:

clicking: pressing the mouse button is called clicking.

## **WORKSHEET-2**

### **(CHAPTER-5, 6, 7, AND 8)**

1. a) i  
b) ii  
c) iii  
d) iii
2. a) toolbar  
b) point and select  
c) rich  
d) PNG
3. a) true  
b) false  
c) false  
d) true
4. a) Paint tool is used to draw with a free hand.  
b) Douglas Engelbart invented mouse .  
c) Double Click means pressing the left button twice quickly .  
d) polygon tool is used to draw closed shapes and polygons having more than three sides.  
e) two tabs- home and view

5. Match the name with the mouse picture(lable it).

a) start button

b) spacebar

c) for billing

d) headphones

e) typing

f) clicking: pressing the mouse button is called clicking.