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COMPUTER

1





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Preface

Knowledge of computer has become an indispensable part of today's life. Without computer, it will be difficult to work, thus computers are a key part of our lives.

Computer is used in many fields, including education, entertainment, medicine, banking and telecommunications. It is used for many things including e-mail, chatting, internet browsing, teleconferencing, video conferencing, e-learning, e-commerce, e-banking and e-ticketing.

Present series of computer books (class 1 to 8) has been written to meet the requirement of the modern curricula and it presents the fundamentals of computers in a format i.e. easy to understand.

Salient features of the series:

- * Key terms, definitions, phrases, concepts etc. are easily located.
- * Clear step-by-step instructions.
- * Clear and easy-to-understand written format and style.
- * **Creative Activity** and **Lab Activity** at the end of each chapter test students' understanding of the material.

It is sincerely hoped that this unique series of computer books will make the scientific study and learning experience for both the teachers and the student. Despite our best efforts there is always a scope for improvement. We shall feel highly obliged if the teachers, parents and educationist give their valuable suggestions for the betterment of the books of this series.

—Publisher

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Lesson 1

Know Your Machines



LEARNING IN THIS CHAPTER

- ◇ What are machines ?
- ◇ Working of machines
- ◇ Computer, a smart machine



Hello children! I'm Lapto. I'm very confused about these things. Can you name these things?



If we look around, we will find many things around us. Some of them are natural things while others are man-made. Can you make a list of these things?

If we categorise these things, we will find that trees, birds, animals,



tree



bird



animal



flower

flowers, fruits, vegetables, etc., are natural things. Whereas book, telephone, bed, fan, etc., are man-made things.



book



telephone



bed



fan

WHAT ARE MACHINES ?

The machines are man-made things that make our work easy and save our time. Let us read about some machines that we use.



We use a **washing machine** to wash our dirty clothes.



We use a **sewing machine** to stitch clothes.



We use vehicles to travel to distant places.



We use a calculator to solve sums.



We use a **refrigerator** to keep our food fresh.



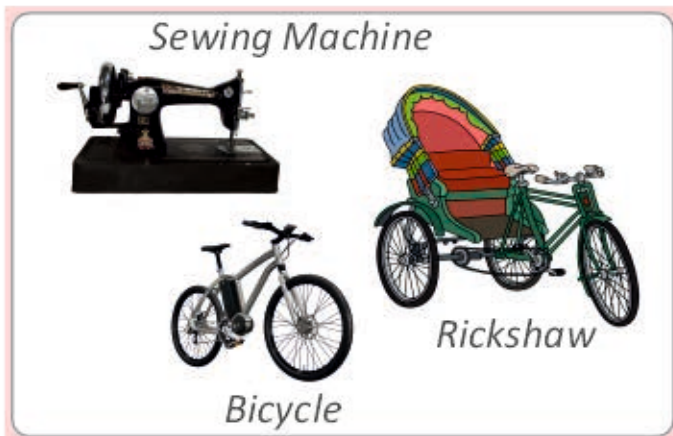
We use a **camera** to take photographs.

WORKING OF MACHINES

Some machines work on muscle power.

Helping Tip

All of the machines make our work easy and save our time.



Did you know?

We need to recharge the batteries of those machines which run on rechargeable batteries such as mobile phones, calculator, etc., with the help of electricity.

Some machines work on batteries.





Some machines work on fuel (such as petrol or diesel).



Some machines work on electricity.



Quiz Mania

Name the following machines:



COMPUTER, A SMART MACHINE

This is a computer. A computer is a machine. It works on electricity. It is used to do many things. It is called a smart machine as it can do a lot of things at a time without making any mistake and at a very fast speed.





Children! You can play games, draw pictures and solve sums on a computer.



Terms to Remember

- **A machine** is a man-made thing that makes our work easy and save our time.
- **A computer** is a smart machine that can do a lot of things at same time without making any mistake and at a very fast speed.

Points to Remember



- ❖ Machines are man-made things that make our work easy and save our time.
- ❖ Some machines work on muscles power while some work on batteries. Some machines need fuel (such as petrol or diesel) to work while others need electricity to work.
- ❖ A computer is a smart machine that works on electricity.
- ❖ A computer is used to do many things at some time without making any mistake and at a very fast speed.

Exercises



1. Tick (✓) the correct option.

a. A computer is a _____ thing.

natural

man-made

b. A _____ is a machine that works on fuel.

car

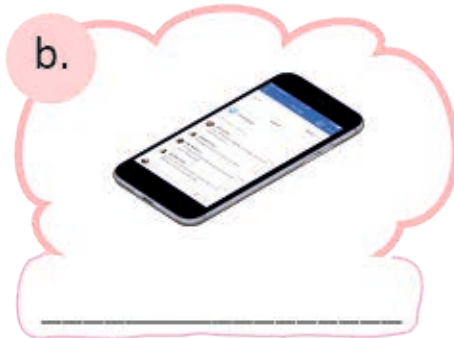
oven

c. A _____ is not a machine.
washing machine book

2. Write True or False.

- a. A computer helps us travel to places.
- b. A television works on electricity.
- c. We use a computer to solve sums.
- d. A camera helps us to take photographs.
- e. A washing machine can be used to stitch clothes.

3. Identify and name these machines.



4. Tick (✓) the pictures of machines.



a.



b.



c.



d.



e.

5. Look at this laptop cover. Isn't it beautiful?
Design your own laptop cover.



Draw Here

6. Answer the following questions.

a. Name any two natural things.

b. Name any two man-made things.

c. Name any two machines that work on electricity.

d. Name any two machines that work on fuel.

e. Name any two machines that work on muscle power.



CREATIVE ACTIVITY

1. Colour the word **COMPUTER** with your favourite colours.

COMPUTER

2. Can you find the path to reach the correct computer?

Fun Time
Find the correct path!

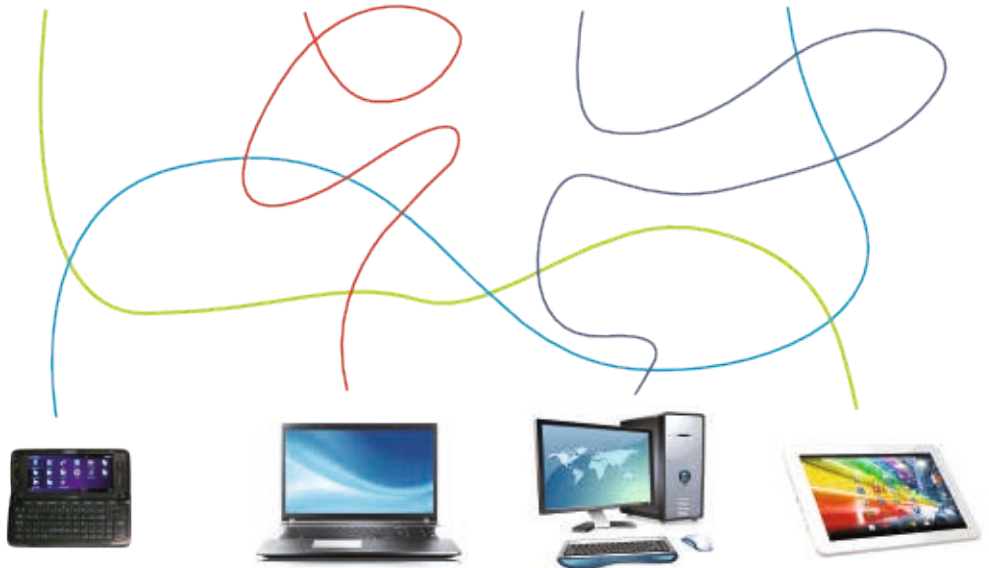


Palmtop

Laptop

Desktop

Smartphone



Teacher's Notes

- ❖ Begin the chapter by discussing the concept of machines with students.

Lesson 2

Computer: A Smart Machine



LEARNING IN THIS CHAPTER

- ◇ Characteristics of a computer
- ◇ Computers and their uses
- ◇ Different places where computers are used



Children! Do you know how a computer is useful to us? Well, the computers are useful to us in many ways.

CHARACTERISTICS OF A COMPUTER

A computer is considered as a smart machine as it has the following characteristics: It

stores a lot of information.

works very fast.

never gets tired.

remembers many things.

does many things.

never makes mistakes.

makes our work easy.

COMPUTERS AND THEIR USES

A computer is a useful machine. It can do many things.



We can draw a picture on a computer.



We can play video games on a computer.



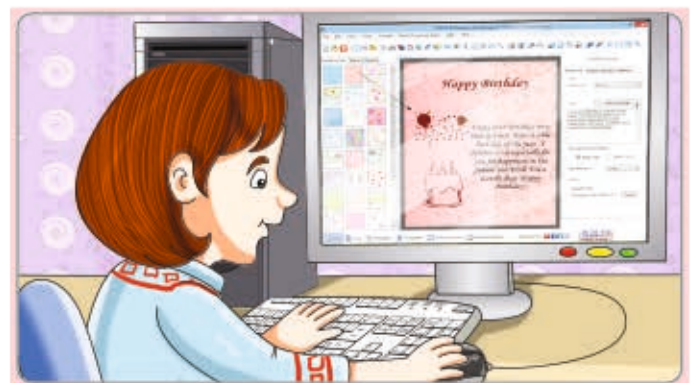
We can listen to music and watch movies on a computer.



We can type a letter on a computer.



We can solve the sums on a computer.



We can create a greeting card on a computer.



Quiz Mania

Tick (✓) the machines whose work can be done by the computer.



DIFFERENT PLACES WHERE COMPUTERS ARE USED

Computers are used at different places like schools, homes, shops, offices, hospitals, airports and railway stations, etc.



School



Home



Shop



Office



Hospital



Airport and Railway Station



Did you know?

Computers come in different types and sizes.



Desktop computer



Laptop



Tablet



Mobile Phone



Terms to Remember

- **A desktop computer** comes with a keyboard, monitor and CPU that fits on a desk.
- **A laptop** is a small computer that can work with a battery and can be easily carried.
- **A tablet** is a small computer, that is easy to carry, with a large touch screen.
- **A mobile phone** does not have wires and works on radio waves, that you can carry with you and use anywhere.

Points to Remember



- ❖ A computer has many characteristics.
- ❖ A computer can do many things.
- ❖ Computers are used at different places like schools, homes, shops, offices, hospitals, airports and railway stations, etc.

Exercises



1. Tick (✓) the correct option.

- a. A computer is a _____ machine.
useless smart
- b. A computer _____ many things.
remembers forgets
- c. We _____ draw a picture on a computer.
can cannot

2. Match the following.

- a. Desktop computer
- b. Laptop
- c. Tablet
- d. Mobile Phone



3. Fill in the blanks using the given words.

tired remembers fast stores

- a. A computer works very _____.
- b. A computer _____ a lot of information.
- c. A computer _____ many things.
- d. A computer never gets _____.

4. Name the places where computers are used.

- a. S _____
- b. H _____
- c. S _____
- d. O _____
- e. H _____
- f. A _____

5. Answer the following questions.

- a. Write any three characteristics of a computer.
 - i. _____
 - ii. _____
 - iii. _____
- b. Write any three things you can do on a computer.
 - i. _____
 - ii. _____
 - iii. _____
- c. Write the names of any three types of computers.
 - i. _____
 - ii. _____
 - iii. _____



CREATIVE ACTIVITY

1. Following are some places where computers can be used. Match the name with the pictures.



a. Hospital

b. Railway Station

c. School

d. Bank

e. Library



2. Here are some places where computers are used. Find them all in the grid.

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

School

Bank

Shop

Hospital

Station

Airport

Office



Lab Activity

- ❖ See the computer physically in your computer lab.
- ❖ Make a chart bearing heading 'Characteristics of a Computer'.
- ❖ State true or false.

(i) A desktop can be carried easily.

(ii) A laptop works on battery.

(iii) A tablet do not have a touch screen.

(iv) A mobile is small enough to carry in one's pocket.

(v) Computers cannot be used in shops.

(vi) We can watch movies using computers.

(vii) Computers can do large sums.

- ❖ Name the types of computer.

a)



b)



c)



d)



Teacher's Notes

- ❖ Introduce the computer as a versatile machine that can be used for many things. Here, involve the children in a discussion about the places where they have seen a computer and how it can help people perform various tasks in these places.

Worksheet-1

Chapters 1 - 2

1. Identify these machines and state the work they do.

a.



b.



c.



d.



2. Below are some examples of machines that work either with hand or electricity. Let us try and name these.

a.



b.





3. Look at the given images and identify the type of computer.



a. This is a _____ computer.



b. This is a _____ computer.



c. This is a _____ computer.

4. Answer the following questions.

a. Name a machine that needs fuel to work.

b. Name a machine that needs human power to work.

c. Name a machine which is used to type letters and solve sums.

Lesson 3

Computer and Its Parts



LEARNING IN THIS CHAPTER

- ◆ Monitor
- ◆ Keyboard
- ◆ Mouse
- ◆ CPU



Children! We have many body parts to do our work such as:



Eyes



Ears



Nose



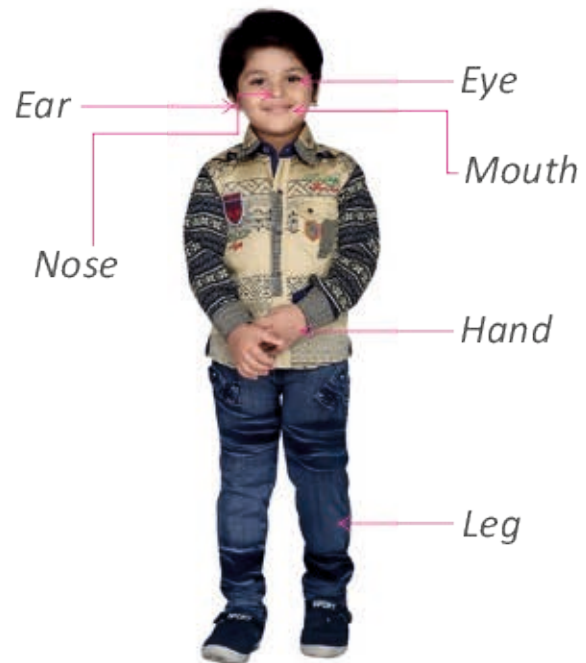
Mouth



Hands

Our body is made up of many parts like hands, legs, ears, eyes nose, mouth, etc. Each part has an important work to do.

Similarly, a computer is also made up of many parts and each part has important work to do. The computer has four main parts – monitor, keyboard, mouse and CPU.





Quiz Mania

Write the names of the parts of a computer.

1.

K

2.

C

3.

M

4.

M



Why does a computer need so many parts? What do they do?

Let us learn about each of these parts in detail.

MONITOR

The monitor looks like a TV screen. All the work we do on a computer is displayed on the screen.



Did you know?

The front portion of the monitor is called the **screen** or **display**.



Did you know?

There are two types of monitors.



LED/LCD Monitor



CRT Monitor

KEYBOARD

The keyboard is made up of several small buttons called **keys**. Each key has a number, letter or word written on it.



We write letters, words and numbers on a computer using a keyboard.



Did you know?

Writing on a computer is called **typing**.

MOUSE

A mouse is used to point at items shown on the monitor. The mouse usually has two or three buttons and a small wheel between the buttons.

We draw and color pictures and play games on a computer using a mouse.,

There are two types of mice. They are Mechanical Mouse & Optical Mouse.



CPU

The CPU is the most important part of a computer. It is called the **brain of the computer**. It does all the tasks that we want the computer to do. It also controls all the other parts, like the monitor, keyboard and mouse. These parts have to be connected to the CPU through a motherboard for them to work. The motherboard with CPU are kept in a box called cabinet.



Terms to Remember

- **The monitor** is a screen that shows information from a computer.
- **The keyboard** is the set of keys for operating a computer.
- **The mouse** is a small device that is moved by hand across a surface to control the movement of the cursor on a computer screen.
- **The CPU** (Central Processing Unit) is the part of a computer that controls all the other parts of the system.

Points to Remember



- ❖ The four main parts of a computer are monitor, keyboard, mouse and CPU.
- ❖ All the work we do on a computer is displayed on the monitor's screen.
- ❖ We use a keyboard to type letters, words and numbers.
- ❖ We use a mouse to point at items shown on the monitor.
- ❖ The CPU does all the tasks that we want the computer to do. It is called the brain of the computer.

Exercises



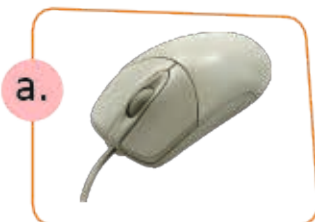
1. Tick (✓) the correct option.

- a. There are _____ main parts of a computer.
three four
- b. All the work we do on a computer is displayed on the _____.
CPU monitor
- c. A _____ is used to type letters, words and numbers on a computer.
keyboard mouse
- d. We use a _____ to draw and color pictures and to play games on a computer.
keyboard mouse
- e. The _____ controls all the other parts.
mouse CPU

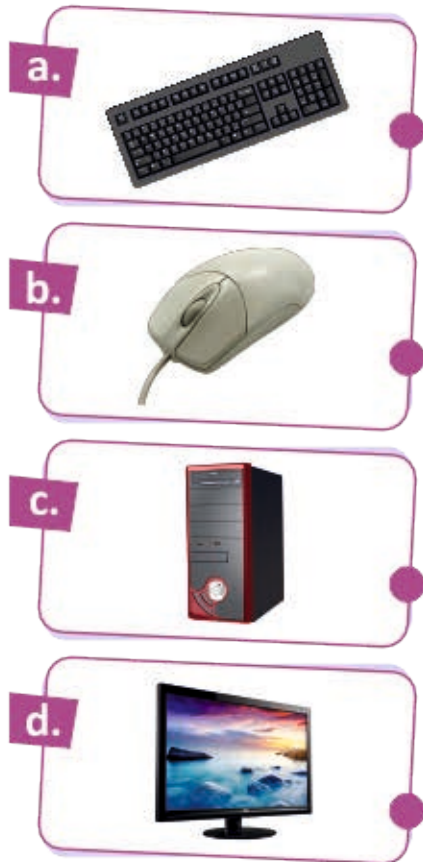
2. Write True or False.

- a. The mouse is the brain of the computer.
- b. A mouse has two or three buttons.
- c. The front portion of the monitor is called the screen.
- d. A computer is not made up of many parts.

3. Name the following parts of a computer.



4. Match the following.



i. screen

ii. keys

iii. buttons/wheel

iv. all parts connected to it

5. Answer the following questions.

a. Name the main parts of a computer.

b. Describe the function of a monitor.

c. Describe the function of a keyboard.

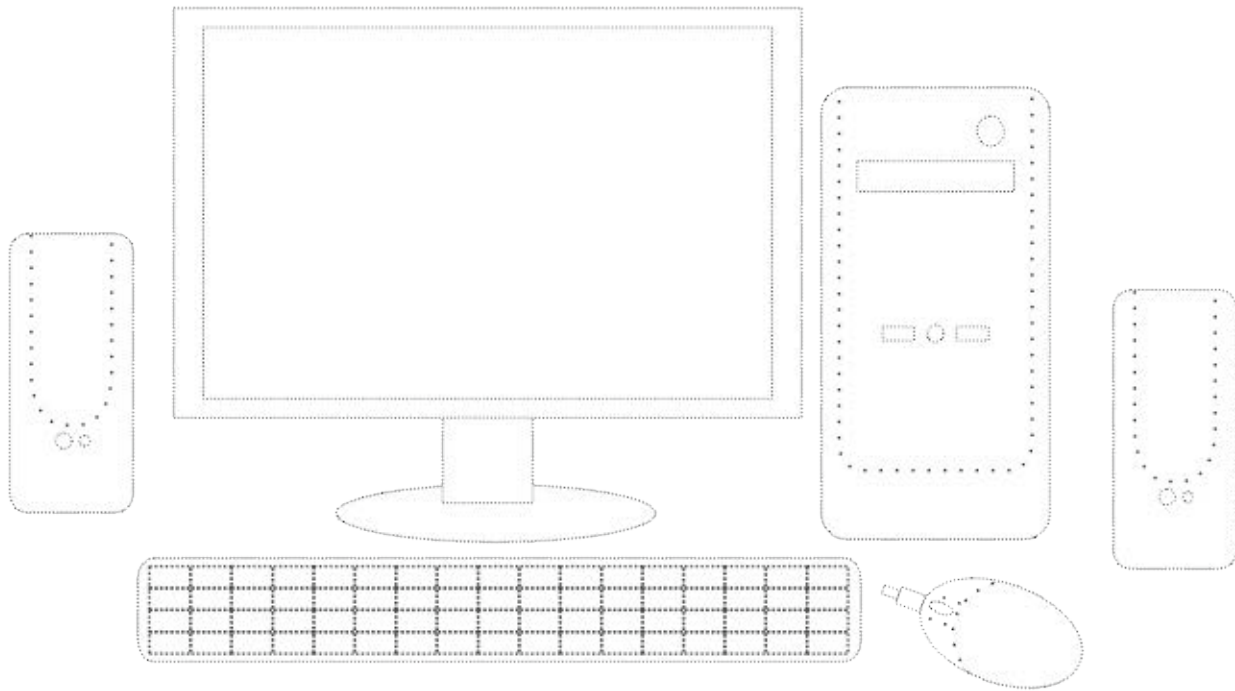
d. Describe the function of a mouse.

e. Describe the function of the CPU.



CREATIVE ACTIVITY

1. Trace and color the parts of the computer.



Lab Activity

Visit your school's computer lab. Can you see the parts connected to the computer? Find out their names and uses.

Teacher's Notes

- ❖ Show the various parts of a computer (monitor, keyboard, mouse, CPU) and explain their functions. Parts such as printer, speakers, etc. can be covered.

Lesson 4

Get Familiar with the Keyboard



LEARNING IN THIS CHAPTER

- ◆ Alphabet keys
- ◆ Space bar key
- ◆ Enter key
- ◆ Number keys
- ◆ Backspace key



Children! We use a keyboard to write on the computer. Here we will learn to use a keyboard.

The keyboard is an important part of a computer. What do you see on it?



A keyboard has a number of buttons called **keys**. Each key has either a number, a letter or a symbol printed on it. These keys are used to

Helping Tip

We can use a keyboard to give instructions to the computer.

type numbers, words and symbols on a computer. Here it is important to know about the cursor.

The small blinking line on the screen is called the **cursor**. When we type, the cursor moves ahead. The cursor tells the position of the typed text.



ALPHABET KEYS

The keys on which we see alphabets A-Z are called **Alphabet Keys**.



There are 26 Alphabet Keys on the keyboard. We use these keys to type letters and words.



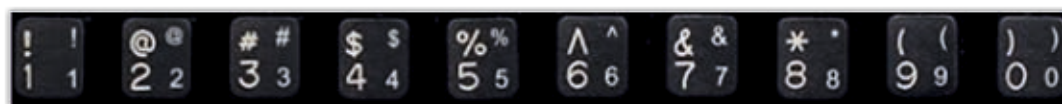
Quiz Mania

Draw your name's alphabet keys here.



NUMBER KEYS

The keys on which we see numbers 0-9 are called **Number keys**.



There are 10 number keys on the keyboard. They have numbers printed on them. We use these keys to type numbers.



Did you know?

There are two sets of number keys on a keyboard.

SPACE BAR KEY

We press Space bar Key to create spaces between words, letters and numbers. It is the longest key on the last row of the keyboard.



Helping Tip

To create space after a word, press the Space bar Key. The cursor moves forward leaving a blank space. Then type another word.

BACKSPACE KEY

We press the Backspace Key to erase the letters and words we type by mistake. It is usually the last key in the row of numbers. To erase a letter, press the Backspace Key once.



ENTER KEY

While typing, we press the Enter Key to start a new line. It is at two places on the keyboard. It is usually found at the end of the middle row of alphabets.



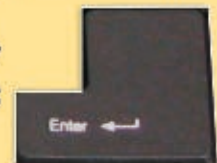
Helping Tip

Your posture while using a keyboard is important. Sit straight while typing. Press softly on the keys.



Did you know?

On some keyboards, the Enter Key is of this shape.





Quiz Mania

How do we leave a space between the names?



Terms to Remember

- A **key** is a button that you press to type on a computer.
- A **cursor** is a small mark on a computer screen that can be moved to show the position on the screen where text will be added.

Points to Remember



- ❖ A keyboard has a number of buttons called keys.
- ❖ The small blinking line on the screen is called the cursor.
- ❖ A keyboard has different types of keys: Alphabet Keys, Number Keys, Space bar Key, Backspace Key and Enter Keys.
- ❖ We use Alphabet Keys to type letters and words.
- ❖ We use Number Keys to type numbers.
- ❖ We press the Space bar Key to create a blank space between words, letters and numbers.
- ❖ We press the Backspace Key to erase the letters and words we type by mistake.
- ❖ We press the Enter Key to start a new line while typing.

Exercises



1. Tick (✓) the correct option.

a. The buttons on the keyboard are called _____.

keys

locks

b. The longest key on the keyboard is the _____ key.

Enter

Space bar

- c. The small blinking line on the screen is called the _____.
 cursor key
- d. We press _____ key to start a new line.
 Backspace Enter

2. Match the following.

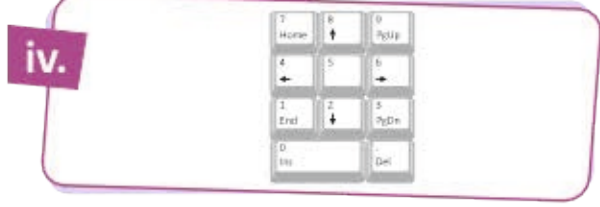
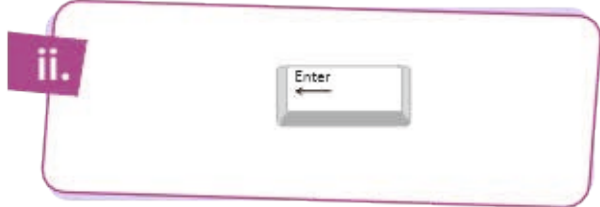
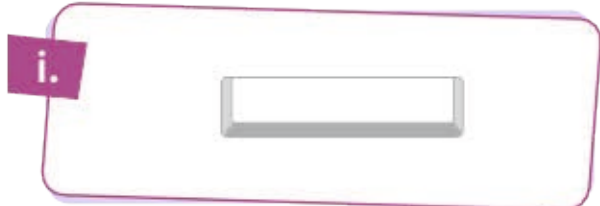
a. Alphabet keys

b. Number keys

c. Space bar key

d. Backspace key

e. Enter key



3. Fill in the blanks using the given words.

10 26 two

- a. There are _____ alphabet keys.
- b. There are _____ number keys.
- c. Enter Key is at _____ places.

4. Answer the following questions.

a. Which keys are used to type words?

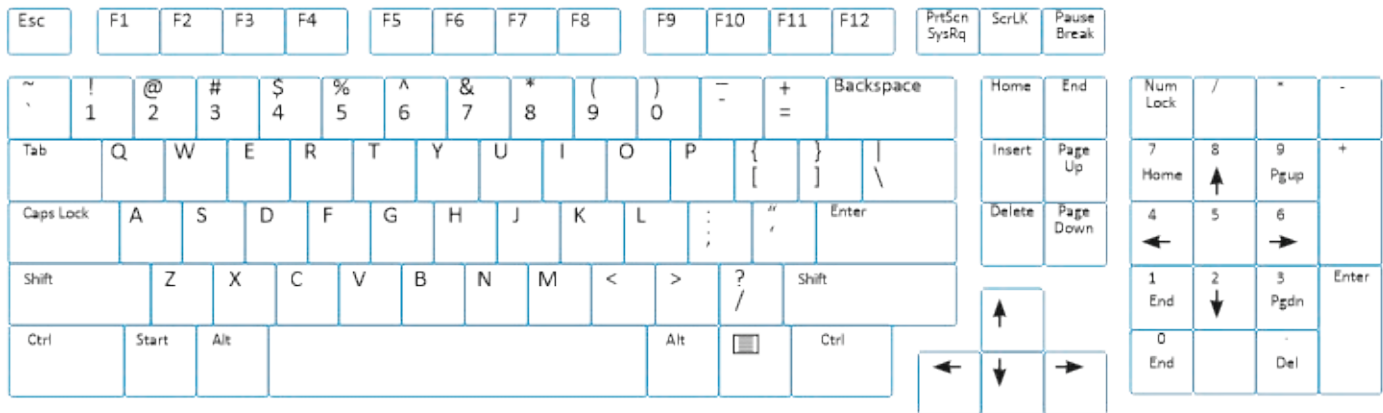
b. Which keys are used to type numbers?

c. Which key is used to create space between two words?

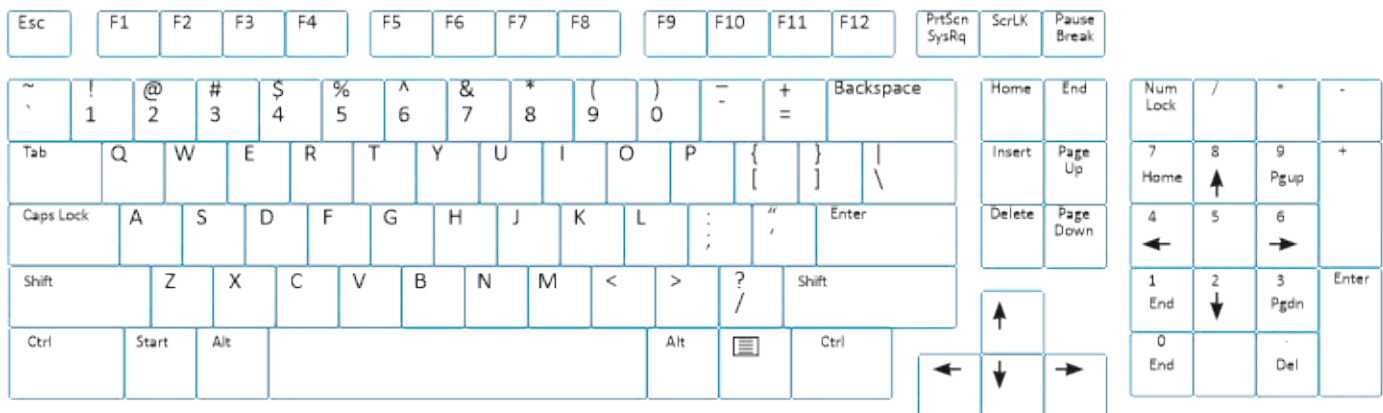


CREATIVE ACTIVITY

1. Identify the Alphabet keys and color them red and the Number keys in green.



2. Color the keys to write the word **KEYBOARD**.





Lab Activity

- ❖ Enter the following words on the computer. (Note: the teacher opens WordPad)
 - a. monitor
 - b. keyboard
 - c. mouse
 - d. CPU
 - e. cabinet
 - f. alphabet keys
 - g. number keys
 - h. spacebar key
- ❖ **State true or false.**
 - i. Backspace is used to type letters.
 - ii. All keyboard contains 1 set of number keys.
 - iii. The small blinking line on the screen is called the cursor.
 - iv. There are 26 alphabet keys on the keyboard.
 - v. The space bar key is the smallest key in the keyboard.
 - vi. There are 2 enter keys on the keyboard.
 - vii. There are only 9 number keys on the keyboard.
 - viii. There are 2 shift keys on the keyboard.
 - ix. A keyboard has a number of buttons called keys.
 - x. The longest key in the keyboard is backspace keys.

Teacher's Notes

- ❖ Show the students a computer keyboard. Let them identify the Alphabet Keys, Number Keys, Space bar Key, Enter Keys and Backspace Key.

Worksheet-2

Chapters 3 - 4

1. Choose the word that best describes the picture and write word in the blanks.

Keyboard

CPU

Monitor

Mouse



2. Name any three parts of a computer.

a. _____ b. _____ c. _____

3. Give the uses of the following.

a. Keyboard _____

b. CPU _____

c. Monitor _____

4. Choose the correct word and write in the space provided.

- a. A _____ looks like a television screen.
i. monitor ii. CPU iii. mouse
- b. A keyboard has small buttons called _____.
i. keys ii. kites iii. knees
- c. A _____ is used to point things on a computer.
i. mat ii. monitor iii. mouse
- d. A _____ is used to see pictures, alphabet, numbers.
i. mouse ii. monitor iii. monkey
- e. The _____ key is the longest key.
i. backspace ii. space bar iii. number
- f. We use _____ to type letters and words.
i. alphabet keys ii. number keys iii. space bar

5. Label the following keys of a keyboard.



Lesson 5

Get Familiar with the Mouse



LEARNING IN THIS CHAPTER

- ◆ Mouse buttons
- ◆ Mouse pointer
- ◆ Pressing the mouse buttons
- ◆ Holding a mouse
- ◆ Using mouse buttons on the desktop
- ◆ Dragging the mouse



Children! Here we will learn how to use a computer mouse.

MOUSE BUTTONS

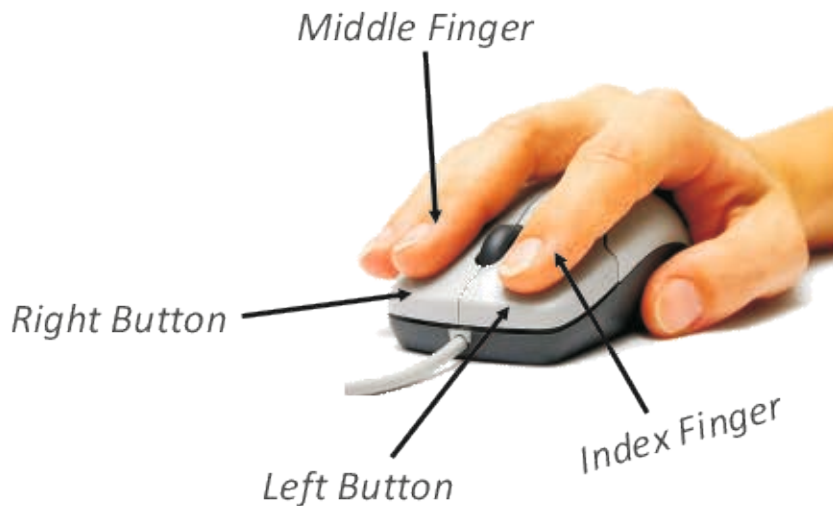
There are three buttons on the mouse.

- ❖ Left button (on the left hand side)
- ❖ Right button (on the right hand side)
- ❖ Scroll wheel (between the left and right buttons)



HOLDING A MOUSE

Hold the mouse gently with your right hand and rest your palm on it. Put your index finger on the left button and middle finger on the right button as shown here.

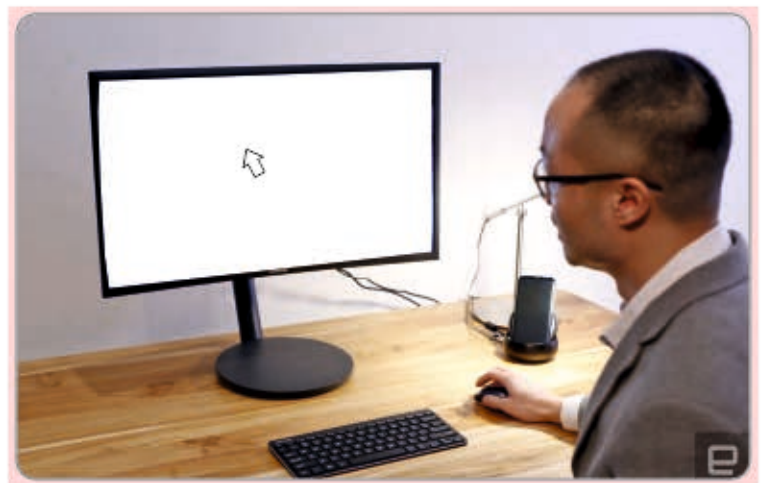


Did you know?

A mouse is used to point at items shown on the monitor.

MOUSE POINTER

When we move the mouse around, the arrow (↔) on the screen also moves around. This arrow is called the **mouse pointer**. We can move the mouse pointer in any direction by moving the mouse.



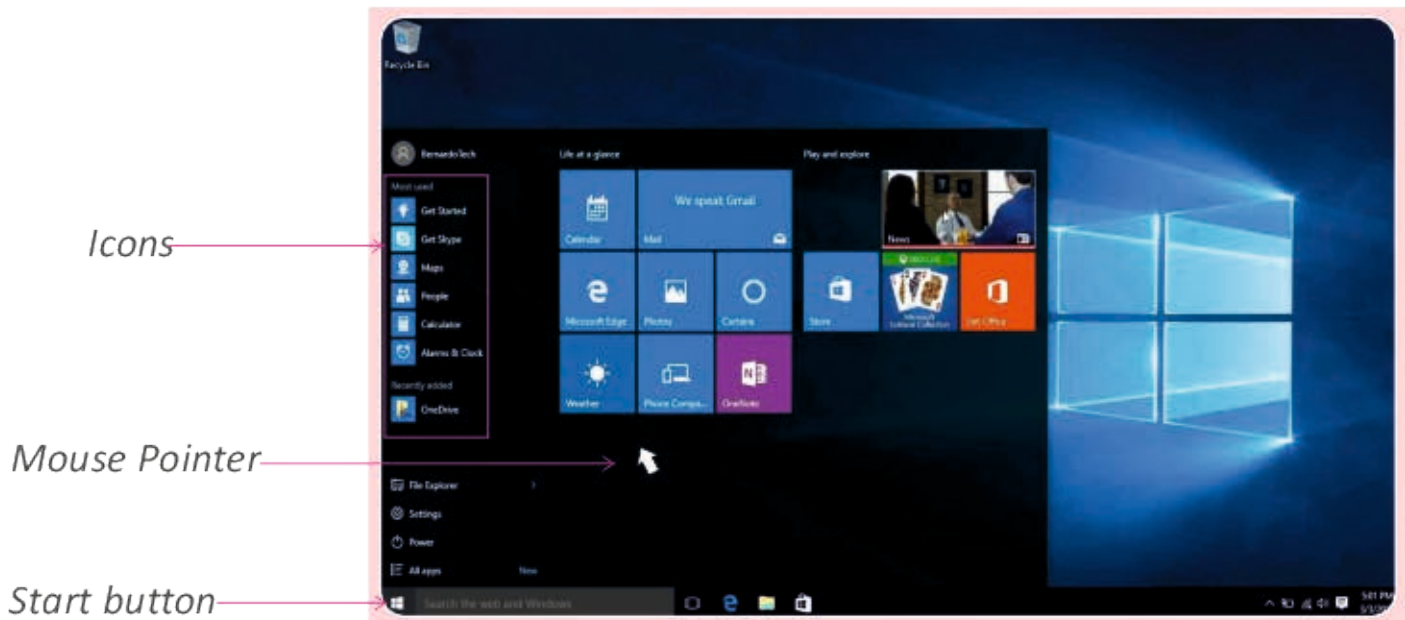
Quiz Mania

Write the names of the three buttons of a mouse.

1. _____ 2. _____ 3. _____

USING MOUSE BUTTONS ON THE DESKTOP

The first screen we see after our computer is started is called **desktop**. The small pictures on the desktop are called **icons**. There is also a **start button** on the bottom left corner of the desktop.



PRESSING THE MOUSE BUTTONS

Pressing the button is called a **click**. Clicking the left and right buttons tells the computer what to do.

There are three types of mouse clicks:

- ◆ Left Click
- ◆ Double Click
- ◆ Right Click

Left Click

Click the left button once. This is used to select an activity after you point to it.

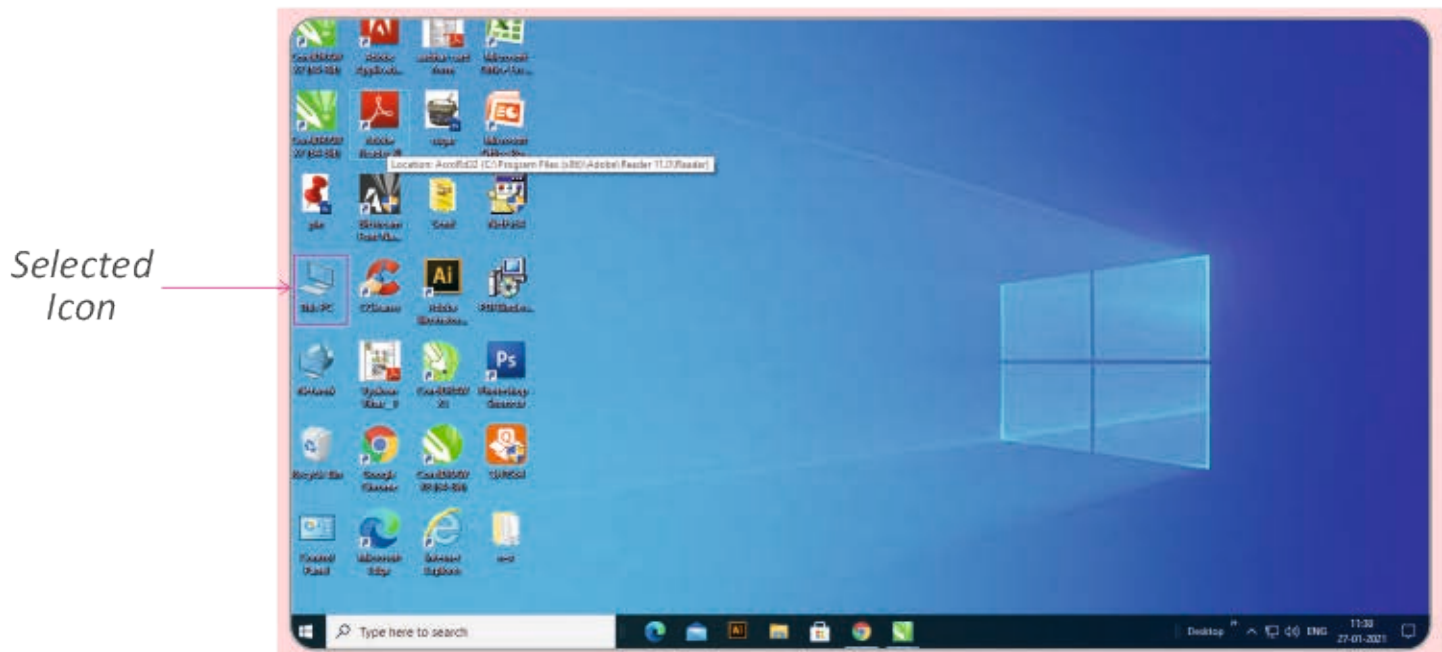
Follow the given steps to select an icon on the desktop:

Step 1: Move the mouse so that the mouse pointer points at the icon.



Click

Step 2: Click the left button. We see that the color of the icon changes. This means the icon is selected.



Double Click

Click the left button twice, quickly. This is used to start the activity after you have pointed at it.

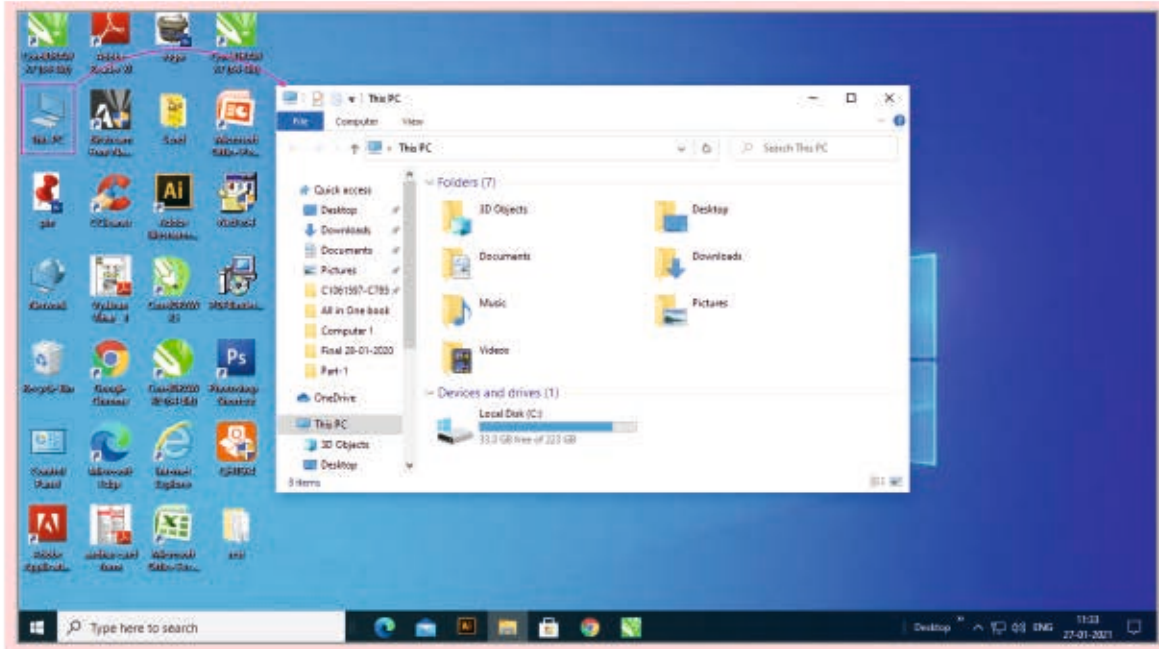


*Press two times:
click, click*

Follow the given steps to open an icon:

Step 1: Move the mouse so that the mouse pointer points at the icon.

Step 2: Double click the left button. The icon gets opened.



Right Click

Click the right button once. This is used to control the activity after you have started it.



DRAGGING THE MOUSE

Moving the mouse while keeping the left button pressed is called **dragging**. We drag a mouse to draw pictures or to move objects from one place to another.





Terms to Remember

- **Clicking** is to choose a particular function or item on a computer screen by pressing left button on a mouse.
- **Dragging** is to move some folder, file, icon, etc., across the screen of a computer using the mouse.

Points to Remember



- ❖ There are three buttons on the mouse – left button, right button and scroll wheel.
- ❖ The arrow seen on the monitor is called mouse pointer.
- ❖ The first screen we see after our computer is started is called desktop.
- ❖ The small pictures on the desktop are called icons.
- ❖ Pressing the button is called a click.
- ❖ There are three types of mouse clicks – left click, double click and right click.

Exercises



1. Tick (✓) the correct option.

a. There are _____ buttons on the mouse.

two

three

b. Pressing the mouse button is called a _____.

click

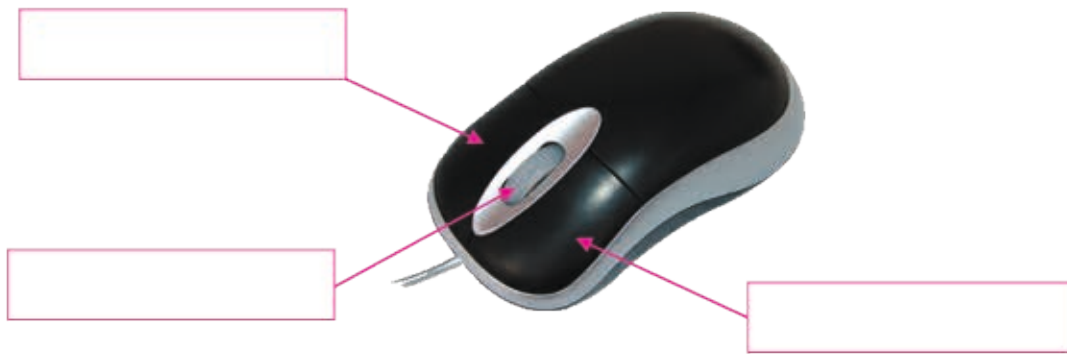
select

c. Moving the mouse while keeping the left button pressed is called _____.

moving

dragging

2. Label the buttons and the scroll wheel of a mouse.



3. Write True or False.

- a. There are three buttons on the mouse.
- b. We can press the right button of the mouse.
- c. We cannot drag a mouse pointer.
- d. We keep our middle finger on the left mouse button.
- e. The start button is on the bottom left corner of the desktop.

4. Tick (✓) the words that are related to the computer mouse.

double click	<input type="checkbox"/>	rat	<input type="checkbox"/>	mouth	<input type="checkbox"/>
left click	<input type="checkbox"/>	tripple click	<input type="checkbox"/>	scroll wheel	<input type="checkbox"/>
tail	<input type="checkbox"/>	right click	<input type="checkbox"/>	dragging	<input type="checkbox"/>

5. Match the columns.

- a. Left click
- b. Right click
- c. Double click
- i. Start an activity
- ii. Select an activity
- iii. Control the activity

6. Answer the following questions.

- a. Which finger is used to press the left mouse button?
-

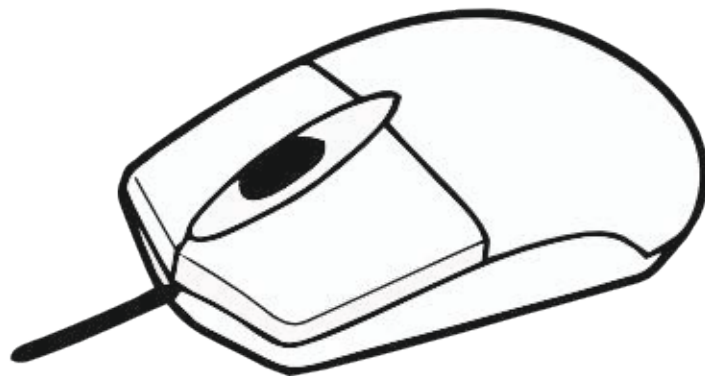
b. What do we call the arrow seen on the monitor?

c. What is dragging?



CREATIVE ACTIVITY

In the mouse shown below, color the left button **red**, right button **green**, scroll wheel **blue**, and the rest of the mouse **yellow**.



Lab Activity

1. Click on various items on the screen and see if the mouse pointer changes. When does this happen?
2. Look at the computer mouse in your school and in other places. Do they all look the same?

Teacher's Notes

- ❖ Demonstrate the students how a pointer moves on the screen. Let them notice the kind of sound it makes. Tell them it is called 'click' and that there are two buttons on the mouse that can be clicked.

Lesson 6

Get Familiar with Storage Devices



LEARNING IN THIS CHAPTER

- ◇ Hard Disk
- ◇ Pen Drive
- ◇ CD and DVD
- ◇ Memory card



Laptop speaking: Hello children! In this chapter we shall learn about one very important thing without which computers has no meaning. And, that is Storage Devices.

We keep our school textbooks on shelves.



Mother keeps grocery items such as rice and pulse in containers.

similarly, computers keep information in storage devices for future references. The different storage devices used nowadays are Hard Disk, Pen Drive, Memory Card, CD and DVD. These devices may be set inside or outside the cabinet. But it should be attached to motherboard before using it. They are used to store data such as text, audio, video and many more.

The hardware parts that are attached to the computer, which are primarily used for storing data for future reference, are called **Storage Devices**.

Let us study in details.

HARD DISK

It is fitted inside the cabinet. It is used to store large amount of information. Suppose, after drawing a picture, we save the picture in the hard disk. Later on, we can show it to our teacher.



CD AND DVD

These are circular disk used to store information. After storing information, they can be inserted in another computer for viewing the information.

CD stands for Compact Disk and DVD stands for Digital Versatile Disk. A DVD can store more information than a CD.

PEN DRIVE

A pen drive is used to store and transfer information from one computer to another computer. It is also called a Flash Drive. Capacity of a Pen Drive is much more than CD and DVD.



MEMORY CARD

It is also called a Data Card. It is a small storage device that store data on a movable computer such as a mobile.



Terms to Remember

- Hardware parts that are attached to the computer which are primarily used for storing data for future reference, are called **Storage Devices**.

Points to Remember



- The different types of Storage Devices are Hard Disk, CD, DVD, Pen Drive and Memory Card.

Exercises

1. Tick (✓) the correct option.

a. It is also called a Data Card.

Memory Card

Ram

b. It is also called a Flash Drive.

Hard Disk

Pen Drive

c. These are circular disk used to store information.

Hard Disk

CD

d. Computers keeps information in Storage Devices for future references.

True

False

e. We keep our school textbooks on _____.

Chair

Shelves

2. Write short notes on :

a. Hard Disk:

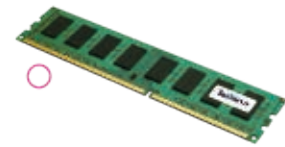
b. Pen Drive:

c. Memory Card:

d. CD or DVD:

3. Match the following.

a. Hard Disk



b. Pen Drive



c. CD or DVD



d. Memory Card



e. Cabinet



f. RAM





Lab Activity

Ask computer teacher to open a cabinet and show where is the hard disk.
Find out what is the storage capacity of the hard disk.

Draw a replica of the hard disk you have seen.



Teacher's Notes

- ❖ Show the students a sample of all the storage devices available in the school. And, explain how to use it.

Worksheet-3

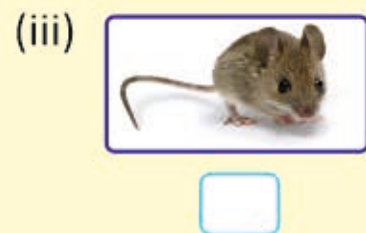
Chapters 5 - 6

1. Choose the correct option.

- A mouse has _____ (buttons/keys).
- The mouse pointer moves left when the mouse moves _____ (right/left).
- The mouse is kept on a _____ (trap/pad).
- _____ (Single/Double) clicking selects an object on the computer screen.
- _____ (Single/Double) clicking helps to open a window.
- Dragging the mouse helps to _____ (select/move) an object.
- _____ (Storage Devices/Mouse) is used to store data such as text, audio, video and many more.
- _____ (Pen Drive/Memory Card) is also called a Data card.
- Full form of CD is _____ (Compact Disk/Hard Disk).
- _____ (Pen Drive/Hard Disk) is also called a Flash Drive.

2. Tick (✓) the correct option.

a. A computer mouse:



b. Correct way of holding a mouse.



c. It is fitted inside the cabinet.



d. It is a small Storage Device.



3. State True (T) or False (F).

a. A mouse helps to draw pictures on the monitor.

b. A mouse generally has four buttons.

c. There are two types of clicking.

d. Dragging is used to move object on screen.

e. The memory card is also called Pen Drive.

f. The DVD is called Digital Versatile Disk.

g. The CD is a circular Disk.

h. Data Card and Memory Card are different.

i. Hard disk is a storage device.

j. Hard disk is fitted inside the cabinet.

Lesson 7

Manners in Computer Lab



LEARNING IN THIS CHAPTER

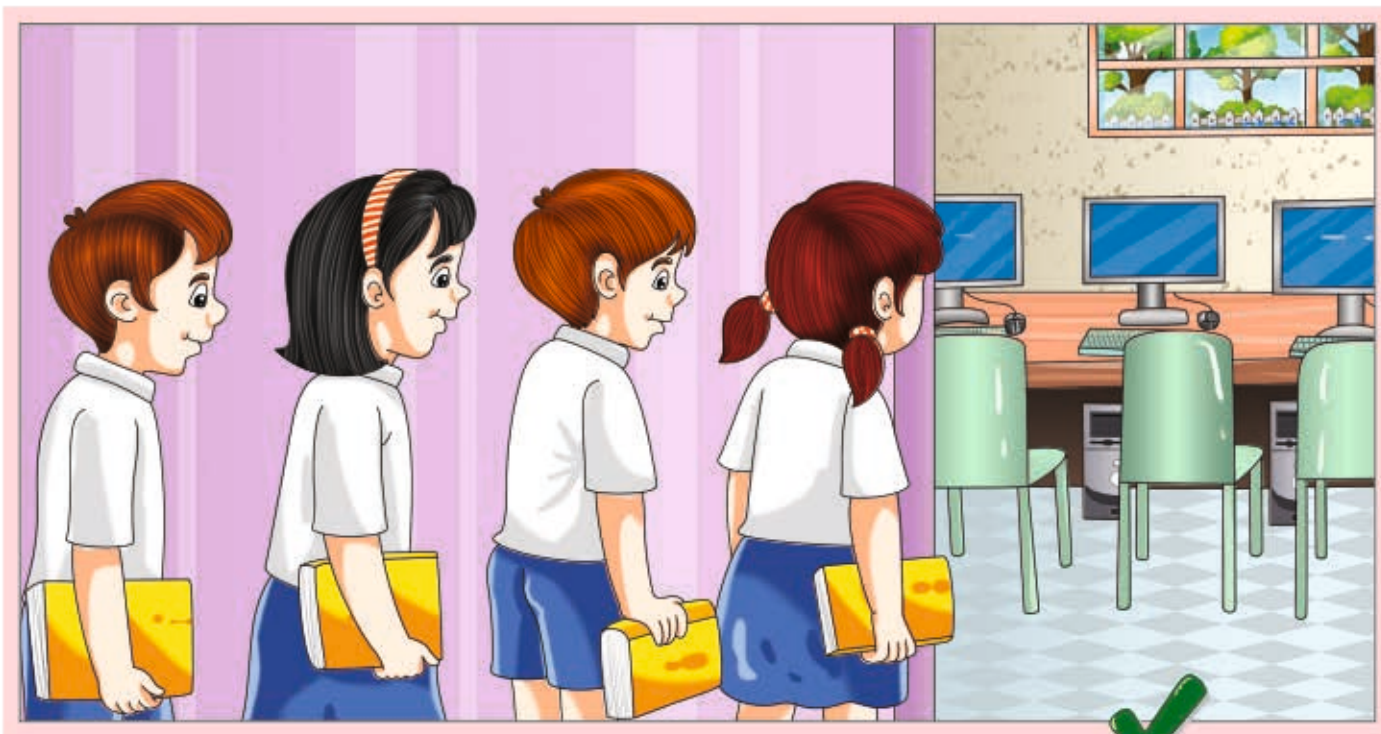
- ◆ Enter quietly in the lab
- ◆ Stay focused
- ◆ Be gentle
- ◆ Share equally
- ◆ Keep a correct posture
- ◆ Keep it clean
- ◆ Be safe



Children! Here we will learn the correct way of using computers in the lab.

ENTER QUIETLY IN THE LAB

Enter quietly in the computer lab in a queue.



Do not push others in the queue.

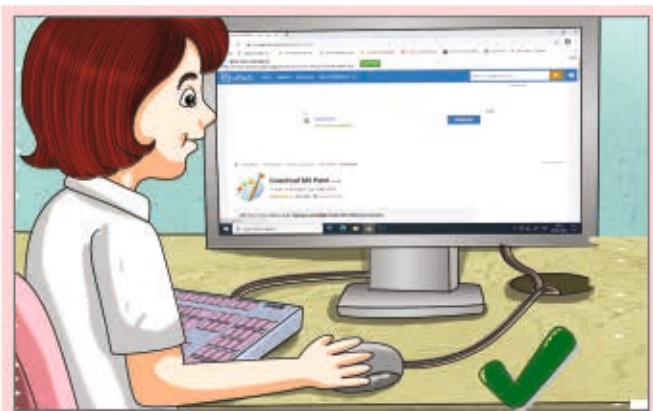


KEEP A CORRECT POSTURE

Always sit straight on your chair in front of the computer monitor. Keep your chair at the proper height.



Keep a proper distance from the monitor. Do not sit too close to the monitor. it harms your eyes.



STAY FOCUSED

Do not make noise in the computer lab.

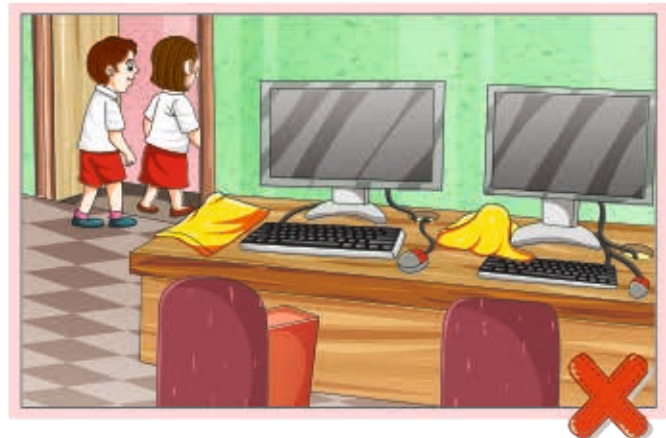


KEEP IT CLEAN

Do not eat or drink near the computer. Keep the computer and its nearby area clean.



Cover the computer when it is not in use.

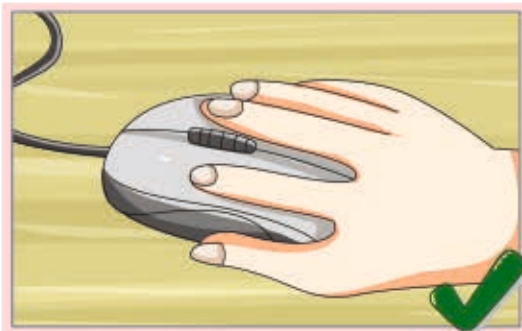


BE GENTLE

Press the keys of the keyboard gently. Do not bang hard on the keyboard.



Handle the mouse gently. Do not click the mouse button continuously.



BE SAFE

Do not touch wires, cables and electrical sockets when the power button or computer is ON. If a wire has come out, ask your teacher to put it back.



SHARE EQUALLY

Do not fight. Share the computer with your friends. Take turns for using the computer.

Helping Tip

A computer works on electricity just like your TV. So, it is important to be careful.



Terms to Remember

- **Posture** means the position in which you hold your body standing or sitting.
- **Bang** means to hit something in a way that makes a loud noise.

Points to Remember



- ❖ We should follow safety rules while using computers.
- ❖ We must follow guidelines for maintenance of the computer.
- ❖ Be sensitive to the needs of other users.

Exercises

1. Tick (✓) the correct option.

- a. Keep a proper distance from the _____.
- computer monitor
- b. Click the mouse button continuously.
- true false
- c. Cover the _____ when it is not in use.
- chair computer

2. See the pictures below. If it shows the correct way to use a computer, put a tick mark (✓) in the box. If it shows the wrong way put a cross (✗).



3. Write some correct ways to behave in computer lab.

- a. _____

- b. _____

4. Answer the following questions.

- a. What will happen if some food falls on the keyboard?

- b. What will happen if you sit very close to the monitor?



CREATIVE ACTIVITY

Write some other computer manners on the chart.

- Do not pull any wires connected to the CPU.
- Do not put your finger into any socket.
- Do not pull computer parts away from the computer.
- Do not disturb others by playing loud music.



Lab Activity

Make a poster with do's and don't and put it up in a prominent place in your computer lab by asking permission from your teacher.

Teacher's Notes

- ❖ Ask the students how will they share the computer to draw a picture.
- ❖ What are the do's and don't while working on the computer?

Worksheet-4

Chapter 7

1. Match the pictures and their names.



i. Line

ii. Rectangle

iii. Fill with Color

iv. Eraser

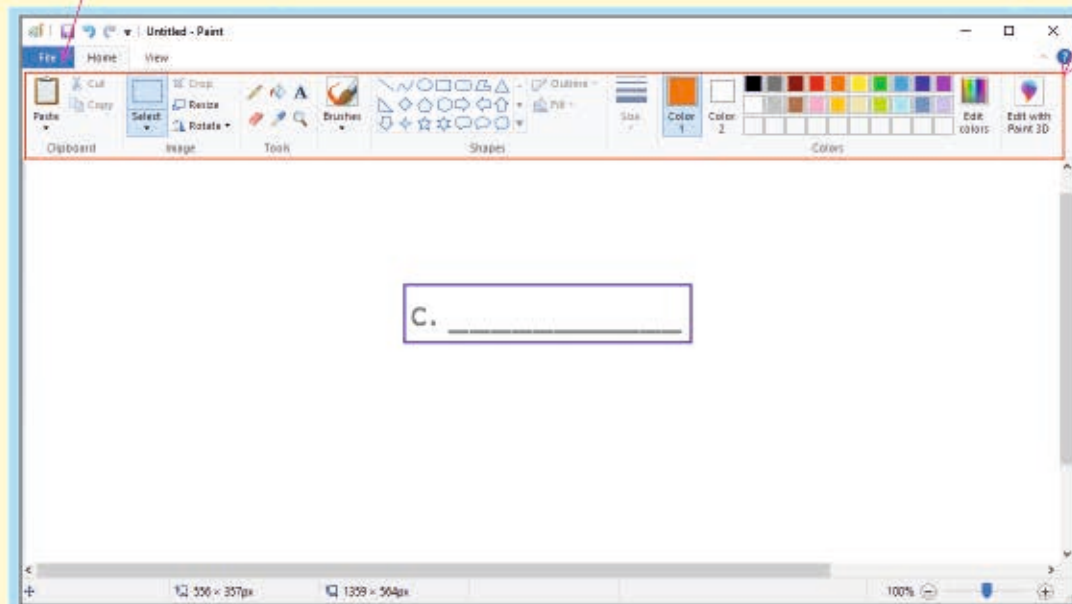
v. Pencil

vi. Oval

2. Label the Paint window.

a. _____

b. _____



3. See the pictures below. If it shows the correct way to use a computer, put a tick mark (✓) in the box. If it shows the wrong way put a cross (✗).

a. Is sharing the computer a good habit?



b. Is eating near the computer correct?

c. Is banging hard on the keyboard right way to handle the computer?



Sample Question Set-1

For Half-Yearly Exam(50 marks)

- 1. Choose the correct option:** (1×10=10)
- Washing machine is used to _____ our dirty clothes (dry/wash)
 - A _____ is used to calculate. (calculator/sewing machine)
 - A bicycle works on _____ power. (hydro/muscles)
 - A computer is a _____ machine. (useless/smart)
 - We _____ draw a picture on a computer. (can/cannot)
 - A computer _____ many things. (fast/remembers)
 - A _____ is made of several small buttons called keys. (monitor/keyboard)
 - A _____ looks like a TV screen. (mouse/monitor).
 - The _____ controls all the other parts. (mouse/CPU)
 - The longest key on the keyboard is the _____ key.
(Enter/spacebar)
- 2. State True or False:** (1×10=10)
- The buttons on the keyboard are called locks.
 - We use number keys to type numbers.
 - The desktop can be carried easily.
 - The laptop works on battery.
 - A computers do large sums slowly.
 - Computer helps us to travel to different places.
 - A mobile helps us to take photographs.
 - The computer is a man-made thing.
 - A computer stores a lot of things.
 - A alphabet key is used to type capital letters.
- 3. Answer the following.** (4×5=20)
- Write two uses of computers.
 - Define laptop.
 - What is CPU.

- d. What does spacebar key do?
- e. Define alphabet keys and number keys.

4. Identify the machines.

(1×5=5)

a.



b.



c.



d.



e.



5. Fill in the blanks.

(1×5=5)

- a. _____ is a man-made thing.
- b. _____ works on electricity.
- c. _____ is a type of mouse.
- d. _____ is a type of monitors.
- e. Computers are used at _____.

Set-1
For Annual Exam (50 marks)

- 1. Tick the correct option:** **(1×10=10)**
- a. In the mouse the _____ is between the left and right buttons.
(scroll wheel/right button)
 - b. A mouse is used to point at items shown on the _____.
(printer/monitor)
 - c. Pressing the button of the mouse is called _____. (click/throw)
 - d. The small pictures on the desktop are called _____.
(pictures/icons)
 - e. Moving the mouse while keeping the left button pressed is called _____. (double clicking/dragging)
 - f. The _____ is also called Data Card. (Memory Card/Ram)
 - g. We keep our school textbooks on _____ (chair/shelves)
 - h. Keep a proper distance from the _____. (mouse/monitor)
 - i. The arrow seen on the monitor is called _____. (mouse pointer/CPU)
 - j. Dragging and clicking is related to _____. (mouse/keyboard)
- 2. State True or False:** **(1×10=10)**
- a. There are three buttons on the mouse.
 - b. We cannot drag a mouse pointer.
 - c. We can press the right button of the mouse.
 - d. The first screen we see after our computer is started is called CPU.
 - e. We can scroll the scroll button.
 - f. For double click, we click the left button once.
 - g. The mouse is used to select an item on monitor.
 - h. The first screen we see after our computer is started is called desktop.
 - i. Memory card is a small storage device.
 - j. Pen Drive is also called flash drive.

3. Answer the following.

(4×5=20)

- a. What is a Memory Card?
- b. Define the Hard Disk.
- c. What is the full form of CD and DVD?
- d. Define dragging.
- e. What is the arrow seen on the monitor called?

4. Identify the machines.

(1×5=5)



5. Fill in the blanks.

(1×5=5)

- a. Hard Disk is fitted inside the _____.
- b. Full form of CD is _____.
- c. Computers keep _____ in storage.
- d. A mouse has _____ buttons.
- e. _____ clicking helps to open a window.

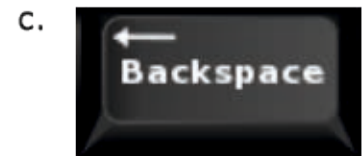
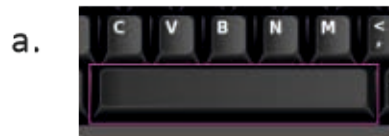
Set-2
For Half Yearly (50 marks)

- 1. Tick the correct option:** **(1×10=10)**
- a. A refrigerator is used to keep _____ fresh. (food/clothes)
 - b. A sewing machine is used to _____ clothes. (calculate/stitch)
 - c. A bicycle works on _____ power. (hydro/muscle)
 - d. A computer _____ many things. (forgets/remembers)
 - e. The front portion of the monitor is called _____. (keyboard/screen)
 - f. The CPU is inside the _____. (cabinet/printer)
 - g. The keyboard is made up of several small buttons called _____. (toner/keys)
 - h. The brain of the computer is also called _____. (CPU/Motherboard)
 - i. The _____ controls all the other parts. (mouse/CPU)
 - j. Full form of CPU _____. (Central Processing Unit/Spacebar)
- 2. State True or False:** **(1×10=10)**
- a. We use a mouse to point out any items shown on the monitor.
 - b. We use number keys to type text.
 - c. A laptop can be carried easily.
 - d. The motherboard with CPU is kept in a box called _____.
 - e. Monitors are used to display.
 - f. Each key has a number, letter or word written on it.
 - g. The mouse controls all the other parts.
 - h. The keys on which we see alphabets A-Z are called number keys.
 - i. A computer stores a lot of information.
 - j. A number key is used to type a number.
- 3. Answer the following.** **(4×5=20)**
- a. What is a cursor?
 - b. Define the desktop.
 - c. What is a mouse?

- d. Name the different types of keys in the keyboard?
- e. What is the arrow seen on the monitor is called?

4. Identify the machines.

(1×5=5)



5. Fill in the blanks.

(1×5=5)

- a. There are _____ alphabets keys.
- b. There are _____ number keys.
- c. The Enter key is at _____ places.
- d. A computer never gets _____.
- e. A _____ is not a machine.

Question Set-2

For Annual Exam (50 marks)

- 1. Tick the correct option:** **(1×10=10)**
- a. A mouse has _____ (buttons/keys).
 - b. Dragging the mouse helps to _____ an object (select/move)
 - c. Full form of HDD is _____. (Hard Disk Drive/Compact Disk Drive)
 - d. The _____ is a small storage device. (HDD/Memory Card)
 - e. The HDD is used to store a large amount of _____. (information/letter)
 - f. The Memory Card is also called _____. (Data Card/Ram)
 - g. The scroll wheel is related to _____. (mouse/keyboard)
 - h. To select an activity is executed by _____. (left click/right click)
 - i. Enter quietly in the computer lab in a _____. (queue/haphazardly)
 - j. Sit in _____ posture in computer lab. (correct/incorrect)
- 2. State True or False:** **(1×10=10)**
- a. There is one button on the mouse.
 - b. We can't drag a mouse pointer.
 - c. The Pen drive is a large storage device fixed in the cabinet.
 - d. The DVD is called Digital Versatile Disk.
 - e. Dragging is used to move objects out of screen.
 - f. For single click, we click the left button once.
 - g. There are two types of clicking.
 - h. The mouse should be kept on a pad.
 - i. The Data Card is a small storage device.
 - j. The Hard Disk is also called flash drive.
- 3. Answer the following.** **(4×5=20)**
- a. What is a Hard Disk?
 - b. Name any four parts of a computer.
 - c. What is a storage device? What is stored in the storage device?
 - d. Define double clicking and single clicking.

e. Which key is used to create space between two words and type number?

4. Identify the machines.

(1×2=2)

a.



b.



5. Write the uses of the following.

(2×4=8)

- a. Mouse
- b. Monitor
- c. Keyboard
- d. CPU

Notes