

**NOTE: 1. WRITE THE NOTES IN COMPUTER NOTE COPY WITHOUT MAKING MISTAKES.**

**2. USE A GOOD BALL PEN AND WRITE IN GOOD HANDWRITING.**

### **CHAPTER-1 COMPUTER A MACHINE**

#### **I. Answer the following:**

1. What is a computer?

Ans. Computer is a machine that works with the data and instructions given by the users.

2. What does the computer gives after processing the data?

Ans. After processing the data a computer gives us the output.

3. What do we call the data and instructions given to a computer?

Ans. The data and instructions given to a computer are called output.

#### **II. Explain**

1. **Data:** Data refers to the information or individual facts that we feed into the computer.

2. **Processing:** In order to convert the given information's or facts into meaningful information, the computer has to follow many steps, this is called processing.

3. **Output:** After processing the data computer gives the desire result which is known as output.

4. **Storage:** A computer can store huge amount of data. We can access data anytime when needed.

### **CHAPTER-2 COMPUTER HARDWARE**

#### **I. Answer the following:**

1. Name the most common input device.

Ans. Keyboard, Mouse

2. Name the part of computer which manages the overall function of the computer.

Ans. Central Processing Unit (CPU)

3. Where do we get the output?

Ans. Monitor

4. What do you call the output displayed on the monitor?

Ans. Result

5. What are input devices?

Ans. Devices that are used to input words, numbers or pictures are called input devices.

6. Name the device which can read words from a page and convert it into a form that computer understand.

Ans. Scanner

7. Name the device that is commonly used in parlous.

Ans. Joystick

## II. Explain

1. **Hardware:** The physical part of the computer which we can touch and see is called hardware.

2. **Keyboard:** Keyboard is an input device. The keys are divided into four main groups Alphabet, Number, Special Character and Function.

3. **Mouse:** The mouse is an input device that can be used to open and close an application, files or folder, play games and make drawings.

4. **CPU:** CPU is the brain of the computer. It process and store the information's, performs calculations and gives result to the output device.

## III. Write the steps of the following:

1. Write the steps to start a computer.

Ans (i) switch on the main power supply.

(ii) Switch on the power button on the UPS.

(iii) Switch on the power button on the CPU.

(iv) Switch on the power button on the monitor.

2. Write the steps to shut down the computer.

Ans. (i) Click start button.

(ii) Click shut down button.

(iii) Switch off the power button on the monitor.

(iv) Switch off the power button on the UPS.

(v) Switch off the main power supply button.