



Points at Glance

- ❖ Computer is a machine that works with the data and instructions given by the user.
- ❖ The data and instructions given to the computer are called Input.
- ❖ Data refers to the information or individual facts that we feed into the computer.
- ❖ The result given by the computer after processing the data is called as Output.
- ❖ A computer can store a large amount of data which can be used any time.



BRAIN DEVELOPER

A. Fill in the blanks:

1. We can do calculation Drawing
play games with the help of computer.
2. A computer works with data and instruction
3. A computer can store large amount of information.
4. Computers are used in offices for storing records and folders
5. Computers are used in homes for maintaining expenses and playing games

B. State True or False:

1. A computer works on the data and instructions which we give to the computer.
2. A computer is made up of four main parts.
3. A computer can not store large amount of data.
4. GIGO stands for Garbage In Garbage Out.

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C. Multiple Choice Questions:

1. Data can be words, numbers, pictures or sound.

a. Data	b. Processing	c. Meaningful Information
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2. A computer displays output after processing the data.

a. Input	b. Process	c. Output
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3. CU.....controls all parts of a computer system.
a. Keyboard b. CU c. Monitor

D. Answer the following:

1. What is a computer? How many functions can a computer perform?

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

2. What do you call the information and individual facts, which we input into the computer?

Data

3. What is the main principle a computer works on?

4. What does a computer give after processing the data?

Output

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

Input



LAB ACTIVITY



For Teachers

Take the students to different places, where they can be shown the types of work a computer does.

For Students

Activity 1

Make a list of places where computers are used.

Activity 2

Type 5 lines about yourself.

INSTRUCTIONS

- To leave space between words press Spacebar, the longest key on the keyboard.
- To type letters in capital press Caps Lock key once at the left side and press again to turn it off.

Points at Glance

- ❖ Keyboard is the most common device to input data into the computer.
- ❖ The CPU processes data.
- ❖ Mouse is used to point and select any object on the computer screen.
- ❖ The monitor displays the output that CPU processes and also shows whatever we type and draw.
- ❖ Printer prints the output on a paper.
- ❖ Light pen looks like a pen which is used on a special pad.
- ❖ The parts of a computer which you can touch and see are called hardware.



BRAIN DEVELOPER



A. Answer the following:

1. Name the most common input device..... *Keyboard, mouse*.....
2. Name the part of a computer which manages the overall functions of the computer.
..... *CPU*
3. Where do you get the output? *monitor*
4. What do you call the output displayed on the monitor? *Result*
5. What are the input devices?
..... *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 a computer understands. *Scanner*
7. Name the device which is commonly used in video parlours. *Joystick*

B. Guess who I am?

1. I give output on a paper. *printer*
2. Whatever you type and draw, can be seen on me. *monitor*
3. I have a long tail, sit on a mat and draw pictures. *mouse*
4. I help you to talk and give commands to the computer. *microphone*

C. State True or False:

1. The light pen can be used on a special book.
2. The scanner is an input device.
3. The joystick is an example of output device.
4. The printer is an output device.
5. The devices through which we get output are called input devices.

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D. Match the following by colouring the pair with the same colour:

- 1 Input device
- 2 Processing
- 3 Output
- 4 Hardware

- Printer (4)
- 502 (3)
- Keyboard (1)
- $90+85+69+98+76+84+$ (2)

LAB ACTIVITY



For Teachers

Discuss about hardware giving real life examples.

For Students

Make a list of ten hardware devices on a computer which you see at home. Explain their usage in a single line.



BRAIN DEVELOPER



A. Fill in the blanks:

1. Software is the set of instructions that tell your computer how to perform any work.
2. An Operating system manages all input and output operations of a computer.
3. Programs are the set of instructions given to the computer step by step.
4. The software that is designed to perform specific type of job is called an application software.

B. Answer the following:

1. What is software? Name its types.

software is a set of programs that tell the computer how to perform a specific job

2. What do you call the set of programs that control the operation of a computer?

system software

3. Name the different types of operating system.

Windows 95, Windows 98, Windows 2000, Windows ME

LAB ACTIVITY



For Teachers

Discuss about software giving real life examples.

For Students

Make a list of application software and write about their usage in one line.



BRAIN DEVELOPER

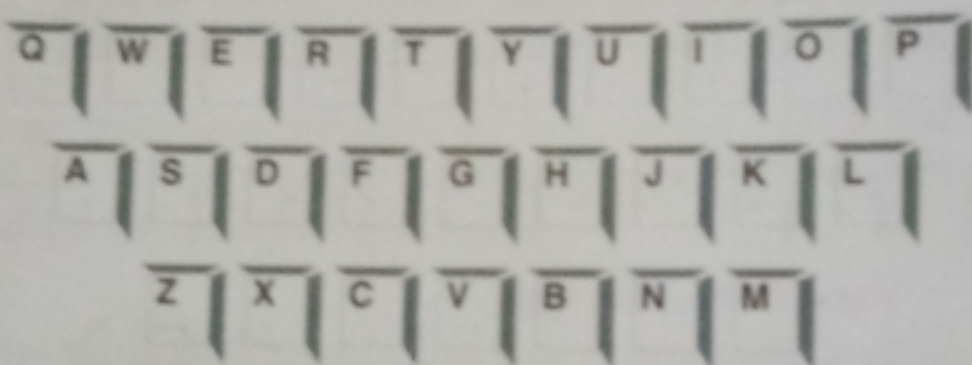


A. State True or False:

1. The keyboard is an output device.
2. The keyboard usually has 200 keys.
3. The longest key on the keyboard is Space bar key.
4. The Backspace key is used to erase the character on the right.
5. Every number key has a symbol marked on it.
6. We press the Caps Lock key along with the number key to type the symbol on it.

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B. Colour the keys that have letters that spell your name.



C. Each number key has a symbol marked on top of it. Write the correct symbol against each number:

Number	Symbol	Number	Symbol							
1	6							
2	7							
3	8							
4	9							
5	0							
@	!	#	\$	^	&	*	(%)	-

C. Multiple Choice Questions:

1. The spacebar key is used to leave space between the words.
a. Caps Lock b. Spacebar c. Backspace
2. There are 26 alphabet keys on the keyboard.
a. 24 b. 25 c. 26
3. There are 12 functions keys on a keyboard.
 a. 12 b. 11 c. 10
4. How many Shift keys are there on the keyboard?
a. 3 b. 2 c. 1

E. Answer the following:

1. How many keys are there on a keyboard? 104

2. How many types of keys are there on a keyboard? 4

3. What do we do with the help of Alphabet keys?

we write alphabet on the monitor with the help of alphabet keys.

4. What are number keys? What are they used for?

Number keys are used for write numbers on the monitor.

5. What do you know about Function keys?

Function keys are programmed keys whose operation can be programmed by the software being used.

6. What is the function of Caps Lock key?

Caps lock key is used for write a letter in capital.

7. What is the use of Shift key?

Shift key is used for bring the cursor to the line.

8. What is the function of Enter key?

Enter key is used for type letters.

BRAIN DEVELOPER



A. Fill in the blanks:

1. The mouse is a pointing input device.
2. The mouse contains two or three push buttons.
3. There is a rubber ball inside the mouse, which can be seen by reversing it.
4. The single click of the mouse selects the item.

B. Multiple Choice Questions:

1. invented the computer mouse.
a. Bob Noyce b. Tim Berners-Lee c. Dr. Engelbart
2. To select non-adjacent items, hold down the key.
 a. Ctrl b. Alt c. Shift
3. The mouse button is used to select and drag an object.
a. Right b. Left c. Both (a) and (b)
4. is used to open files and folders.
a. Clicking b. Double-clicking c. Selecting

C. Answer the following:

1. What is a mouse? Mouse is a pointing input device.

2. What can you do with a mouse?

We can do calculations, make drawings, open and close applications, files and folders etc.

3. Which thing keeps the mouse rolling on the mouse pad?

The rubber ball keeps the mouse rolling on the mouse pad.

4. What is the difference between single-clicking and double-clicking?

Single clicking - This is used to select an icon.

Double clicking - This is used to open files and folders.

- The CD drive reads the information from the CD-ROM.
- CD is used to copy any software or program to the hard disk.

BRAIN DEVELOPER



A. Fill in the blanks:

1. CPU is the *brain* of a computer.
2. CPU is also known as *System unit*
3. The CPU *stores* the information.
4. The data is stored in *CPU*
5. The *CPU* controls and manages the operations of a computer system.
6. The *Pen* drive is used to carry data from one place to another.
7. The *Reset* switch is used to reset the PC without switching it off.
8. The *start* switch is used to turn the PC on.

B. State True or False:

1. Pen drive is also known as Flash drive.
2. The Start button is used to restart the computer.
3. CD is the brain of the computer.
4. CU performs all arithmetic calculations and logical operations.
5. Reset button is used to start the system.

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C. Multiple Choice Questions:

1. The CPU has mainly parts.
 - a. Two
 - b. Three
 - c. Four
2. Bob Noyce and Gordon Moore are the founders of.....
 - a. Google
 - b. Gmail
 - c. Intel

3. performs all arithmetic calculations and logical operations.
- a. CU b. ALU c. MU

D. Answer the following:

1. What is CPU? Explain its functions.

.....
.....

2. Name the main parts of CPU.

1) MU 2) ALU 3) CU

3. What is the function of Control unit?

It manages all the operations of the computer.

4. What is the use of CD-ROM?

CD Rom is used to read and copy any software program to the hard disk.

5. What is Pen drive?

Program to the hard disk.

LAB ACTIVITY



Operating a CD

1. Press the push button on the CD Drive. The tray will slide out.
2. Place the CD in it and press the push button. The tray will move in.
3. The CD will start running automatically.
4. Double-clicking on CD-drive icon in "Computer" will display its contents. To open a file just double click on it.