






MY CRAYONS TIME

Colours catch the attention of children and make the learning interesting. Special activities are designed in this book, where a child has to use crayons to display his/her creative skills.





MY PLAY TIME



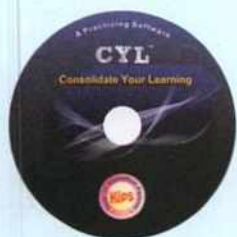
-  Crossword
-  Match the Following
-  Tick the Right Answer
-  Jumbled Words
-  Picture Pasting

MY LAB TIME



-  Hands on Tux Typing
-  Project Work

TEACHERS' RESOURCES



A Practising Software Consolidate Your Learning (CYL)



Interactive Classroom Learning (ICL)



Kips Question Paper Generator (QPG)

Incorporates NEP 2019 Guidelines



Life Skills and Values



Art Integration



Interdisciplinary

KNOW THE BASICS



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KNOW THE COMPUTER PARTS AND USES



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PRACTICE PAPERS



Worksheets: 1, 2, 3, and 4

1

COMPUTER - AN ELECTRONIC DEVICE

LEARNING IN THIS CHAPTER

- Introduction to computer



Hello, Children!
I know that all of you love to play games.
Where do you play games?



At Home

On Playstation



On which machine do you play games at home?

May I tell, Ma'am?

Yes, dear!

On TV and Mobile!





Where else can you play games at home?

Ma'am, on a computer!

Yes, you are right!
Have you seen computer in some other places?

Yes, Ma'am!



In my father's
office!

In
shopping malls



Very good children!
Now, I will teach you some new things about **COMPUTER**.





Fill in the picture with colours.

Use **CRAYONS** of your choice.



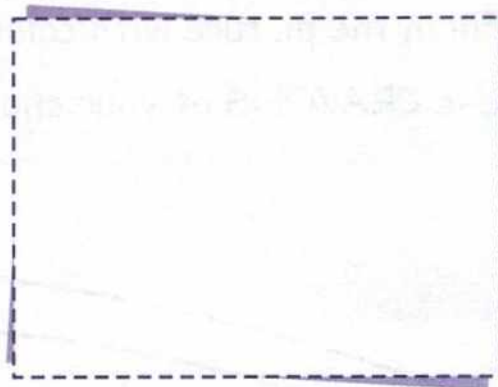
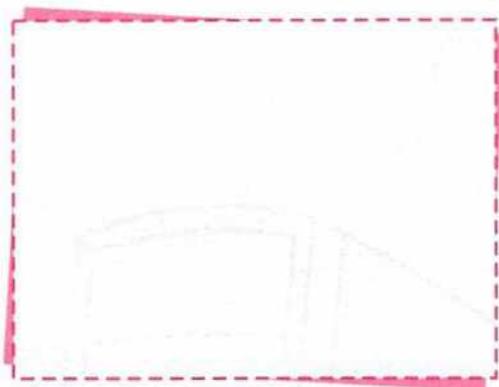
My Computer

My Name

Date

Teacher's Signature

A. Paste the pictures of different computers in the boxes given below.



B. Paste the pictures of any two places where you have seen computers.



For Teachers



- Take the students to the computer lab, and ask them general questions, such as—
 - What do they know about computers?
 - Where have they seen computers?
- Tell the students about correct posture while working on a computer, and guide them to tap the keys gently.



My Name

Date

Teacher's Signature

2

COMPUTER... A MACHINE

LEARNING IN THIS CHAPTER

- Different types of machines
- Computer as a smart machine

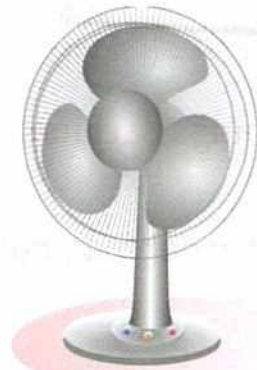
Students! Look at these pictures.



Calculator



Juicer



Fan

These are pictures of different types of **machines**.

- **Machines** are man-made things.
- They help us to do different types of work.
- All **machines** have some things in common.

Machines
work fast.



Machines
save
our time.

Machines
make our
work easy.



Machines
cannot work on
their own.

- Most **machines** run on electricity.



Washing Machine



Mixer



Refrigerator

- Some **machines** run on fuel.



Aeroplane



Car

- Some **machines** work with human power.



Rickshaw



Sewing Machine



Boat



In the same way—

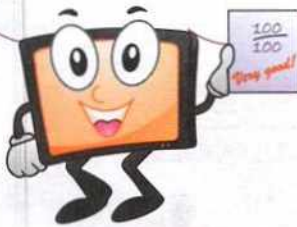
A computer is also a machine.

It runs on electricity.

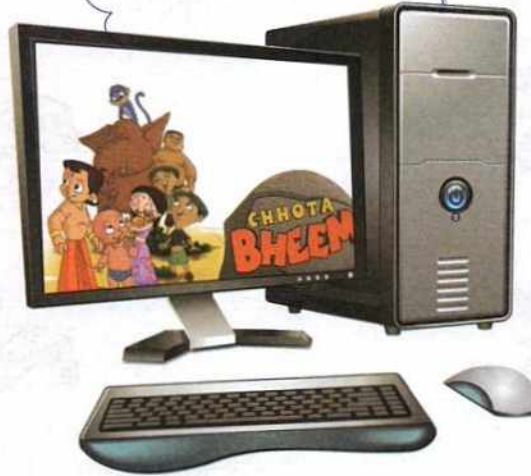
A computer can do many things.

Let us read about some of the things that it can do.

I never
make mistakes.



I am a
smart machine.



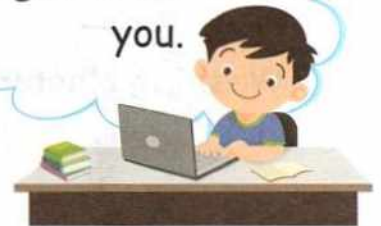
I work
very fast.



I never
get tired.



I work when
I get orders from
you.



I can store many
things, like words,
numbers,
and pictures in me.





SECTION - A

A. Fill in the blanks.

1. A computer is a

M c i

2. A computer saves our

i e

3. A computer works very

F s

4. A computer never gets













T r

Hints

- Time
- Fast
- Tired
- Machine

B. Jerry is a naughty mouse. He does not know the functions of different machines. Help Jerry to match the right machines with the right things.



MACHINES		THINGS
 Toaster		 Fruits
 Washing Machine		 CD
 Juicer		 Bread slice
 Music System		 Dirty clothes

C. Write **T** (True) or **F** (False).

1. A juicer is a machine.
2. A computer makes mistakes.
3. Machines do not save our time.
4. A washing machine runs on electricity.

SECTION - B

A. Tick the right answer.

1. Machines make our work
a. Easy b. Tough c. None of these
2. Which of the following machines works with human power?
a. Car b. Rickshaw c. Mixer
3. A runs on fuel.
a. Cycle b. Computer c. Car
4. A computer runs on
a. Fuel b. Human power c. Electricity

B. Answer in one word.

1. Name any machine that you see in a kitchen.
2. Name a machine that works on human power.
3. Name a machine that runs on fuel.
4. Name a machine that can do many things.

Hints

- Car
- Mixer
- Sewing machine
- Computer



For Teachers



- To make the students understand the concept of machines, show them some machines in the school, such as fan, water cooler, generator, computer, TV, music system, etc.
- Show the different parts of a computer to the students.
- Help them to open WordPad.

For Students



Caps Lock

- Look at the picture of a **keyboard** and find the **Caps Lock** key painted in Green.
- Now, press the Caps Lock key once.
Type your name:
- What did you notice? All the letters are typed in CAPITALS.
- Type your Computer teacher's name:
- Let us have some fun with alphabet keys. Type some three letter words. For example: CAT, BAT, POT, and PET.

Teachers please note: Applaud the student who types the maximum number of words.



A. Circle the names of the machines used at your homes in the given word grids. The first one has been done for you.

Find Me!

 CAKJPCOOLERL	 XFTITLAMPONM
 IRONTPAMYVNB	 KBNMTOASTERX
 RTITELEPHONE	 IOPUTPCLOCKB

B. Write **E** in the circles next to the machines that run on Electricity and write **F** next to the machines that run on Fuel.

My Name

Date

Teacher's Signature



Name the objects with the help of the pictures given below. Now, pick the first letter of each word and write it in the blanks given at the end of the activity.



Hello! Do you know me?

I am a



My Name

Date

Teacher's Signature

3

USES OF A COMPUTER

LEARNING IN THIS CHAPTER

- What can we do on a computer ?
- Different places where computers are used

A computer is a wonderful and useful machine.
It helps to do many things.



To draw and colour
pictures



To play games, like shooting,
car racing, etc.



To store information



To type letters



To book tickets online



To study different subjects



To solve sums very fast



To listen to music



To watch movies and cartoons, like Spiderman, Tom and Jerry



To send and receive messages quickly anywhere in the world

Let us see the places where computers are used.

At homes



To study and play games

In shops and malls



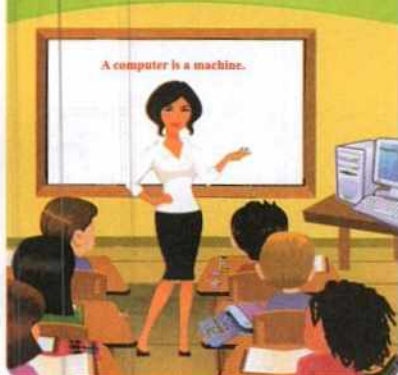
To make bills

At railway stations



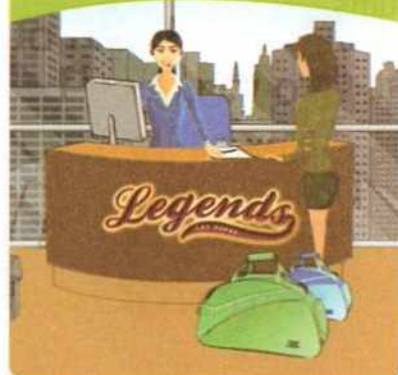
For booking tickets

In schools



For teaching and learning

In hotels and resorts



To record details of guests

In offices



To do office work

In banks



To deposit and withdraw money

In restaurants



To make bills of food items

At airports



For booking tickets and getting flight details



SECTION - A

A. Fill in the blanks.

1. A computer is a wonderful
2. You can information in a computer.
3. You can pictures on a computer.
4. You can listen to on a computer.

Hints

- Store
- Draw
- Music
- Machine

B. Write T (True) or F (False).

1. A computer cannot solve sums.
2. You cannot play games on a computer.
3. You can watch movies on a computer.
4. You can type letters on a computer.

SECTION - B

A. Tick the right answer.

1. A computer is used to send and receive
a. Games b. Messages c. Sums
2. A computer is used to make in shops and malls.
a. Music b. Letters c. Bills

B. Answer in one word.


1. Name a place where computers are used.
2. What can you do on a computer?
3. Name a cartoon movie that you have seen on a computer.
4. Name a game that you have played on a computer.

A. Look at these pictures. Tick (✓) the activities in which computers are used and cross (X) in which computers are not used.











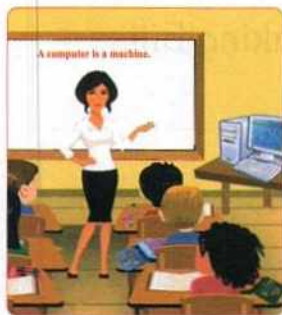
B. Match the uses of computers with correct pictures.



Teaching and learning



Making bills



Withdrawing money



Booking tickets

My Name

Date

Teacher's Signature



Find and circle the names of places where computers are used. Use the given hints to fill in the blanks.

• OFFICE •

• AIRPORT •

• SHOPS •

• HOME •

• SCHOOL •

• BANK •

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



1. My father has a computer in his
2. I use computer in my computer lab.
3. Computers are used in for making bills.
4. Computers are used for booking tickets at the
5. My parents go to the to deposit money.
6. I play games on a computer at


My Name


Date

Teacher's Signature



FUN TIME

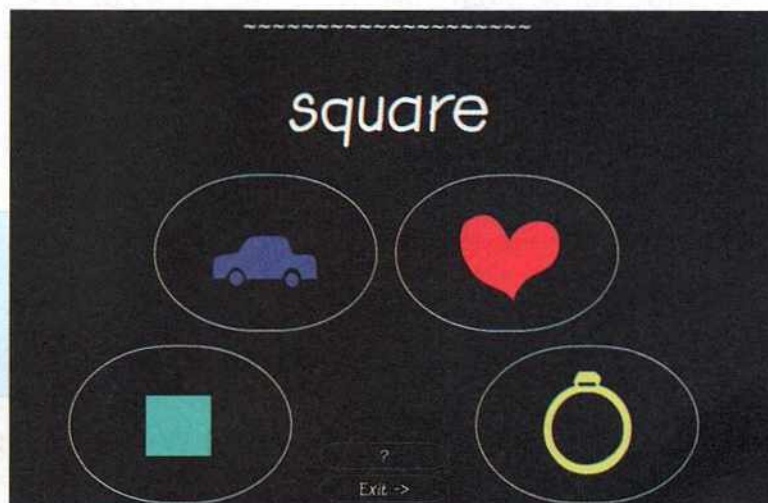
A. Take the help of your teacher to open the **Sebran's ABC**  gaming software.

- Select the activity – **Pick a Picture** .

- Now, let us play.

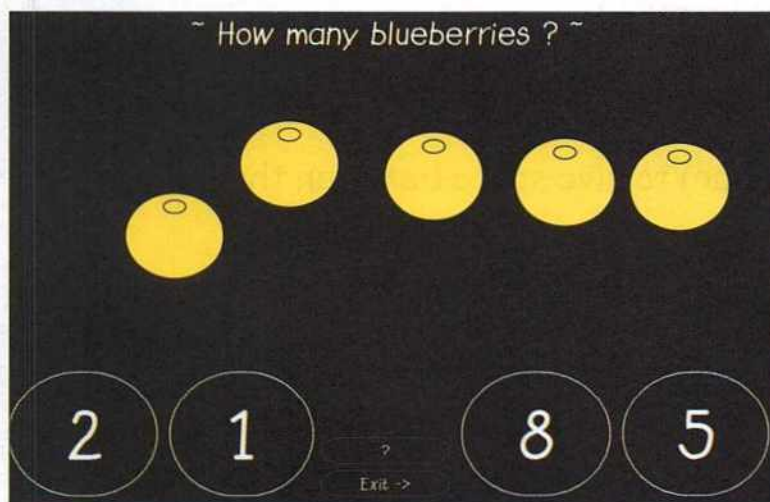
Pick the right picture from the given options to match the word given above them.

- Click on **Exit** to come back to the main menu.



B. Open **Sebran's ABC**  gaming software.

- Select the activity – **How Many?** .



Count the number of items displayed on the screen and click on the right option from the given clues.



For Teachers



- Show the students how to draw pictures on a computer.
- Play some music on the computer for the students.
- Play a CD of rhymes or any other CD with animations for the students.



For Students

- Open WordPad with the help of your teacher:
Click on **Start** > scroll down to **Windows Accessories** > **WordPad**.

- Type your name. For example: **aaryan**.
- Press Caps Lock and type the name again. For example: **AARYAN**
- Now, type the your name as shown here: **Aaryan**

(Press the Caps Lock key once and type A. Press the Caps Lock key again and type the rest of the letters.)



- Type your full name. For example: **AaryanNanda**
- Press the longest key (Spacebar) to give space between the words - Aaryan and Nanda.
- Now, type your full name in a sentence.

For example: **My name is Aaryan Nanda.**



4

PARTS OF A COMPUTER

LEARNING IN THIS CHAPTER

- Parts of a computer
- CPU
- Mouse
- Monitor
- Keyboard
- Printer

As we have different parts of our body, so does a computer.

All these parts work together in a computer.

Parts of a Computer



MONITOR

- A monitor looks like a television.
- We can see movies and cartoons on it.
- It shows us the work done by you on a computer.



Monitor



CPU

CENTRAL PROCESSING UNIT (CPU)

- A CPU is the brain of a computer.
- It looks like a box.
- It helps a computer to think and work according to the given orders.

KEYBOARD

This is a keyboard.

You must have seen a **mobile**, a **casio**, or a **calculator**.



Keyboard



Mobile



Casio



Calculator

Can you see anything common in these pictures?

Yes! All of them have a keypad with many keys. Each key has a different function. In the same way, a computer too has a keyboard with many keys.

These keys are used to type letters, words, numbers, and special characters.

MOUSE

This is a computer mouse.

- It looks like a real mouse.
- It has two buttons.
- It helps us to:

- draw pictures.
- point and select things on the monitor.
- play games.



Mouse



Printer

PRINTER

A printer is used to take a printout on paper.



A. Colour the alphabet keys that spell your Principal's name with **Sky Blue** colour.

My Principal's name is



B. Colour the alphabet keys that spell your Computer teacher's name with **Yellow** colour.

My Computer teacher's name is



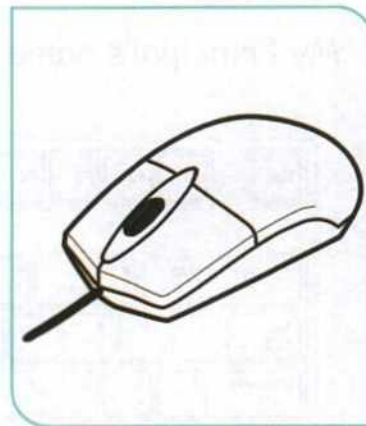
My Name

Date

Teacher's Signature



A. Colour the pictures of different parts of a computer given below and name them.



B. Complete the crossword with the help of the pictures given below.

My Name

Date

Teacher's Signature



SECTION - A

A. Fill in the blanks.

- is the brain of a computer.
- We can type letters or numbers using the
- is used to take a printout on paper.

Hints

- Keyboard
- CPU
- Printer

B. Write **T** (True) or **F** (False).

- A monitor shows all the work done on a computer.
- You can watch stories on the CPU.
- A keyboard is used to draw pictures.

C. Rearrange the jumbled letters to get the name of a computer part.

- **M S E O U**
- **R O T I O N M**
- **D R A O B Y E K**

SECTION - B

A. Tick the right answer.

- A is used to point at things on the monitor.
a. CPU b. Mouse c. Printer
- A monitor looks like a
a. Television b. CPU c. Mouse
- A is used to take a printout on a paper.
a. Monitor b. Mouse c. Printer

B. Answer in one word.

- What is used to type letters, numbers or words?.....
- Which part of a computer helps us to play games?.....



For Teachers



- Play some educational CDs, like the 'Panchtantra Stories' for the students and discuss the morals of the stories with them.
- Ask the students to narrate the stories.
- Ask the students to enact while narrating the story.

For Students



- Open WordPad by clicking on the **Start** > scroll down to **Windows Accessories** > **WordPad**.
- Type the sentences given below. Press the **Spacebar** key to give space. Press the **Enter** key to go to the next line.

I am in class 1.

I study in school.

..... is my best friend.

I like to read story books.

I play cricket every day.

5

THE KEYBOARD

LEARNING IN THIS CHAPTER

- Types of keys
- Alphabet keys
- Number keys
- Special keys

We use a pencil or pen to write in our notebook. Likewise, we need a keyboard to type characters, words or sentences on a computer.

There are three types of keys on a keyboard.

1. Alphabet keys

2. Number keys

3. Special keys

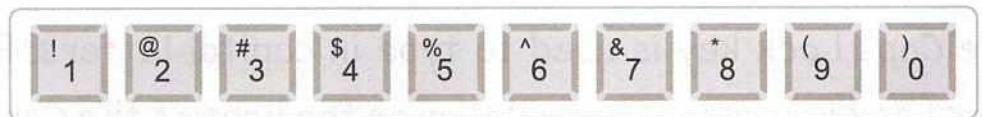
ALPHABET KEYS

The alphabet keys are used to type letters, words, and sentences. They are 26 in number.



NUMBER KEYS

The number keys are used to type numbers. They are marked from 0 to 9.



SPECIAL KEYS

Let us learn about some special keys, which are commonly used.

Spacebar Key

Look at the longest key on the keyboard! This is a Spacebar key. It is used to add blank spaces between letters, words, or numbers.





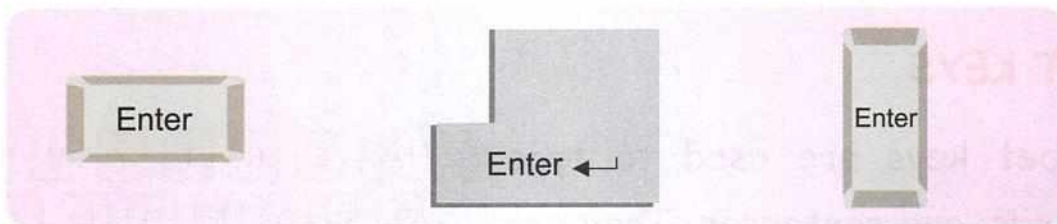
Type the name given on the left.
See how it looks without a space.



Now, press the **Spacebar** after Ria and see the result.

Enter Key

The Enter key is used to move the cursor to the next line. A keyboard has two Enter keys. It comes in different shapes.



Backspace Key

The Backspace key works like an eraser. By pressing this key, you can erase the letters one by one, on the left of the cursor.



Caps Lock Key

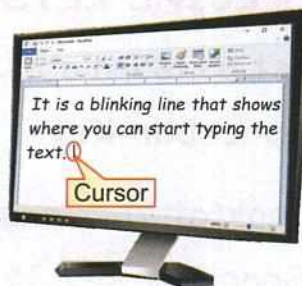
The Caps Lock key is used to type in capital letters. Press the Caps Lock key once. This will turn on the light of the Caps Lock on the keyboard. Type the text. It will appear in capital letters.



For example: **MY NAME IS RIA BHATIA.**

CURSOR

It is a blinking line that shows where you can start typing the text.



A. Colour the keys as given below.

1. Alphabet keys - Orange colour

2. Number keys - Green colour

3. Special keys - Blue colour

B. Circle the alphabet keys that spell your name and the number key that tells your age.



Observation

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

2. How many number keys are there on a keyboard ?

C. Use coloured pencils and mark the types of keys that you find in the grid. One has been done for you.

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

ENTER

ALPHABET

NUMBER

~~SPECIAL~~

CAPS LOCK



SPACEBAR

My Name

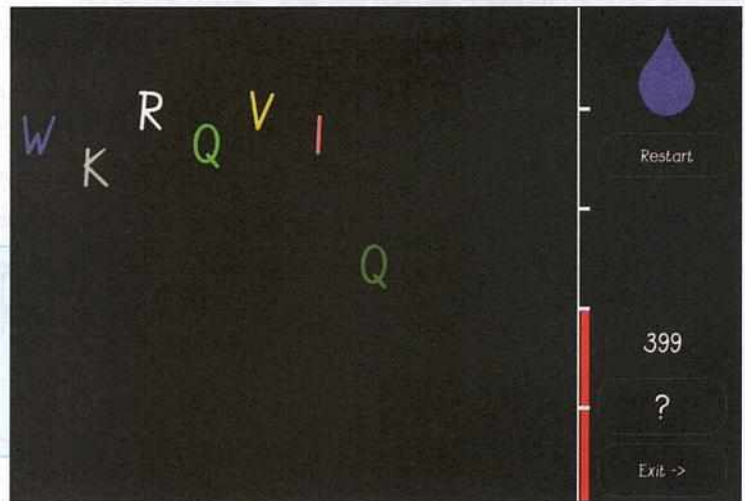
Date

Teacher's Signature

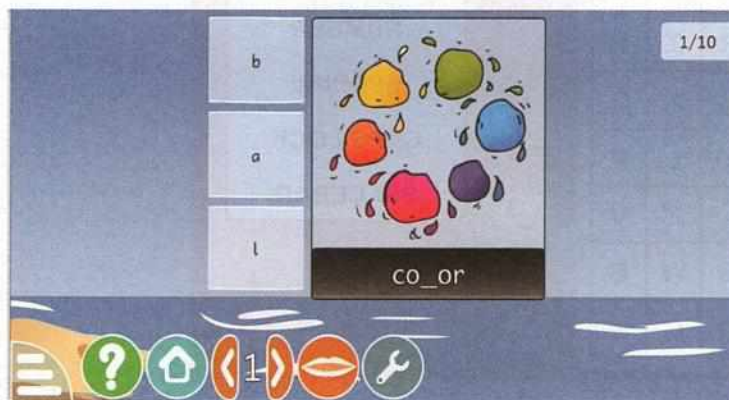
FUN TIME

- A. Take the help of your teacher to open the **Sebran's ABC**  educational gaming software.
- Select the activity - **Letter Rain** .
 - Now, let us play.

Type the falling letters before they reach the ground.



- B. Open **GCompris** > Select **Go to the Reading activities**  > Click on the **Missing Letter**  game.



Fill in the missing letter to complete the word.



SECTION - A

A. Fill in the blanks.

1. There are types of keys on a keyboard.
2. The keys are used to type letters, words, and sentences.
3. The key is used to move the cursor to the next line.
4. The key is used to add blank spaces between words.

Hints

- Spacebar
- Alphabet
- Three
- Enter

B. Match the following.

A	B
Number keys	Spacebar
Alphabet keys	Backspace
Longest key	10
	26

SECTION - B

A. Tick the right answer.

1. The key erases the text on the left side of the cursor.

a. Enter <input type="checkbox"/>	b. Spacebar <input type="checkbox"/>	c. Backspace <input type="checkbox"/>
-----------------------------------	--------------------------------------	---------------------------------------
2. A keyboard has Enter keys.

a. One <input type="checkbox"/>	b. Two <input type="checkbox"/>	c. Four <input type="checkbox"/>
---------------------------------	---------------------------------	----------------------------------

B. Guess! Who am I?

1. I make the letters appear in capitals.
2. I am the longest key on the keyboard.
3. I work like an eraser.





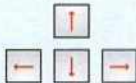
A. Use the Caps Lock, Spacebar, Enter, and Backspace keys in the given text.

- Open WordPad by clicking on :
Start > scroll down to Windows Accessories > WordPad.
- Use the Caps Lock, Spacebar, Enter and Backspace keys as needed.

Type:

1. My Father's Name :
2. Address :
.....
3. City :
4. Telephone Number :

INSTRUCTIONS

- Press the Spacebar key to leave spaces between words.
- Press the Enter key to type a sentence in a new line.
- Find the Arrow keys  on the keyboard and press them to move the cursor up, down, left or right.
- Use the Backspace key to erase the Telephone Number. Now, type another number.

B. Read the given clues and form words using the first and second row of the alphabet keys.

1. A fruit that keeps the doctor away
2. Our National Animal
3. Our National Flower

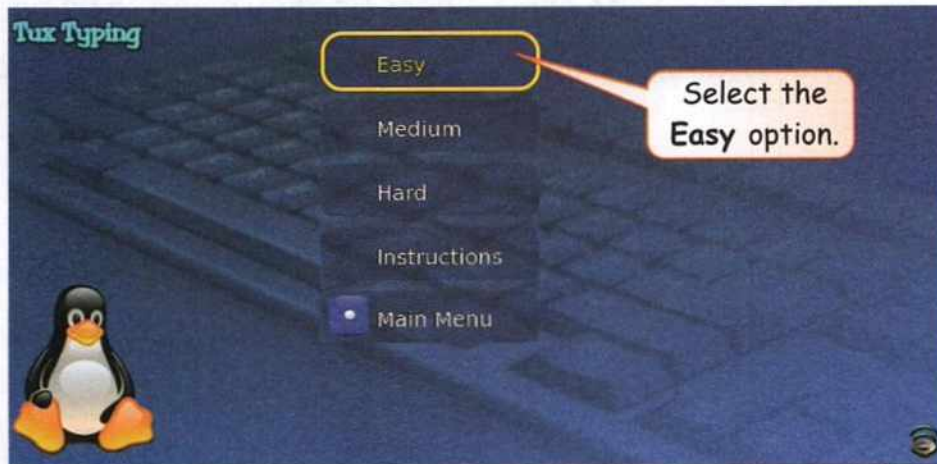
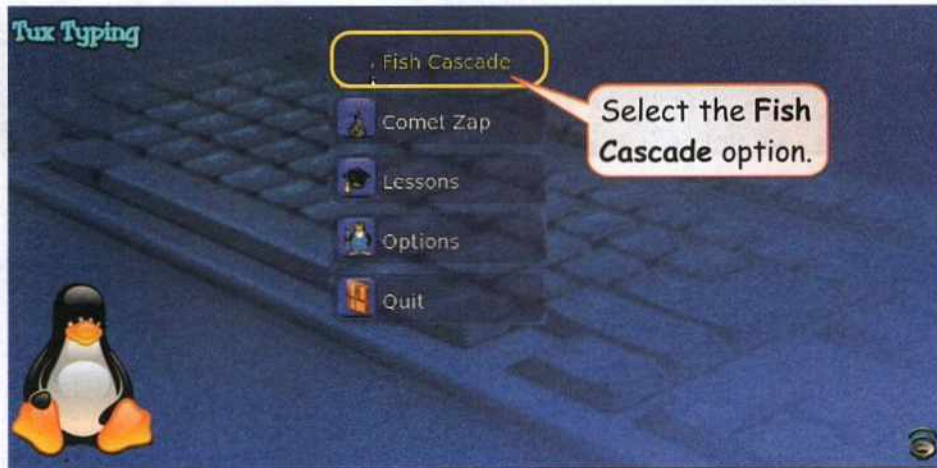
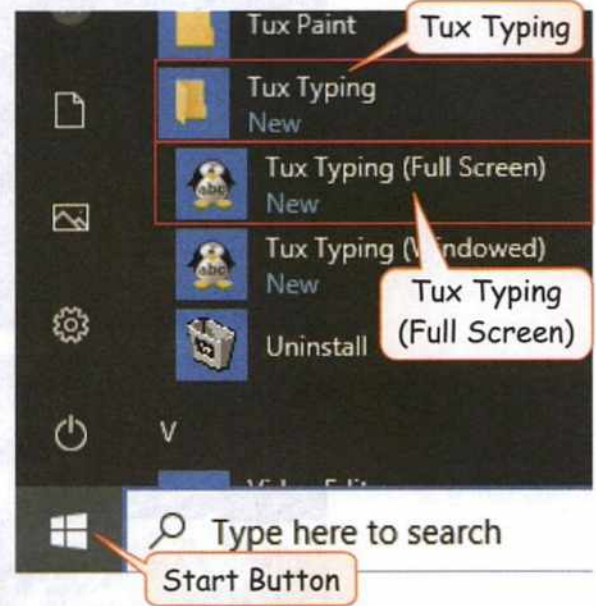
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

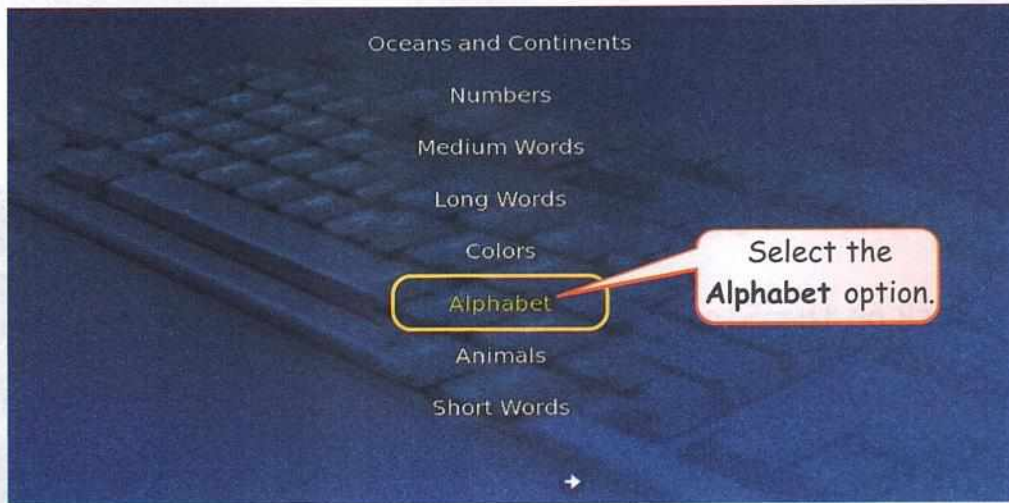


Tux Typing

HOW TO START "TUX TYPING"?

- Double-click on the **Start** > scroll down to **Tux Typing** > **Tux Typing (Full Screen)**.
- Follow the instructions as given on the screen.
- You will get the following window:





- Now, start playing by pressing the letter that appears on the fish. Help the penguin to eat fish and in this way you get the points.

NOTE

- Press **Esc** key to pause the game. Press **Esc** key again to go back to the menu.
- Select the **Main Menu** option and then choose **Quit** option to close the game.



A. Fill in the blanks.

1. A looks like a television.
2. We can listen to on a computer.
3. A printer is used to take a on a paper.
4. There are alphabet keys on a keyboard.
5. A sewing machine runs on

Hints

- Human power
- Printout
- 26
- Monitor
- Music

B. Write **T** (True) or **F** (False).

1. A computer is a man-made machine.
2. A computer cannot be used to send messages.
3. You can watch movies on the CPU.
4. A keyboard is used to type letters, numbers, and words.
5. The Spacebar key is used to add blank lines.

C. Name the following machines.

D. Fill in the blanks by choosing two letters from the word **COMPUTER** and make new words.

B _ T _ L E

N _ W S P A _ E R

M _ B I L _

S H A _ P E N _ R

P _ N _ I L

A. Choose the right answer.

- Which of the following work cannot be done on a computer?
 - Play games
 - Cook food
 - Draw pictures
- Which part of a computer helps it to think and work according to the given orders?
 - Monitor
 - CPU
 - Mouse
- Which type of a machine is a computer?
 - Electronic
 - Man-made
 - Both a and b
- Which key is the longest key on the keyboard?
 - Enter
 - Caps Lock
 - Spacebar
- Which of the following machines runs on electricity?
 - Aeroplane
 - Mixer
 - Sewing machine

B. Answer in one word.

- Name the machine that is used for washing clothes.
- Which part of a computer shows the output?
- Name a machine that runs on human power.
- Which key brings the cursor to the next line?
- Which key is used to type in capital letters?

C. Answer the following questions.

- How do machines help us?
.....
- What can we do on a computer?
.....
- Name any two places where computers are used.
.....
- Name the three types of keys on a keyboard.
.....
- How many buttons are there on a computer mouse?
.....

6

USING A MOUSE

LEARNING IN THIS CHAPTER

- Computer mouse
- How to hold a mouse?
- Uses of a mouse
- Using the mouse buttons

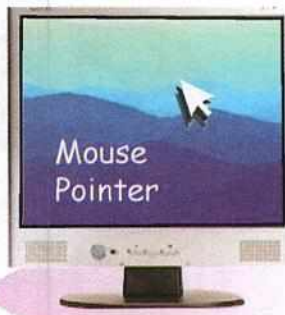
Students! All of you must have seen a mouse in or around your house. Let us talk about it.



- A mouse is small in size.
- It has a tail.
- It runs very fast.

Now, let us talk about the computer mouse.

- It is small.
 - It looks like a real mouse.
 - It has two buttons on it.
 - It has a wire like a tail, which is fixed to the CPU.
- Nowadays, we also use a wireless mouse.



A mouse helps us to:

- draw pictures.
- point and select any item on the monitor.
- play games.

When we move the mouse, we see a small arrow moving on the monitor. This arrow is called the **mouse pointer**.

HOW TO HOLD AND MOVE A MOUSE?

Look at the picture:



- Place your index finger on the left mouse button.
- Place the middle finger on the right mouse button.
- Hold the mouse with the rest of the fingers and thumb. Rest your palm on the mouse.
- Now, move the mouse on the mouse pad. Watch the movement of the pointer on the screen as you move the mouse.

USING THE MOUSE BUTTONS



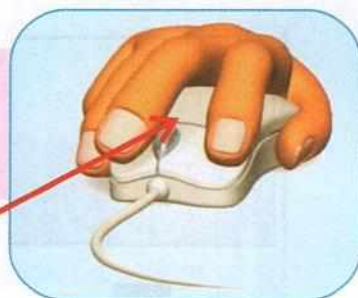
All of us have seen a camera.

What would you say to your parents if you want to take their photograph?

'Let me click your photograph!'

The mouse also has the same function - **CLICKING**.

Pressing the mouse button once is called **clicking**. This selects an item.



(Press once)
Click!

(Double-click)
Click-Click!



Double-click means pressing the left mouse button twice quickly. This makes two click sounds and opens an item.

Right-Click: Pressing and releasing the right mouse button once will show a list of commands on the monitor.



Right-click

Let us try.

- 1 Place your mouse pointer on **This PC** icon.
- 2 Now, right-click on it. A list of options will appear.
- 3 Press once on the blank area of the desktop.
- 4 Again double-click on **This PC** icon to open it.

Drag and Drop: This action is used to move an item from one place to another on the monitor with the help of a mouse.

Let us try.

- 1 Place the pointer over an item on the screen.
- 2 Press and hold down the left mouse button.
- 3 Now, move the pointer to the place where you want to place the item.
- 4 Release the button and you will see that the item has moved to a new place.



Dragging





SECTION - A

A. Fill in the blanks.

1. A mouse is in size.
2. A mouse has a that is fixed to the CPU.
3. Pressing the mouse button once is called
4. Drag and drop is used to an object from one place to another on the monitor.

Hints

- Clicking
- Small
- Move
- Wire

B. Write T (True) or F (False).

1. A mouse helps to select any item on the monitor.
2. A mouse has three or four buttons.
3. Right clicking on the desktop displays a list of commands on a monitor.
4. The small arrow that we see on a monitor is called stick.
5. The pointer always moves towards the right side of the screen.

SECTION - B

A. Tick the right answer.

1. What do we call the small arrow moving on the monitor?
 a. Mouse pointer b. Tail c. Stick
2. opens an item.
 a. Single-click b. Double-click c. Scroll

B. Answer in one word.

1. Which finger must be placed on the left mouse button?

2. Where do we fix the wire of a mouse?



A. Circle the parts of a mouse and its functions using the help box.

Mouse - Parts and Functions

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

~~PLAY GAME~~
 POINTER
 CLICK
 SELECT
 FAST
 DRAW
 TAIL
 SMALL

B. WHO AM I?



- I am used to point at items shown on the monitor.
- I show photos, games, and movies on my screen.
- I help you to type on a computer.
- I can help you take printout on paper.
- I am the brain of a computer.

My Name

Date

Teacher's Signature



For Students

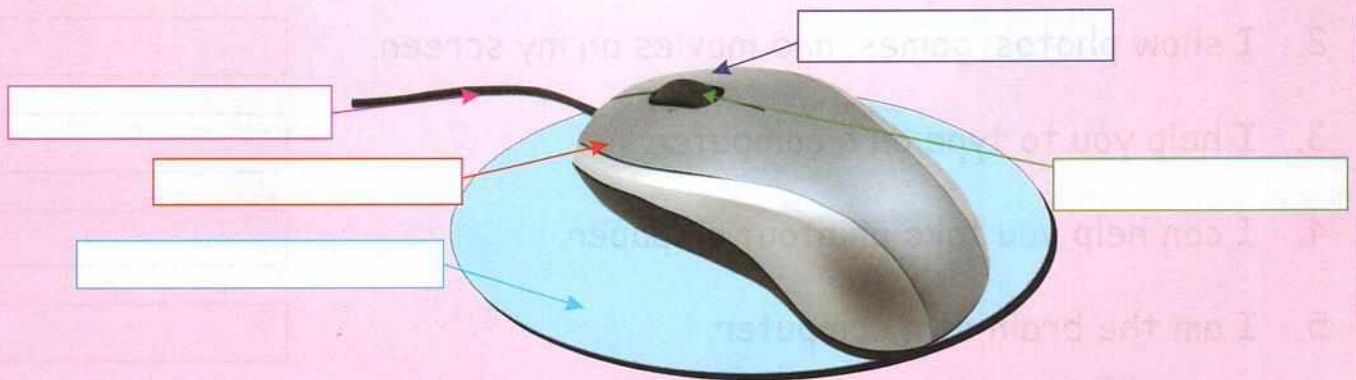
A. Let us use the mouse.

- Click on the **Start** > scroll down to **Windows Accessories** > **WordPad**.
- The WordPad window will open on the screen.
- Click on the **Close** button . The WordPad window will be closed.
- Move the pointer on the **This PC** icon and double-click it. The **This PC** window will open. Now, close the window.

B. Dragging an item.

- Point to the **This PC** icon and click on it.
- The **This PC** icon will be selected.
- Press and hold down the mouse button and drag the icon to the right.
- Release the mouse button.
- You will find that the **This PC** icon has moved to the right.

C. Label the parts of a computer mouse.



7

DATA AND MEMORY

LEARNING IN THIS CHAPTER

• Data

• Memory

A computer does not work on its own. You need to work on it by entering letters, numbers, or symbols.



13

Let us understand this with a simple activity. Complete the following sentences:

- My name is
- I am years-old.
- I study in School.
- My mother's name is
- My father's name is
- My house address is
- I have brother(s) and sister(s).



Whatever you have written in letters, words, and numbers is called **data**.

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

.....
My Name

.....
Date

.....
Teacher's Signature

MEMORY

How do you remember things? You store everything in your memory.

In the same way, a computer remembers and stores a lot of data in its memory. It never forgets the data stored in it.

Can you remember as much as a computer? Let us find out with a simple activity.



14

A. Read the numbers as given in the box below. Now, hide the box with your left hand or a piece of paper. Try to recall and write the numbers in the given space.

22	12	15	62
75	46	58	72
85	99	36	47
7	92	65	83

How many numbers did you write?

If you store these numbers in a computer, it will show you the same numbers whenever you need them.

B. Now, let us try the same activity with some common words.

Box	Candle	Cake
Games	Rat	Pencil
Stars	Flower	Song

My Name

Date

Teacher's Signature



SECTION - A

A. Fill in the missing letters using the given hints.

N		M			R		
		M					
	W			D			
K		Y			A		D

Hints

- Data
- Word
- Keyboard
- Number
- Memory

B. Write **T** (True) or **F** (False).

1. Data cannot be pictures.
2. A computer can remember the data stored in it.
3. A computer works on its own.
4. A computer stores data in its memory.

SECTION - B

A. Answer in one word.

1. What do we call the words and numbers that we enter into a computer?

.....


2. Where does a computer store its data?

.....



For Teachers

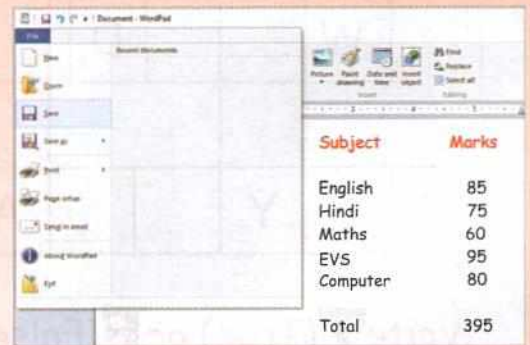


- Help the students to open and close WordPad. Then, ask them to open WordPad on their own.
- Demonstrate to them how to save their work using the **Save** button .

For Students






- Open WordPad by clicking on the **Start** > scroll down to **Windows Accessories** > **WordPad**.
- Enter the marks of each subject on your own.



Subject	Marks
English	85
Hindi	75
Maths	60
EVS	95
Computer	80
Total	395

INSTRUCTIONS

- Add the marks by clicking on the **Start** > scroll down to **Calculator**. Write the total in the WordPad File.
- Save your work by selecting the **Save** button  or click on the **Save** option in the **File** menu.
- A box will appear in the **File** menu. Type any name in the **File name** box.
- Click on the **Save** button.
- Close the file by clicking on the **Close** button .
- Select the **File** menu and choose the **Open** option. Type the file name that you want to open.
- You will find the same data that you had saved in the computer.

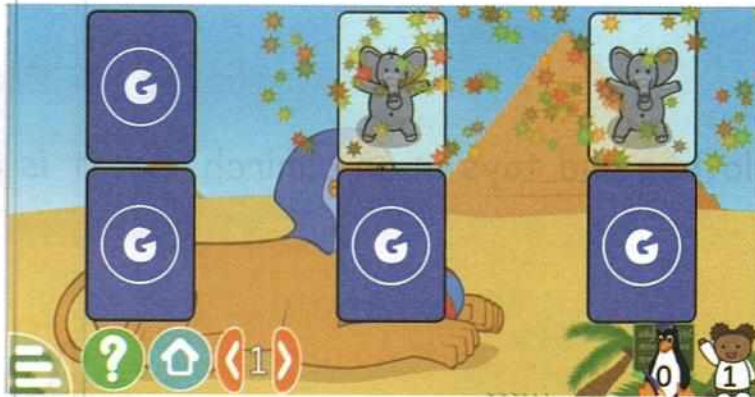


STANDARD			
0			
MC	MR	M+	M-
MS	M*		
%	√	x ²	1/x
CE	C	⌫	÷
7	8	9	×
4	5	6	-
1	2	3	+
±	0	.	=



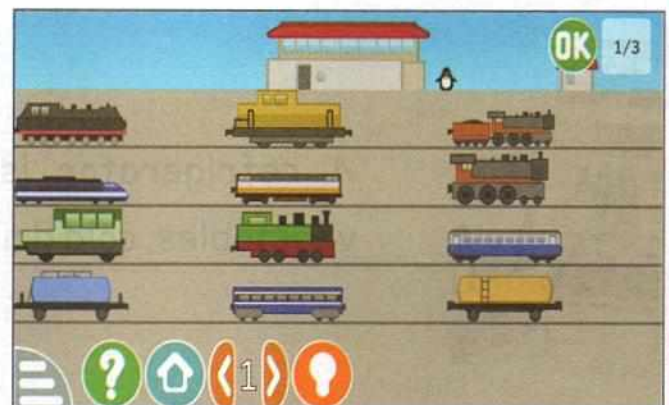
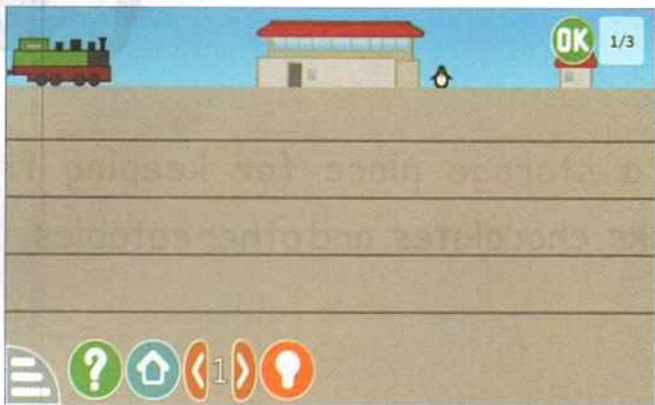
FUN TIME

- A. Click on the **GCompris** educational software.
- Click on the **Search Specific Activities** button – Select **Memory Game with Images**, against Tux



Turn the cards over to find the matching pairs.

- B. Click on the **Search Specific Activities** button – Select **Railroad Activity**



- This is a memory game based on trains.
- The train on the track will move.
- Now, recall the train and select the right parts of the train.
- Pick the parts and place them on the track.
- Click on the Ok button.

8

STORAGE IN A COMPUTER

LEARNING IN THIS CHAPTER

- The concept of storage
- Data storage on a computer

Students! Look at the given pictures. These objects are used to store things. They are called **storage** places.



You keep your clothes and toys in an almirah. So, it is a **storage** place.

Everyday you carry your school bag. Your school bag is a **storage** place for keeping your books and notebooks.



A refrigerator is a **storage** place for keeping fruits, vegetables, cold drinks, chocolates, and other eatables.

Similarly, you can store the data of a computer in **CDs** or **Pen Drives**. You can store games, letters, stories, drawings, songs, etc., in them. You can use the stored data whenever you need it.



CD



Pen Drive

A. Paste the pictures of a Pen Drive and CD in the space given below.



B. Solve the riddle and rearrange the jumbled letters. Now, match the words with the correct pictures.

You keep your food
in me for school.



It has a neck, but no
head, but still it
wears a cap.

H N C U L O B X



T B T O L E

I store all data and
information and work according
to given orders.



I am a rectangular box.
In me you keep pencils,
rubber, scale, and colours.

P U C



C P E L N I O B X

It is a storage place used
to keep food items
and cold drinks.



I begin with the letter T
and end with the letter T.
Mostly, I am full of T.

F R E I G E R A T O R R



T A E T P O




My Name

Teacher's Signature



SECTION - A

A. Match the pictures with their correct storage place.

	<input type="text" value="Refrigerator"/>	
	<input type="text" value="Almirah"/>	
	<input type="text" value="School Bag"/>	
	<input type="text" value="Computer"/>	

B. Write **T** (True) or **F** (False).

- Storage places are used to store things.
- A computer can store only sound in a CD.
- A refrigerator is used to keep your books and notebooks.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

SECTION - B

A. Answer in one word.

- Which storage place is used for keeping your books and notebooks?
.....
- Where do you store your clothes and toys?
.....
- Where do you keep fruits, vegetables, and cold drinks in your house?
.....



For Teachers



- Show the students how to hold a CD and put it in the CD drive.
- Play a CD for the students, which has lessons and activities related to English or Maths.

For Students



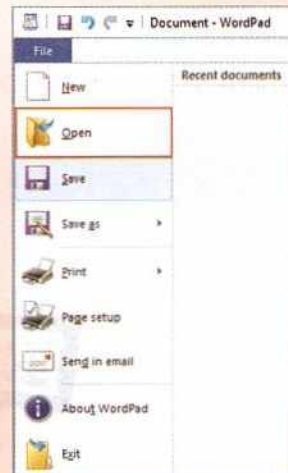
- Open WordPad by clicking on **Start** > scroll down to **Windows Accessories** > **WordPad**.
- Type information about your family.

MY FAMILY CHART

- My father's name is
- He is a (serviceman/businessman)
- My mother's name is
- She is a (homemaker/working woman)
- I have brother(s) and sisters(s).
- I love my family.

INSTRUCTIONS

- Save your work by clicking on the **File** > **Save** option.
- A box will appear. Type any name in the 'File name' box.
- Click on the **Save** button.
- Close the file by clicking on the **Close** button **X**.
- Select the **File** menu > **Open** option. Type the name of the file that you want to open.
- You will find the same data that you had saved in the computer.



A. Fill in the blanks.

1. A computer mouse is also used to games.
2. A computer stores data in its
3. can be numbers, words, pictures, or sound.
4. A is a storage place to keep fruits and vegetables.

Hints

- Data
- Refrigerator
- Play
- Memory

B. Write **T** (True) or **F** (False).

1. A mouse has a wire fixed to the CPU.
2. A computer does not work on its own.
3. Clicking is a common function for both mouse and camera.
4. You cannot store the data of a computer in CDs or Pen Drives.
5. We cannot use the data stored in a CD.

C. Name the following tools.

1. 
2. 
3. 
4. 

D. Fill in the crossword with the help of pictures given below.



A. Choose the right answer.

1. What does a computer need to work with?

a. Data

b. Instructions

c. Both a and b

2. Where do we store fruits, vegetables, and cold drinks?

a. Lunch box

b. Refrigerator

c. Almirah

3. What can you do with the help of a computer mouse?

a. Draw pictures

b. Play games

c. Both a and b

B. Answer in one word.

1. Pressing the mouse button once is called

2. Which term is used for pressing the left mouse button twice quickly?

3. Name the action that is used to move an item from one place to another.

4. Name the devices that store things.

5. What are the letters or numbers in a computer known as?

C. Answer the following questions.

1. What can we do with a computer mouse?

.....

2. Which mouse button when pressed shows a list of commands on the monitor?

.....

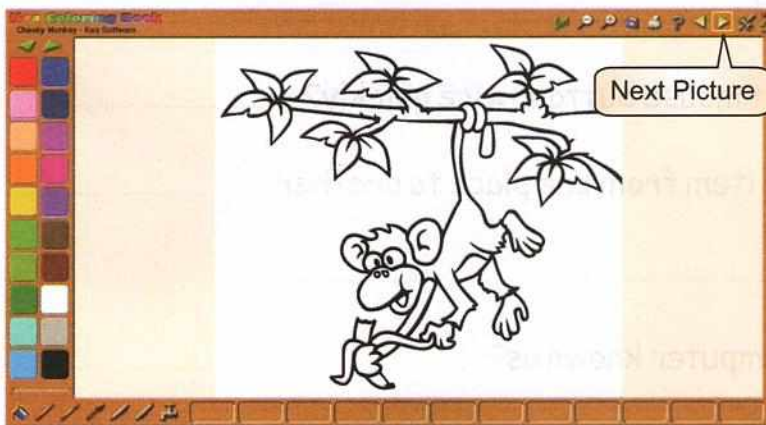
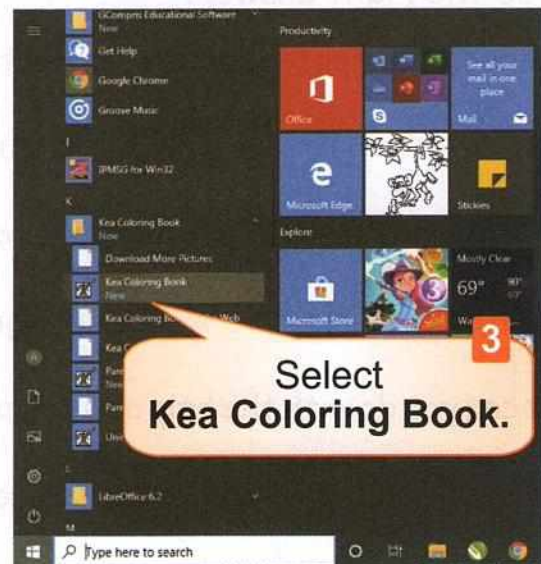
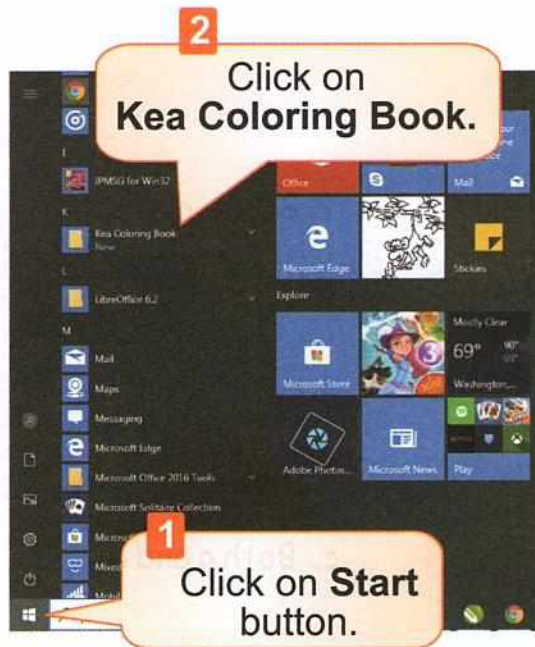
3. Where does a computer store its data?

.....

4. What can you store in a CD or Pen Drive?

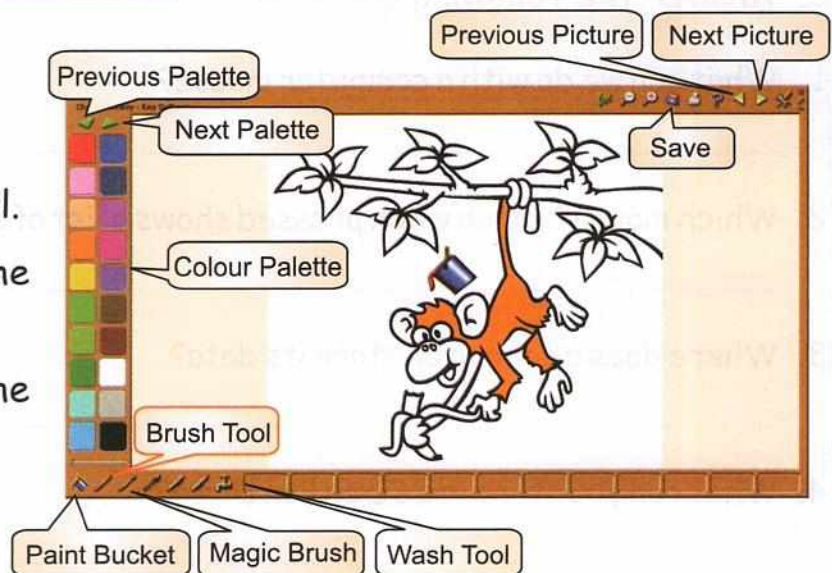
.....

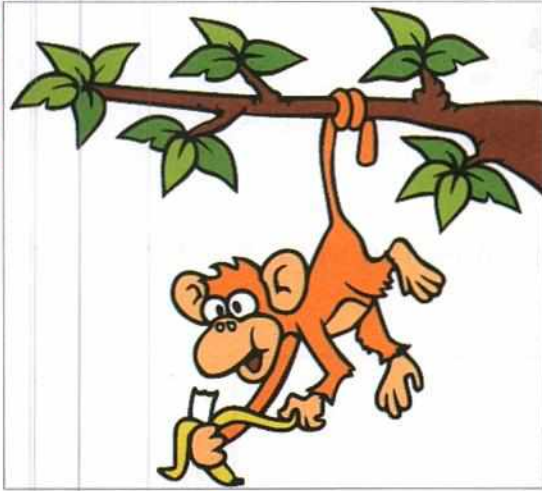
Kea Coloring Book



- The Kea Coloring Book will open.
- Click on the **Next Picture** button  on the top right corner to change the picture.

- Click on the **Paint Bucket**  tool.
- Select **Orange** colour from the colour palette.
- Move the mouse pointer on the monkey and click on it.





- Fill colours in the rest of the picture in the same way.
- Click on the **Save** button  to save your picture.
- To clear all the colours from the picture. Click on the **Wash** tool .

- Click on the **Next Picture** button .
- A new picture appears on the screen.

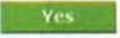
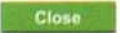


Are you sure you want to Quit?

Yes

No

- To close the Coloring Book, click on the **Cross** button .
- You will get a window as shown.

- Click on the **Yes** button .
- You will get another window.
- Click on the **Close** button .



Online Links



Visit the site: kids.aol.com/games/be_a_detective to have fun with mouse.

Download the software **Kea Coloring Book** to learn the art of using mouse skills.

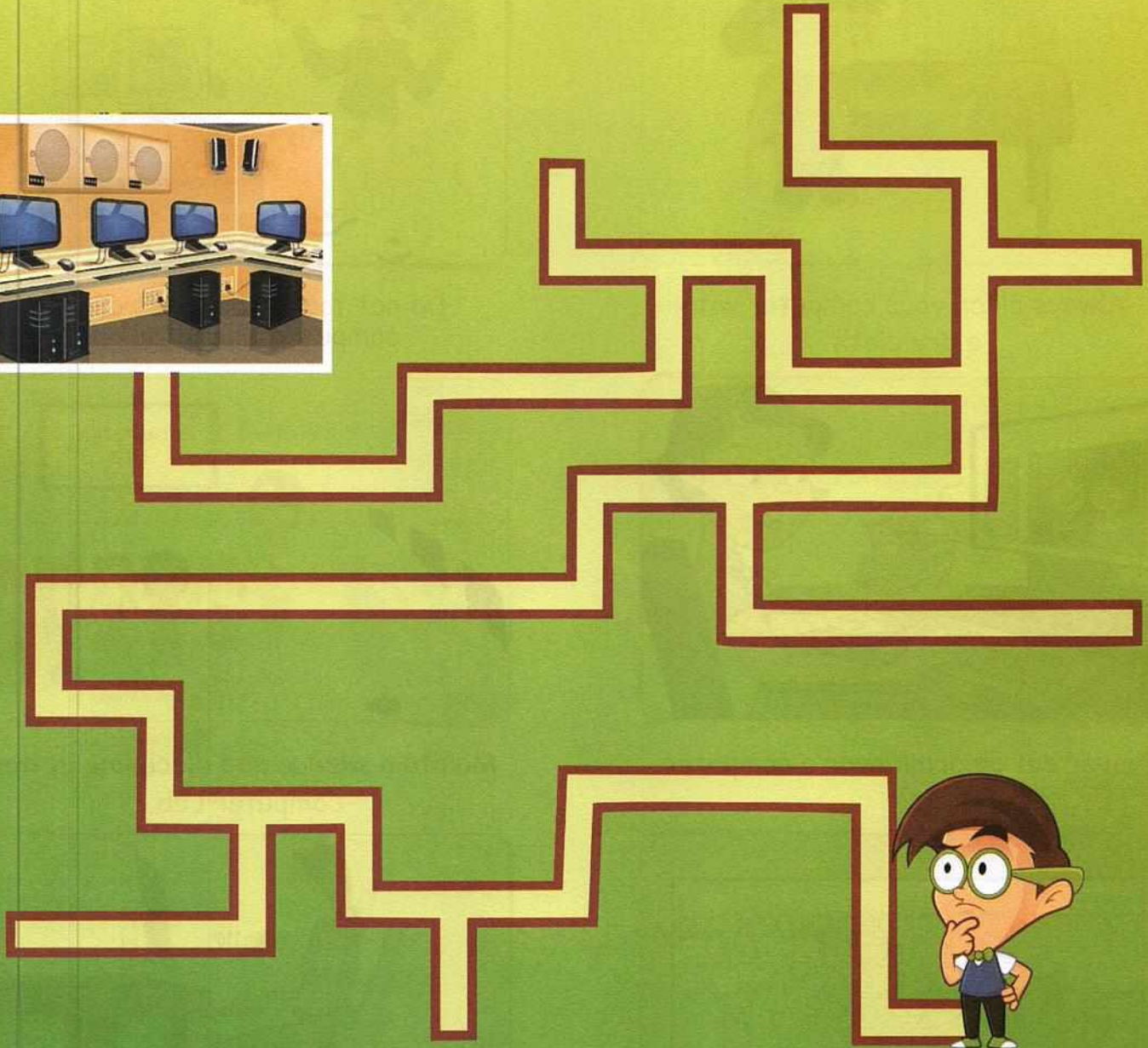
(<http://www.keasoftware.com/windows-software/kea-coloring-book-windows.html>)

PROJECT WORK

Observe Picture 1. Find out the five things that are missing in Picture 2. Write their names in the boxes given below the pictures.



Help the Student to reach his Computer Lab!





COMPUTER MANNERS



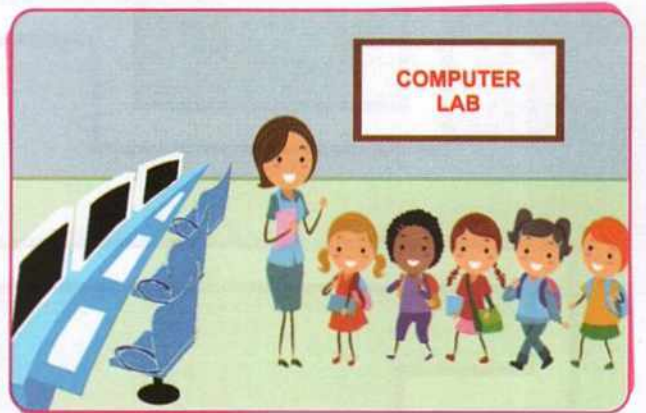
Always clean your computer with a dry cloth.



Do not touch the wires of the computer when it is on.



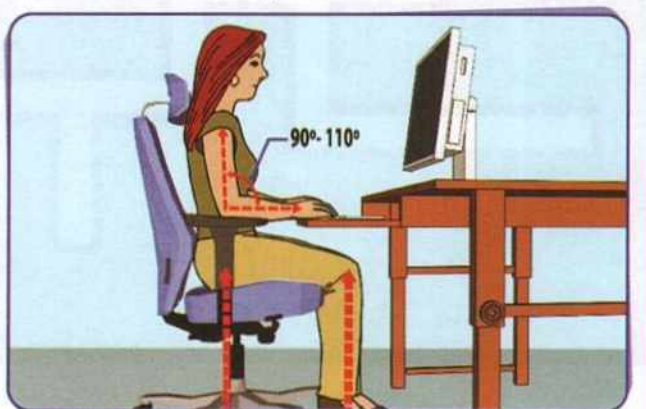
Never eat or drink near a computer.



Maintain silence and discipline in the Computer Lab.



Press the keys of the keyboard gently.



Sit straight and maintain distance from the monitor while using a computer.