Tim@x

Approach to Computer

Teacher Manual

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CHAPTER 1

Execute Time

A 1. (b) 2. (c) 3. (b) 4. (a)

B 1. Monitor 2. CPU 3. Keyboard

C 1. Printer: Prints information and pictures on paper.

2. Mouse: It is used to instruct the computer by pointing and clicking.

3. Web camera: It is connected to PC to capture the images in its view.

4. Head phones: Headphones are used for listening to music from the computer.

5. Keyboard: It is used to feed the input to the computer.

D Computer works as follows:

1. It accepts the input (as tasks and instruction)

2. It works on the input (according to the instructions). The instructions are given in computer language.

3. It provides the output which is useful to people.

E 1. 7 2. 7 3. 3 4. 3 5. 3

F 1. Computer 2. Cabinet 3. Cathode 4. Pointer

G 1. A computer is a multipurpose machine.

2. Two characteristics of computer are:

(a) Speed: It can work very fast.

(b) Accuracy: It always gives the accurate result.

3. Keyboard, Monitor and Mouse

4. Monitor is used to display the output.

5. CPU takes information and processes it according to instructions.

Activity

A Do yourself.   **B** Do yourself.

CHAPTER 2

Execute Time

A 1. (b)   2. (a)   3. (b)   4. (a)

    5. (a)

B 1. Hardware: Monitor, Keyboard

    2. Software: MS Word, MS Excel

    3. Input Devices: Keyboard, Mouse

    4. Output Devices: Monitor, Printer

    5. Storage Devices: Hard Disk, Pen Drive

C

System Software	Application Software
1. A software that controls and manages all the activities of a computer is called system software.	1. Application software is a software that helps you to do some specific work.
2. Operating system is a software which acts as a medium of interaction between the user and computer system.	2. MS Paint is only used to do drawings and paintings. Also, Notepad is only used to type text and numbers.

D 1. Monitor   2. Output   3. Software

    4. MS Word 5. System Software

E Functions of an operating system:

    1. An operating system controls all the hardware parts of the computer.

    2. An operating system runs application software such as MS Word, MS paint etc.

    3. It also controls the starting and restarting of the computer.

F • MS Paint   • MS Word   • MS Power Point

    • MS Excel

G 1. All the parts of computer that can be touched like monitor, keyboard, mouse etc. are called hardware.

2.

Input Devices	Output Devices
1. These devices are used to give raw information for processing to the computer.	1. Any hardware component that gives you the final result is called an output device.
2. Example: Keyboard, mouse, scanner etc.	2. Example: Monitor, printer, speakers etc.

3. CPU is the most important part of the computer. It is called the brain of the computer.

4. Hardware components that are used to store data, instructions and information for future use are called as storage devices.

5. MS Powerpoint is an application software used to make presentations.

Activity

A **Input Devices** **Output Devices**

Keyboard, Mouse, Scanner, CRT monitor, Printer

Web Camera, Microphone LCD Monitor

B Do yourself.

CHAPTER 3

Execute Time

A The computer is an electronic device that accepts data as input, manipulates the data according to programmed instructions as process, produces results as output and also stores the results for future as storage.

B 1. Devices 2. Retrival 3. Result

4. Organised 5. Logical

C Processing devices in a computer are responsible for the storage and retrieval of information. Information is

processed by the computer processor (CPU) which performs data calculations, comparisons and copying of information from the processing devices. The CPU then saves that information to the computer memory (RAM).

D 1. MU: Stores the information either temporarily or permanently.

2. CU: Manages all the operations.

3. ALU: Performs all arithmetic calculations and logical operations.

E 1. Programmed   2. Stores

3. Information   4. Computer memory

Activity

Do yourself.

CHAPTER 4

Execute Time

A 1. (a)   2. (b)   3. (a)   4. (a)

B 1. 3   2. 7   3. 3   4. 7   5. 3

C 1. Desktop Screen   2. Icons

3. Icons   4. Time and Data

5. Taskbar   6. Notification Area

D Start menu appears after clicking on the start button. It contains the list of different programs present in the computer. Any program and application can be opened from here.

E The following are the features of windows:

1. Allows the user to interact with the computer.

2. Controls the storage of data.

3. Controls the hardware attached to the computer such as webcams, scanners and printers.

4. Controls what access to a computer different users have and the computer's security.

F 1. Windows is a collection of programs known as operating system (OS) that controls a computer system.

2. Windows 10 starts automatically after turning ON the computer. It can ask for a password after turning ON. Type the password and click on the Enter Key.

Now, you will get on the Desktop screen. Your system is ready to work.

3. When a computer is switched ON, this process of booting is called cold booting whereas the process to restart a computer that is already powered ON is called warm booting.

4. Five parts of windows 10 screen are:
   (a) Desktop Screen   (b) Icons
   (c) Taskbar   (d) Notification Area
   (e) Start Button

5. You can open any program and file on your PC. You open programs on your computer. To do this, click the start button in the bottom-left corner, then choose the desired application. If you don't see the one you want, select All apps to see a full list of applications. You can also use the Search box to open a program. Type the name of the program in the search box. As you start typing, start menu displays each app with the name that includes your search text if you see the program you want, click on it.

6. The two different versions of Microsoft Windows are Windows 10 (released in 2015, Windows 8 (2012).

Activity

A Do yourself.

B Do yourself.

CHAPTER 5

Execute Time

A 1. 3   2. 3   3. 7   4. 3
   5. 7

B 1. Open an existing image.

   2. Draw another image on the same page for eg. a

rectangle.
   3. Click on the color picker tool.
   4. Now, click inside the rectangle.
 C 1. Flip command is used to flip an image.
   2. Color picker tool is used to select a colour from the existing picture.
   3. Flip command helps to rotate or turn the selected image horizontally or vertically whereas skew command helps to resize the vertically or even slanted.
   4. Home tab contains the various tools.
   5. View tab contains the ruler command.

Activity

 A Do yourself.
 B Do yourself.

CHAPTER 6

Execute Time

 A 1. (c)   2. (b)   3. (c)
 B 1. (c)   2. (e)   3. (a)   4. (b)
   5. (d)
 C 1. MSW Logo   2. Turtle's language
   3. Logo Primitives   4. Forward (FD)
   5. Right (Rt)

Activity

 A 1. Forward   2. Back   3. Clear screen
   4. Right   5. Left
 B Do yourself.
 C Do yourself.

CHAPTER 7

Execute Time

 A 1. (a)   2. (b)   3. (a)   4. (c)

5. (b)

B 1. Applications   2. Title   3. Status
    4. Zoom control button   5. Save

C 1. Open the start menu by clicking the start button. A list of applications will appear in the start menu.

    2. Select the word from the list and click on it. The word 2016 windows will appear with a start screen.

    3. Click on the Blank document the blank document of word 2016 will appear in front of you.

D 1. **Title bar**: This bar allows you to view the current document name. It is the topmost area of the window.

    2. **Status bar**: The bar is located at the bottom of the document. It displays the number of pages, words and an error if your document contains.

    3. **Ribbon**: The ribbon is divided up into tabs. These tabs are also menus. The tabs are Home, Insert, Design, Layout, References, Mailings, Review and view.

    4. **View Buttons**: These buttons provide the different views of the document. These are read mode, print layout web layout.

    5. **Tabs**: Below each tab you will find commands and tools. The command or tool located below each tab is related to that tab.

    6. **Working Area**: It is the area where your work. It is the largest area of the window. You can see a blinking line here. The blinking line is known as the insertion point.

Activity

A 1. Title Bar   2. Tabs   3. View   4. Ribbon

B Do yourself.

CHAPTER 8

Execute Time

A 1. Tux Paint   2. Rainbow   3. Effect
    4. Slide Show   5. Foam   6. Flip

B Steps to use the brick effect are:
1. Draw an image
2. Click on magic tools and choose any one of the bricks tool from the sub tool box.
3. Drag the magic tool over the image observe the beautiful bricks effect.

C 1. 3   2. 3   3. 3   4. 7

D 1. Tux paint is a program which is easy to use from drawing and colouring program.
2. Three features of Tux paint are:
   - F It provides us a large collection of ready made designs with lots of animation effects and creative tools.
   - F It has a variety of fun and stereo sound effects.
   - F It is absolutely free to download by using the link
     http:\\www.tuxpaint.org
3. Do yourself.
4. Fisheye is used to give fisheye effect in the picture whereas Edges effect is a very unique feature, after using it the edges of the filled shape start appearing.
5. Following are the steps to view pictures in the form of slide show:
   1. Click the open tool on the tool bar. A list of images of all the saved drawings will appear.
   2. Click the slides option.
   3. Click on the images one by one you want to view. You will observe that selected images are numbered.
   4. Click play button to view each drawing.

Activity

A 1. (d)   2. (c)   3. (a)   4. (b)

CHAPTER 9

9

Execute Time

  A Following are the uses of internet:
1. You can search information about any topic.
2. You can chat with your friends.
3. You can listen to music on the internet.
4. You can buy and sell anything on the internet.
5. You can send e-mail messages to your friends.
6. You can play games on internet.

  B 1. Internet   2. topics   3. time
      4. information 5. e-mail

  C 1. (d)   2. (e)   3. (a)   4. (b)
      5. (c)

  D Following are the advantages of internet:
1. It saves time.
2. It gives a lot of info about various topics.

Activity

Do yourself.

Worksheet 1

  A Do yourself.

  B 1. Keyboard 2. CPU   3. Printer   4. Scanner
      5. Hardware

Worksheet 2

  A 1. Icons: Small button like structures that appear on the desktop are called icons. They represent a program or different features.
2. Desktop screen: It appears after switching ON the computer. It shows all the programs and documents.

  B Do yourself.

  C 1. Speed: It can work very fast.
2. Accuracy: It always gives the accurate result.
3. Versatality: It can perform different kinds of work at

the same time.

4. Diligence: It can work for hours without any break and creating error.

Worksheet 3

Do yourself.

Worksheet 4

A Do yourself.

B Do yourself.

C

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