MY PLAY TIME

- Crossword
- Match the Following
- Tick the Right Answer
- Jumbled Words
- Word Grid

MY LAB TIME

- Word 2016
- Playing with Numbers
- Project Work

FUN TIME

- Keyboard Activities
- Mouse Activities
- Who Am I?
- Memory Activities
- Calculation Activities

TEACHERS' RESOURCES

A Practising Software
Consolidate Your
Learning (CYL)

Interactive
Classroom Learning (ICL)

Kips Question Paper
Generator (QPG)

IT Updates
for Teachers & Students

Incorporates NEP 2019 Guidelines

- Life Skills and Values
- Interdisciplinary
- Art Integration

LEARNING THROUGH ACTIVITIES

CONTENTS

MY CRAYON TIME

Colours catch the attention of students 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.

1 COMPUTER - A SMART MACHINE

A computer is a very useful machine. It is used almost everywhere, such as in schools, homes, shops, offices, banks, and hospitals. It has become an important part of our lives.

A computer has some wonderful features that make it smarter than human beings. Let us know about each feature, one by one.

Computer vs Human

STORAGE

A computer stores a large amount of information and never forgets it.

Humans may forget the information stored in their mind.

TIME

A computer works very fast and can do many jobs at the same time.

Humans need more time to do any work as compared to a computer.

A computer does not make any mistake.	**ACCURACY**	Humans can make mistakes.
A computer does not get tired and can work for long hours.	**WORK PROCESS**	Humans need rest after working for some time.
A computer cannot take its own decisions.	**DECISION**	Humans can take their own decisions.
A computer works on a human's orders.	**ORDERS**	Humans do not need any order to work.
A computer does not have any feelings. For example, if you hit a monitor, it does not react.	**FEELINGS**	Humans have feelings. For example, if you get hurt you feel the pain.

USES OF COMPUTERS IN DIFFERENT FIELDS

You must have seen computers at many places. They are used in almost all fields of life.

HOME

- Watching movies and listening to songs
- Searching for information on any topic
- Playing games
- Doing homework

SCHOOLS

- Keeping records of books and helping teachers in teaching
- Making timetable, report cards, and library records
- Doing practical work in lab
- Helping students to draw and colour pictures

SHOPS AND OFFICES

- Keeping records of items
- Typing and printing bills
- Sending and receiving messages in offices

BANKS

- Keeping the details of bank accounts
- Taking out money from ATMs

HOSPITALS

- ◆ Keeping records of patients
- ◆ Preparing medical reports, X-rays, etc.
- ◆ Helping doctors learn more about diseases and their causes

DESIGNING

- ◆ Designing clothes, cars, machines, buildings, etc.
- ◆ Designing and printing books, newspapers, magazines, etc.
- ◆ Making cartoons and animated movies

RAILWAY STATIONS AND AIRPORTS

- ◆ Booking tickets
- ◆ Keeping records of all passengers
- ◆ Giving information about arrival and departure timing

SPACE RESEARCH AND DEFENCE

- ◆ Finding information about space
- ◆ Sending rockets into space
- ◆ Helping the military make security weapons

LEARNING NEW SKILLS

- ◆ Learning how to drive a car or fly an aeroplane
- ◆ Learning different languages, cooking, and much more

TYPES OF COMPUTERS

Computers come in many shapes and sizes.

◆ This is a Desktop Computer.

◆ Desktop computers are big in size.

◆ They are kept on a desk or table.

◆ This is a Laptop.

◆ It is small in size. It can be easily kept on our lap also.

◆ A laptop can be carried around easily.

◆ A Tablet is smaller than a laptop.

◆ It has a touch screen on which we can write using a special pen.
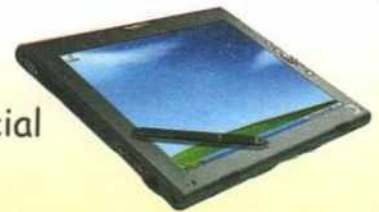
◆ A Smartphone is a mobile phone that lets you make calls, send messages, and store phone numbers.

◆ It can also be used to share pictures and videos, read e-mails, and search for information on the Internet.

SECTION - A

A. Fill in the blanks with the help of the hints given below.

1. A computer works on a human ....

2. A computer is used for keeping .... of all items.

3. A computer is used for designing ....

4. A computer can be used for printing ....

Hints
- Bills
- Cars
- Records
- Orders

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

1. We cannot draw pictures on a computer.

2. Desktop computers are big in size.

3. Computers are used in offices for calculating marks.

4. Computers are used in hospitals for preparing medical reports.

C. Match the following.

A	B
To send rockets	Tablet
To print bills	Schools
It has a touch screen	Space
Making timetable	Railways and Airports
To book tickets	Shops

A. Tick the right answer.

1. A .... does not have feelings.

   a. Computer ☐   b. Human ☐   c. None of these ☐

2. A .... can be kept on our lap.

   a. Palmtop ☐   b. Laptop ☐   c. Desktop ☐

3. A .... lets you make calls, send messages, and store phone numbers.

   a. Calculator ☐   b. Smartphone ☐   c. None of these ☐

4. .... is used to takeout the money.

   a. Car ☐   b. Tablet ☐   c. ATM ☐

B. Answer the following questions.

1. Name the three types of computers.

....

2. Mention any two features of a computer.

....

....

3. Name any two places where computers are used.

....

4. Name the computer on which we can write using a special pen.

....

....

5. Which device is used to make calls, share images, and store phone numbers?

....

....

LAB ACTIVITY

◆ Divide the students into four groups and discuss the uses of a computer in different fields.

◆ Demonstrate to the students how to open WordPad and enter text in it.

For Students

◆ Open WordPad by clicking on the Start > Windows Accessories > WordPad.

◆ Type the sentences given below and fill in the blanks by arranging the jumbled words.

◆ Press Caps Lock [Caps Lock] to type in capital letters.

◆ Press the Spacebar key [_____] to give space between two words.

1. I love to play games on a computer at my ....

   E M O H

2. My teacher uses a computer in the .... for preparing report cards.

   L O H O C S

3. My father uses a computer at his ....

   E C I F O F

4. Computers are used in .... for keeping the details of accounts.

   N K B A S

◆ Save the file by clicking on the Save button or selecting the option from the File menu. Type any name in the File name box.

◆ Click on the Save button. Then, click the Close button ❌.

A. Find the activities that you can do on a computer in the word grid given below. Circle them with your crayons. Take help of the hints given below.

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

Hints

- Print
- Calculate
- Design
- Draw
- Play Games
- Type
- Store

B. Draw arrows from the boxes to the picture of a human or computer that they match with.

Can take a decision

Can work very fast

Does not need orders

Does not make any mistake

Online Links

Visit http://www.learn4good.com/kids-games/maze/funtoplay.htm and
http://www.alfatyping.com/freetypinggames/abc-jumpers.html
to improve your keyboard skills.

FUN TIME

A. Click on the GCompris educational software.

Click on the Search Specific Activities button 🔍 – Select Photo Hunter 🖼️.

Click on the differences between the two images!

1/3
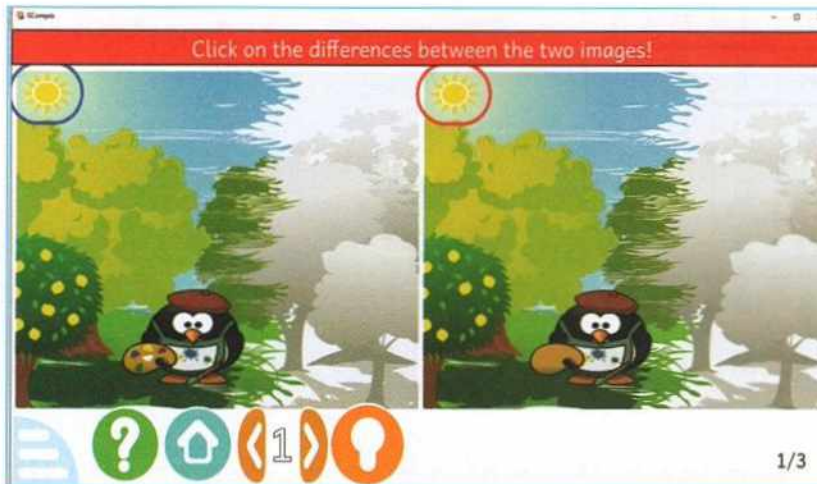
There are three differences between the two images. Identify and click on the difference. One has been done for you.

B. Have fun with another game. Select the activity Mathematics 🐑 > Numeration 🔢 > The magician hat 🎩.

Start the game by clicking on the hat. Some stars will hide under the hat. Add the number of stars shown in the first two rows. Click on the correct number of stars in the blue boxes and click on OK.
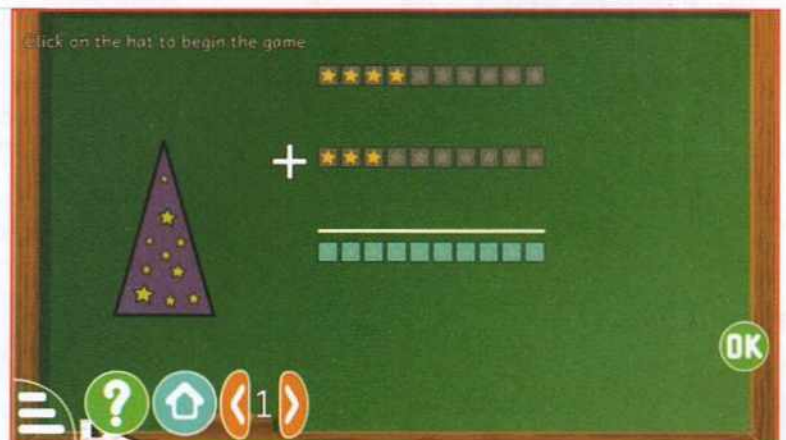
click on the hat to begin the game

2 PARTS OF A COMPUTER

A human body is made up of different parts. Each part has a special work to do. In the same way, a computer is made up of different parts. All these parts together make a computer work.

A computer is a machine that has four main parts: Monitor, Keyboard, CPU, and Mouse.

MONITOR

- A monitor looks like a TV screen.
- It shows the text typed in and the work done by us. It also displays the results.

KEYBOARD

- A keyboard has many buttons, which are called keys.
- A keyboard is used for typing letters, words, numbers, and special symbols.
- A standard keyboard has 104 keys.

CENTRAL PROCESSING UNIT (CPU)

- CPU stands for Central Processing Unit.
- CPU is called the brain of a computer.
- It helps a computer to think and do all its work.

■ It also helps a computer to remember things.

■ All the other parts of the computer are attached to the CPU by wires.

MOUSE

✦ A computer mouse has two buttons on it.

✦ It is used to point, move, and select any item on the computer screen or monitor.

✦ A mouse also helps us to draw pictures and play games.

TYPES OF MOUSE

A mouse can be of different types:

Two-button mouse

Scroll mouse

Scroll Mouse

A scroll mouse has a scroll wheel in the middle of the left and right buttons. We can move a page up and down by moving the scroll wheel.

A scroll mouse is of two types:

Ball mouse

A ball mouse has a ball under it. This ball helps to move the mouse pointer on the screen.

An optical mouse uses light instead of a ball for the movement of the mouse pointer.

Optical mouse

MORE PARTS OF A COMPUTER

Apart from the four main parts, there are some other parts of a computer, which can be attached to it for different functions.

PRINTER

- A printer is used to print the text or pictures on a paper.
- It can print in black and white or colour.
- The printed copy on a paper is called the hard copy.

Some commonly used printers		
Dot matrix	Inkjet	Laser

MICROPHONE

A microphone is used to record our voice and different sounds into a computer. It also helps us to talk to our friends through the internet.

SPEAKERS

Speakers allow us to listen to music and hear the sound effects stored in a computer.

HEADPHONES

Headphones are used to listen to music as well as recorded sounds without disturbing others.

COMPACT DISC (CD)

- A CD is round in shape. It is used to store a lot of information.
- It is a shiny disk that runs on a CD drive.
- The CD drive is fixed in the CPU.

HARD DISK

Hard disk is like a box, which is fixed inside the CPU.

It is used to store computer data.

PEN DRIVE

It is a small rectangular device, that is used for transfering data from one computer to another.

It is also called a Flash drive, Thumb drive, or Jump drive.

Computer Care Tip

Always press the keys of a keyboard gently. Hitting them hard can damage the inner connections.

Computer Care Tip

Place your computer in a cool, clean, and dry place.

SECTION - A

A. Fill in the blanks with the help of the hints given below.

1. CD stands for ....

2. A standard keyboard has .... keys.

3. A mouse has .... buttons on it.

4. A .... is used to record our voice into a computer.

Hints
- Two
- Microphone
- 104
- Compact Disc

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

1. The buttons on a keyboard are called keys. ☐

2. Inkjet is a kind of printer. ☐

3. Speakers are used to record sound. ☐

4. A printer shows the text on the monitor. ☐

C. Match the parts of a computer with their pictures.

A		B
Pen drive		Monitor
Mouse		Microphone
Speakers		CPU
Headphones		Hard disk

A. Tick the right answer.

1. Which one of the following is not used to store data?

   a. Keyboard ☐   b. Pen drive ☐   c. Hard disk ☐

2. The printed copy on paper is called the ....

   a. Softcopy ☐   b. Record copy ☐   c. Hard copy ☐

3. A .... helps in playing games and drawing pictures.

   a. Keyboard ☐   b. Mouse ☐   c. CPU ☐

4. CPU stands for ....

   a. Central Processing Unit ☐   b. Central Processed Unit ☐

   c. Center Processed Unit ☐

B. Answer the following questions.

1. Name the main parts of a computer.

   ....

2. Which part of a computer is used to point at and select an object?

   ....

3. Name the computer part that is known as the brain of a computer.

   ....

4. Which part of a computer looks like a TV?

   ....

5. Name the device that is used for transferring data from one computer to another.

   ....

A. Fill in the crossword with the help of the picture hints.

B. Search the computer parts in the given picture and write their names in the given space.

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....

....
My Name   Date   Teacher's Signature

LAB ACTIVITY

For Students

- Open WordPad by clicking on the Start > Windows Accessories > WordPad.
- Type the following sentences and fill in the blanks by using the jumbled letters, given in the blocks.

1. I have many keys. I am a ....   Y E K R O A D B

2. I look like a TV. I am a ....   R O T I N O M

3. I am the brain of a computer. I am a ....   P U C

4. I am used to record your voice. .... C R O M P H O I N E

5. I am used to take printout on paper. .... T P I N R E R

6. I help you to listen to music. .... K S E P A E R S

Online Links

Visit the sites: www.quia.com/rr/33090.html and
http://www.thekidzpage.com/online-jigsaw-puzzles-html5/
for solving the quiz activity.
Visit the site: www.growing.course.com/level_2/index.html
to know about the different parts of a computer.

3 HOW DOES A COMPUTER WORK?

A computer cannot work on its own. We need to enter letters, numbers, pictures, and instructions into the computer to make it work. These are called data. Different parts of a computer do different tasks. A computer works in three basic steps:

INPUT	PROCESS	OUTPUT
BLUNT PENCIL	SHARPENING	SHARP PENCIL

INPUT	PROCESS	OUTPUT
DIRTY CLOTHES	WASHING	CLEAN CLOTHES
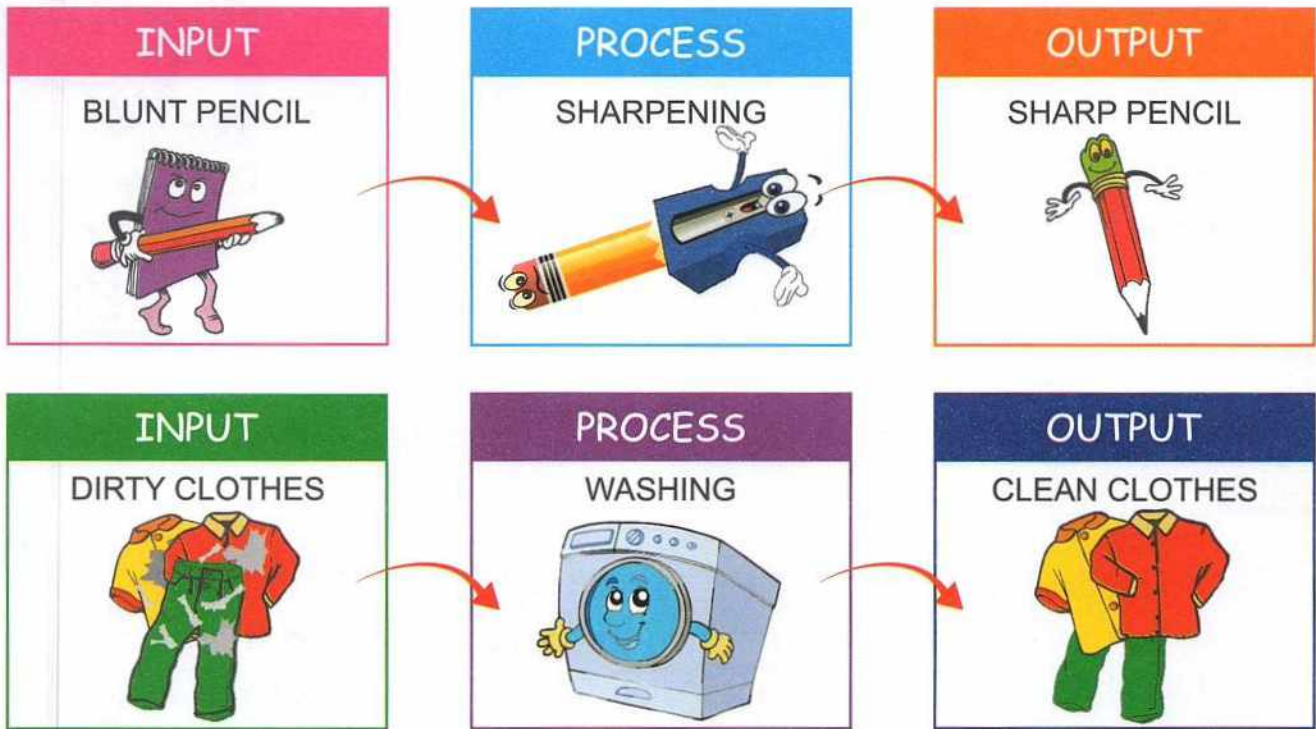
Example

Let us understand these steps by taking an example of our body. When a teacher asks us a question, we hear with our ears and see with our eyes. The ears and eyes are the input units. Our brain stores everything that a teacher says. Then, it thinks of an answer and orders us to speak. In this way, the brain works like a processing unit. When we answer with our mouth, it works like an output unit.

INPUT

The data and instructions that we enter into a computer are called Input. We input data using a keyboard and mouse.

PROCESS

Working on the data is called Processing. The CPU works on the data and does all the thinking and calculations.

OUTPUT

Output means the final result. When the CPU finishes processing the data, the output is displayed on the monitor. Monitor and printer are the most common output devices.

Let us understand the working of a computer with an example.

Example

| The data and instructions together are the input. Here, 2 and 5 are the data and '+' is the instruction. | Now, the CPU will work on the data according to the instructions, i.e., it will add the numbers 2 and 5. | 7 is the correct result or output of the sum: 2 + 5 = 7. |

INPUT	PROCESS	OUTPUT
2, 5, +	2 + 5	7
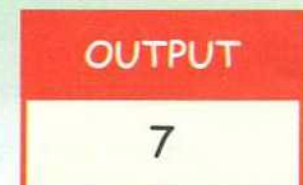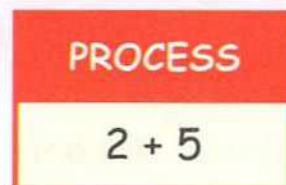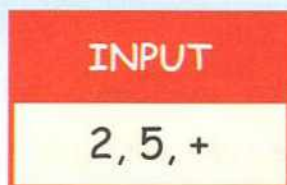
SECTION - A

A. Fill in the blanks using the words given in the hints box.

1. The data that we enter into the computer is known as ....

2. .... is the result given by a computer.

3. When a computer works on the data, it is called ....

4. We enter .... into the computer.

5. Data can be ...., ..., words, and ....

Hints ►
- Output
- Data and Instructions
- Letters
- Numbers
- Processing
- Input
- Pictures

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

1. Data typed into a computer is called output. ☐

2. A computer cannot work on its own. ☐

3. Monitor and printer are the most common input devices. ☐

4. We get output from the computer. ☐

SECTION - B

A. Tick the right answer.

1. Which among the following parts of a computer does all the calculations?

   a. Speaker ☐   b. CPU ☐   c. Mouse ☐

2. What are the data and instructions together known as?

   a. Output ☐   b. Process ☐   c. Input ☐

3. Which part of a computer works like a human brain?

   a. CPU ☐   b. Monitor ☐   c. Printer ☐

B. Answer the following questions.

1. Mention the three-step process on which a computer works.

   ....

2. Which part of a computer works on data to give the output?

   ....

3. Name the term used for the final result that we get after processing.

   ....

4. Which part of a computer displays the output?

   ....

C. Look at the pictures given below. Label the boxes with [I] for Input, [P] for Processing, and [O] for Output.

Milk, Chocolate, Sugar, and Pan
☐

Chocolate milk
☐

Heating
☐

Cloth
☐

Frock
☐

Stitching cloth
☐

Juicer
☐

Fruits
☐

Juice
☐

FUN TIME

A. Click on the GCompris educational software.

◆ Click on the Search Specific Activities button 🔍 — Select Simple Letters 🔺.
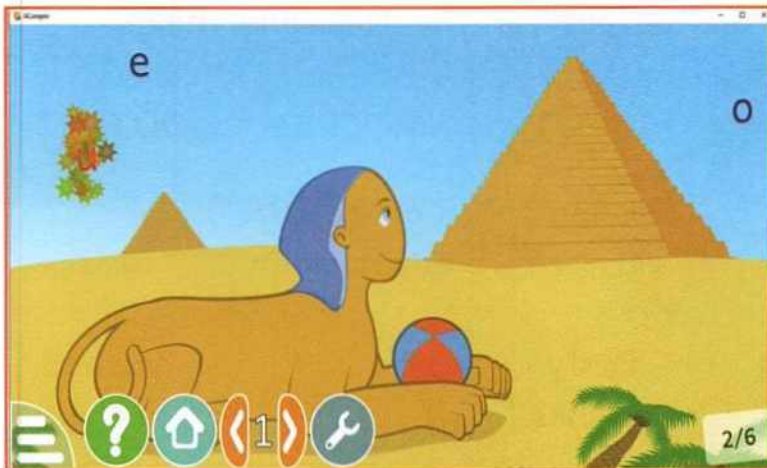
Observe the falling letters on the screen. Press the key matching the falling letters on the keyboard.

B. Click on the Search Specific Activities button 🔍 — Select Count the items 🐢.

Different items will appear on the screen. Count the total number of each item. Type the answer in the box on the top-left side of the screen.
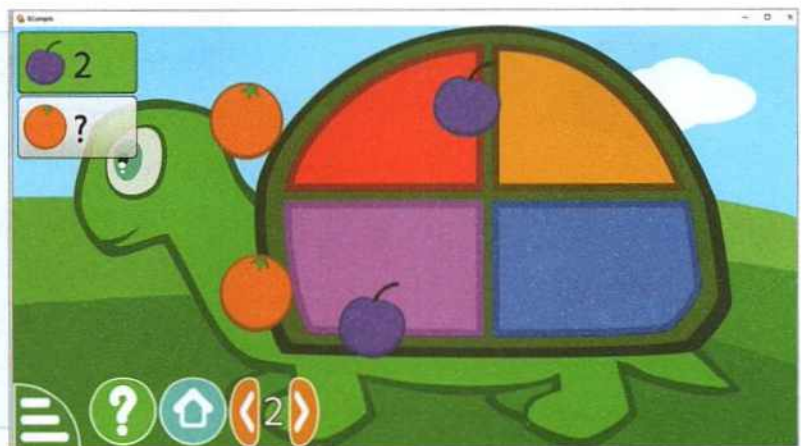
➤ Take the students to the computer lab. Show them the different input and output devices.

For Students

Write the input, processing, and output for the following things.

MACHINE		INPUT	PROCESS	OUTPUT
	Telephone	Dialing a number	Connecting the number	....
	Washing machine	Dirty clothes	....	Washed clothes
	Food processor	....	Cutting the vegetable	....
	Camera	Setting the camera	Clicking	....
	Calculator	Numbers and operators	....	Calculated answer
	Mixer	Mango, Milk, and Sugar	Churning	....

Hints:

Chopped vegetable, Ready photograph, Speaking to a friend, Big pieces of vegetable, Mango shake, Washing, Calculating

Tux Math

Click on the Start icon ⊞ > Tux of Math Command > Tux of Math Command (Full Screen) 🐧.

Tux of Math Command

Tux of Math Command (Full Screen)

Start button

You will get the following window.

Select the **Play Alone** option.

Click on **Math Command Training Academy.**

Click on **Addition: Sums to 15**
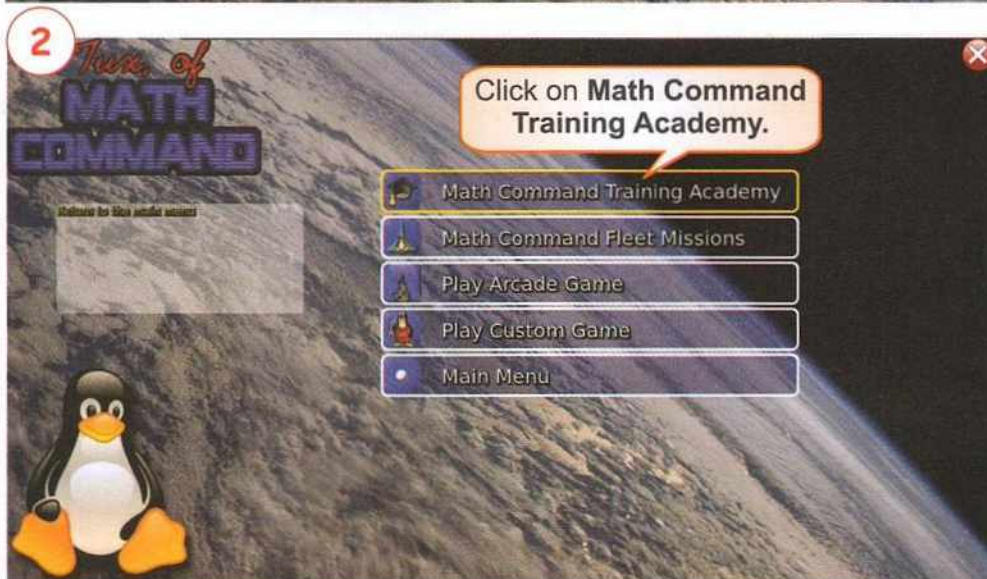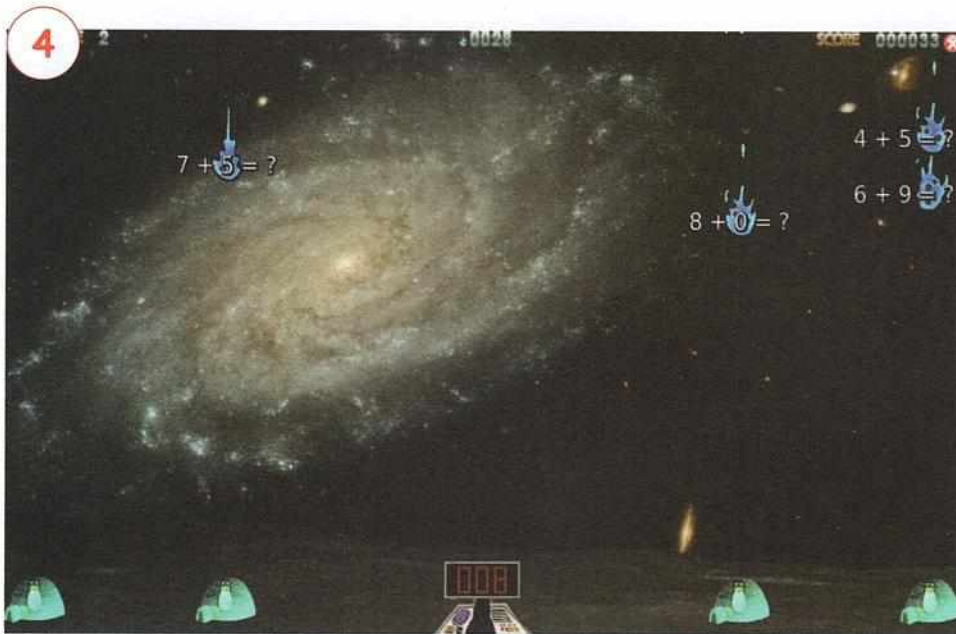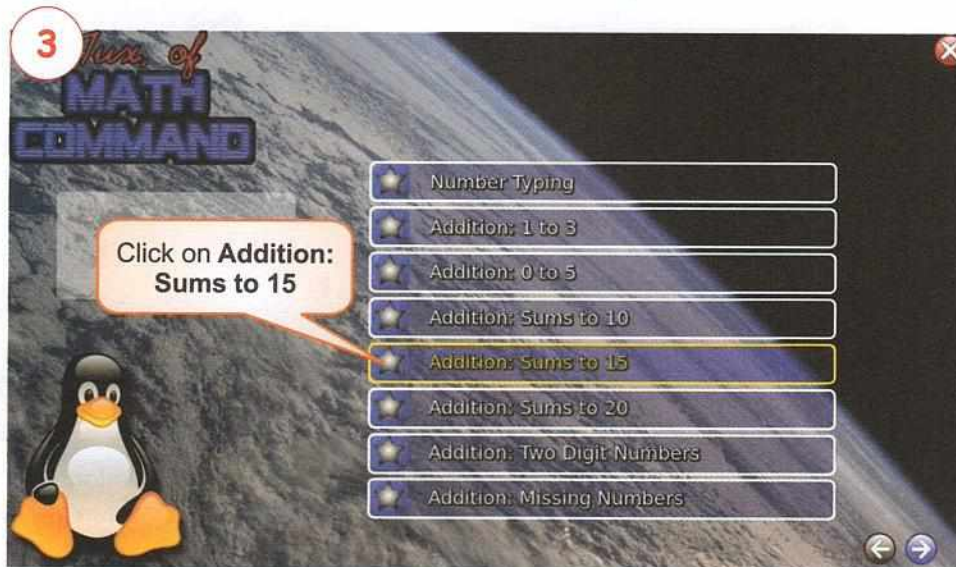
- As the numbers with addition symbol start falling, calculate the sum. Type the calculated number from the keyboard and press the **Enter** key to strike the numbers.

- Press **Esc** key to come back to the **Main Menu**.

NOTE

Click the Right arrow ➜ to perform the other mathematical functions, like Subtraction, Multiplication, Division, etc.

4 OPERATING A COMPUTER

Students, in the previous chapters we have learnt about the parts and functions of a computer. Now, let us learn how to work on a computer. To start a computer, follow these steps:

1 Switch on the main power supply button.

Main Power Supply Button

2 Switch on the UPS button.

UPS Button

3 Switch on the power supply button of the CPU.

CPU Power Button
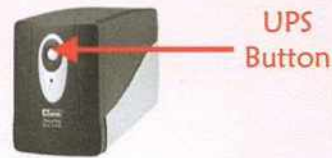
4 Switch on the monitor button and wait for sometime.

KIPS

Monitor Button

You will find a welcome screen of Windows 10.

Students, you will enjoy working with Windows 10, as it is very easy to use.

Windows 10 is the most popular program that makes the computer work.

■ The first screen that appears on starting a computer is known as the Desktop.

- The Desktop holds many small pictures, known as icons.

- The thin bar at the bottom of the desktop is called the Taskbar.

When you peep through your room's window, you can see different views.

In the same way, you can open and view many programs in Windows, like Paint, movies, music, and games.
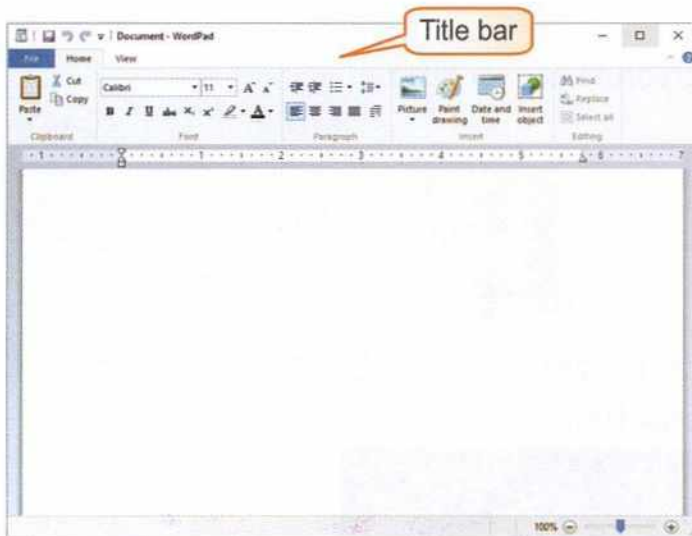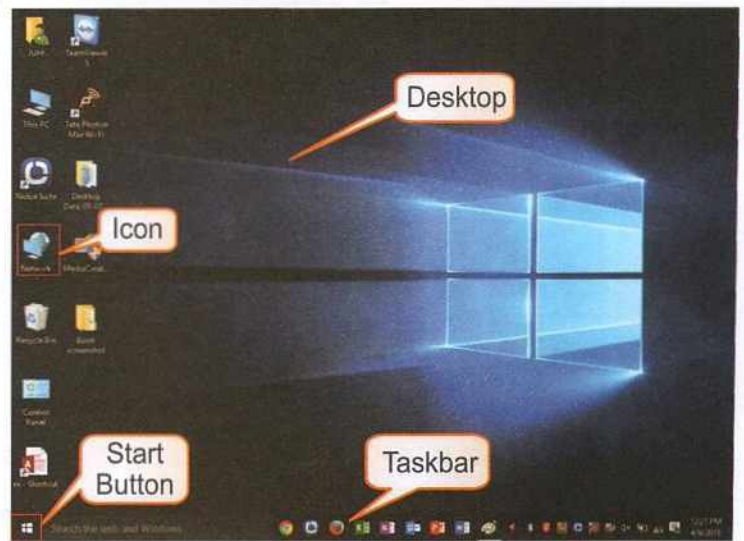
STARTING A PROGRAM

To open the WordPad program, follow the steps given below:

- Click on the Start > Windows Accessories > WordPad.

The WordPad window will open.

Title bar: The top-most blue bar of the WordPad window is known as the Title bar.

RE-SIZING A WINDOW

You can change the size of a window.

Look at the Control buttons at the top right corner of the Title bar.

- Click on the middle button (Restore Down).

- The WordPad window will become small in size.

- Again click on the middle button to get back to its normal size.
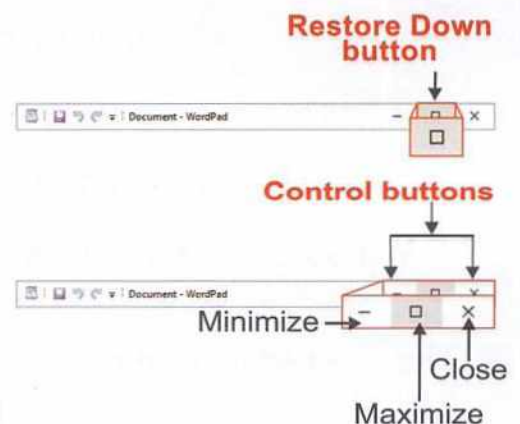
HOW TO SHUT DOWN A COMPUTER?

After your work is finished, you should always shut down the computer.
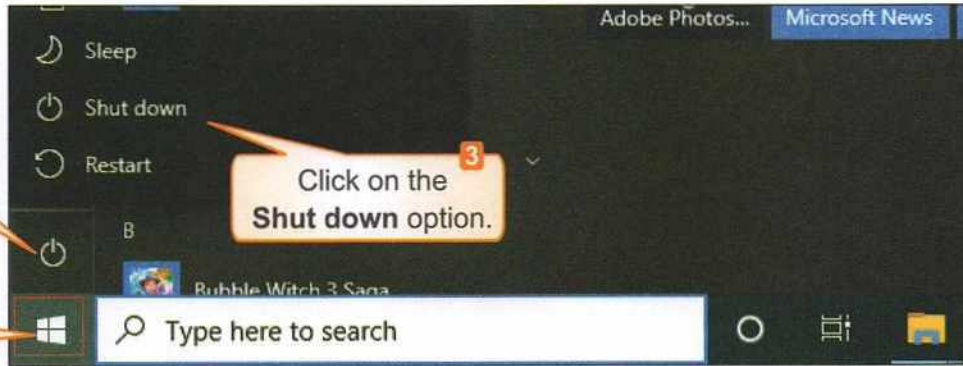
Click on the **Power** button.

Click on the **Start** button.

Click on the **Shut down** option.

Sleep
Shut down
Restart

Type here to search

- Now, wait for some time till the computer turns off automatically.
- Then, switch off the monitor button.
- Switch off the UPS and the main power supply button.

Computer Care Tip

Switching off the main power supply button of the computer directly without shutting down the CPU can harm the computer.

BRAIN DEVELOPER

SECTION - A

A. Fill in the blanks with the help of the hints given below.

1. To start a computer, we need to first switch on the .... supply button.

2. If the electricity goes off, the .... makes the computer work.

3. To turn off the computer, click on the Start > Power > .... button.

4. Windows is the most popular .... that makes the computer work.

5. .... is the first display screen when we switch on a computer.

Hints ➤ • Program   • Desktop   • Power   • Shut down   • UPS

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

1. You can only read the items, if the WordPad window is active. ☐

2. Icons are the background display of the desktop. ☐

3. The Title bar is located at the top of the desktop. ☐

4. The first step to start a computer is to switch on the monitor button. ☐

C. Match the following.

A	B
Icons	The top-most blue bar of an application
Desktop	Small pictures on the desktop
Task bar	Control button
Minimize	The thin bar at the bottom of desktop
Title bar	The first display screen

SECTION - B

A. Tick the right answer.

1. .... makes a computer work when the electricity goes off.

   a. CPU ☐   b. UPS ☐   c. Both a and b ☐

2. .... button on the Title bar makes the WordPad window small in size.

   a. Restore down ☐   b. Close ☐   c. Minimize ☐

3. The thin bar at the bottom of the desktop is called ....

   a. Taskbar ☐   b. Title bar ☐   c. Menu bar ☐

4. The first display screen of the Windows 10 is called ....

   a. Title bar ☐   b. Icons ☐   c. Desktop ☐

Answer the following questions.

1.   What is Windows?

   ....

   ....

2.   Which button do we click first to shut down a computer?

   ....

3.   What is Desktop?

   ....

4.   What are Icons?

   ....

LAB ACTIVITY

A.   **How to shut down your computer?**

   Number the steps, from 1 to 6 as you shut down a computer, in the blank oval spaces.

RECALL THE STORY

Read the lines of the famous story, "Thirsty Crow". Rearrange the sentences in correct order and then type them in WordPad.

It saw a pot near a well.

The crow picked up stones and dropped them, one by one, into the pot.

There was a little water in the pot.

Once there was a crow, who was very thirsty.

The water level rose up.

The crow drank the water and felt very happy.

Thirsty Crow
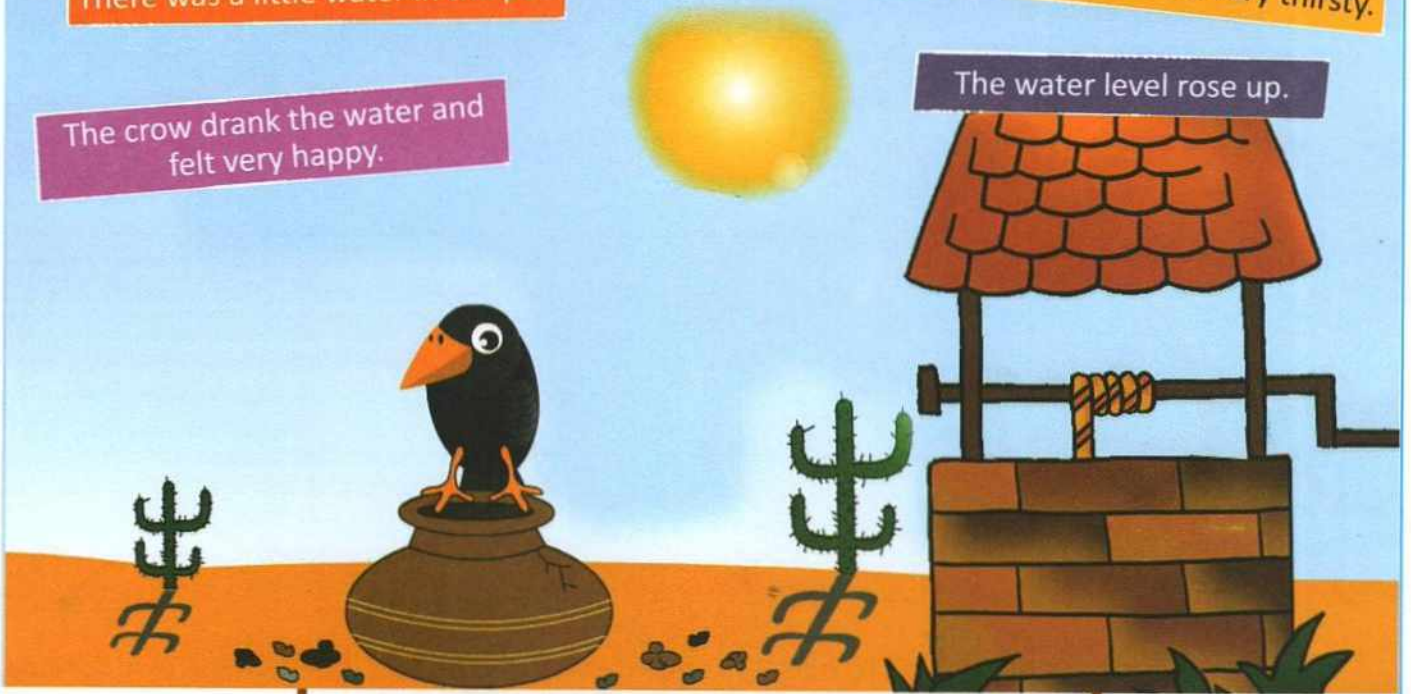
1. ....

2. ....

3. ....

4. ....

5. ....

6. ....

A. Fill in the blanks.

1. .... is the result given by a computer.

2. The most common output devices are monitor and ....

3. If the electricity goes off, the .... makes the computer work.

4. The CPU works on the data according to the ....

Hints
- Instruction
- UPS
- Printer
- Output

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

1. A computer can do many jobs at the same time.

2. A laptop can be kept on our lap.

3. CPU stands for Central Programming Unit.

4. Desktop is the first display screen on a computer.

C. Rearrange the jumbled words to form the parts of a computer.

O N T M I O R ....

R T E P R N I ....

B A D R K O Y E ....

S E M U O ....

H P N O E I C M R O ....

D. Mark the following statements in the correct order to start a computer.

Switch on the power supply button of the CPU. ◯

Switch on the monitor button and wait for some time. ◯

Switch on the main power supply button. ◯

Switch on the UPS button. ◯

A. Choose the right answer.

1. Which part of a computer works like a human brain?

   a. CPU ☐   b. Keyboard ☐   c. Mouse ☐

2. Which part of a computer is used to input the data?

   a. Keyboard ☐   b. Mouse ☐   c. Both a and b ☐

3. Which device lets you make calls, send messages, and store phone numbers.

   a. Printer ☐   b. Smartphone ☐   c. Scanner ☐

4. What do we call the bar that is placed at the bottom of the desktop?

   a. Title bar ☐   b. Taskbar ☐   c. Menu bar ☐

B. Answer in one word.

1. Which type of a computer has a touch screen? ....

2. Name the part of a computer that is used to point and select the objects. ....

3. Which button do we click first to shut down a computer? ....

4. Name the mouse with a ball under it. ....

C. Answer the following questions.

1. Name the different types of computers.

....

2. Mention the three – step process on which a computer works.

....

3. Name the screen that appears on starting a computer.

....

4. Write the names of any two places where computers are used.

....

5. What is Windows 10?

....

5 THE KEYBOARD AND ITS FUNCTIONS

A keyboard is an important part of the computer. It has many keys on it. These keys are used to type letters, numbers, and symbols.

Keyboard
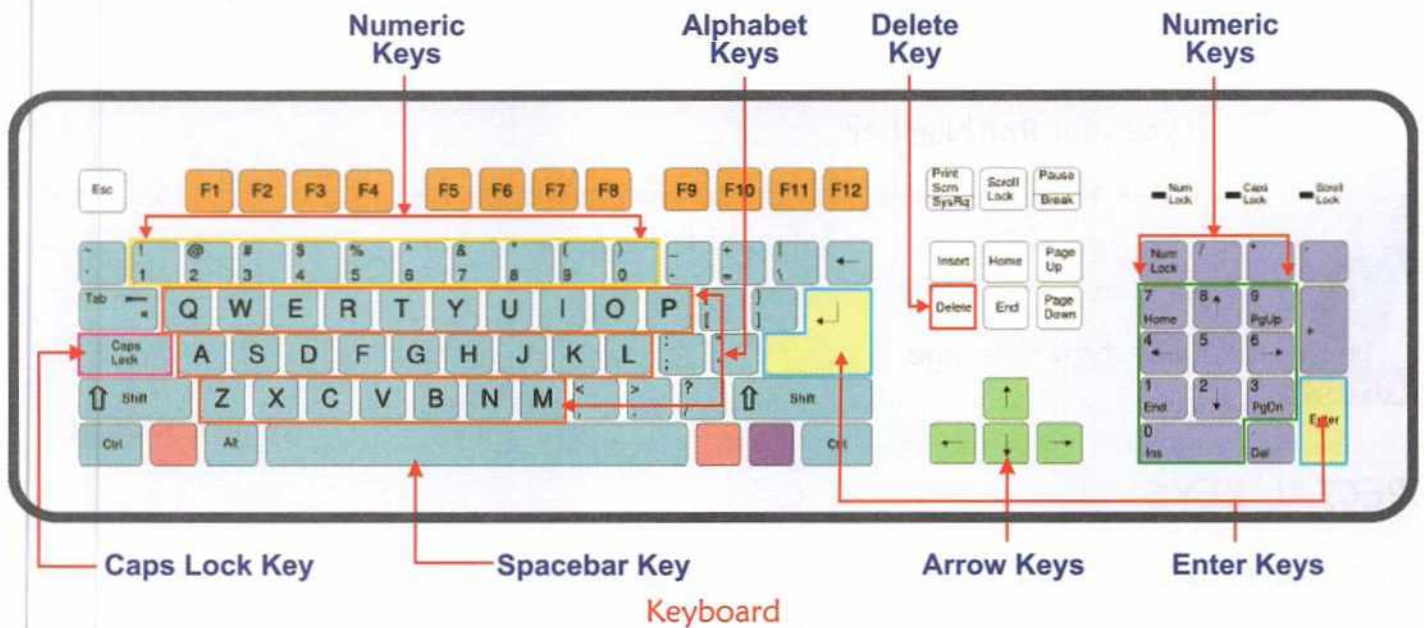
ALPHABET KEYS

Alphabet keys have letters on them from 'A' to 'Z', but they are not given in order. Alphabet keys are 26 in number. We can type letters, words, and sentences with the help of Alphabet keys.

Alphabet Keys

Activity-1

◆ Type: Name: ....

◆ Press the keys that spell your name you will find your name on the screen.

NUMBER KEYS

Number keys have numbers on them. These are 10 in numbers, that is, from 0 to 9. Number keys are present above the alphabet keys and are placed in order. We can type our age, roll number, house number, etc., by using these keys.

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

Number Keys

The Number keys are also present on the right side of the keyboard. This is called the Numeric keypad.

Activity-2

◆ Type your Roll Number: ....

◆ Press the Enter key. The cursor will move to the next line. (A cursor is a small blinking line on the screen.)

◆ Now, type your age.

Num Lock	/	*	-
7 Home	8	9 PgUp	+
4	5	6	
1 End	2	3 PgDn	Enter
Ins 0		Del	

Numeric Keypad

SPECIAL KEYS

These keys have different symbols on them, like:

+ - * / " : ; ' \ ! ` ~ @ # $ % ^ & ( ) _ = { } [ ] ? > < . ,

There are some more keys on the keyboard, known as Special keys.

Let us learn about them.

Spacebar Key

The Spacebar key is the longest key on the keyboard.

It is used to give space between the words.

Spacebar

Activity-3

◆ Let us type a sentence: mynameiskabir.

◆ Now, press the **Spacebar** key once between the words to give a space.
Output: my name is kabir.
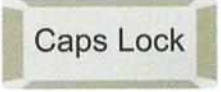
Caps Lock Key

The Caps Lock key is used to type letters in capitals.

When you press the Caps Lock key once, the Caps Lock light will turn on.

Caps Lock
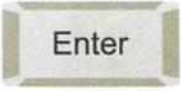
Activity-4

◆   Type: I LIKE MY SCHOOL.

Press the Caps Lock key again. The Caps Lock light will turn off. Type the sentence again and see the difference.

Enter Key
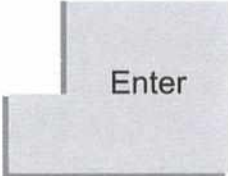
The Enter key is used to bring the cursor to the next line on the monitor. A keyboard has two Enter keys.

Enter

Enter

Activity-5

◆   Type: I AM IN CLASS II.

◆   Press the Enter key once. The cursor will jump to the next line.

Arrow Keys

There are four arrow keys that help to move the cursor on the screen.

↑   **Up Arrow key** is used to move the cursor up.

↓   **Down Arrow key** is used to move the cursor down.
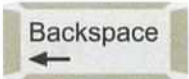
←   **Left Arrow key** is used to move the cursor left.

→   **Right Arrow key** is used to move the cursor right.
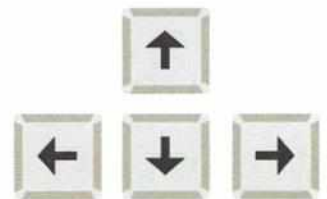
Backspace Key

Backspace

The Backspace key erases the letters to the left side of the cursor.

♦ Type: I LIVE INN DELHI.

♦ Where is the cursor now? It is after the word, 'DELHI'.

♦ Press the Left Arrow key and bring the cursor after the word, 'INN'.

Activity-6 ♦ Press the Backspace key to erase the extra 'N' from the word INN'.

Delete Key

The Delete key erases the letters to the right side of the cursor.

Delete

♦ Type: I LIKE TO EAT MANGGOES.

♦ To delete the letter G in the sentence, move the cursor using the Left arrow key to the left of the letter G.

Activity-7 ♦ Press the Delete key. The letter G will be removed.

BRAIN DEVELOPER

SECTION - A
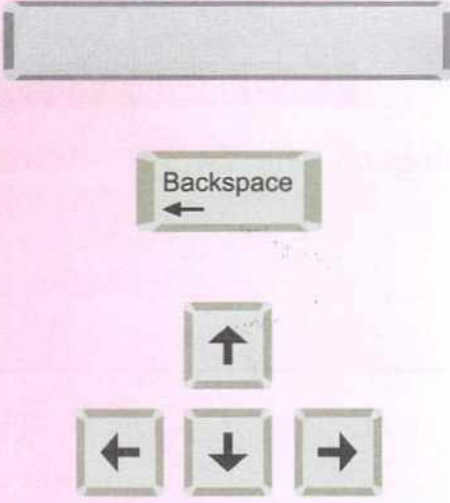
A. Fill in the blanks with the help of the hints given below.

1. A .... is a small blinking line on the screen.

2. Spacebar key is the .... key on the keyboard.

3. The .... key is used to move the cursor right.

4. The .... key erases letters to the left side of the cursor.

5. The .... key brings the cursor down to the next line.

Hints
• Enter
• Backspace
• Cursor
• Right Arrow
• Longest

B. Match the following pictures with the given words.

Backspace ← ↑ ← ↓ →	Enter key Delete key Spacebar Arrow keys Caps Lock key Backspace key	Caps Lock Delete Enter

SECTION - B

A. Guess! Which key am I?

1. I type the letters in capital. ....

2. I erase the letters to the right side of the cursor. ....

3. I move the cursor to a new line. ....

4. I give space between the words. ....

B. Tick the right answer.

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

   a. 26 ☐   b. 62 ☐   c. 20 ☐

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

   a. 5 ☐   b. 4 ☐   c. 3 ☐

3. How many Enter keys are there on a keyboard?

   a. 1 ☐   b. 2 ☐   c. 3 ☐

4. Which keys help us to move the cursor on the screen?

   a. Arrow ☐   b. Caps Lock ☐   c. Spacebar ☐

LAB ACTIVITY
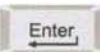
◆ Open the WordPad application by clicking on the Start > Windows Accessories > WordPad.

◆ Type the following sentences in WordPad.

1. My name is ....

2. I study inn .... schhool.

3. I have .... brather(s) and .... sister(s).

4. My father's name is ....

5. He is a ....

6. My mother's name is .... She is a ....

7. I obbey my parents and teachers.

8. I love my teachers and family very much.

INSTRUCTIONS

◆ Press the Enter key [Enter] at the end of each sentence.

◆ Use the Arrow keys and correct the spelling of 'inn' and 'schhool' using the Delete key.

◆ In the same way, correct the spelling of 'brather'. Replace 'a' with 'o' in the word 'brather'.

◆ Use Arrow keys and erase the extra 'b' in the word 'obbey' using the Backspace key.

◆ Click the Save button 🖫 . Type the file name in the File name box and click on the Save button.

A. The following keys are present on the left side of the keyboard. Make some words out of the keys given below.

Q	W	E	R	T
	A	S	D	F	G
		Z	X	C	V	B

1. FAR

3. ....

2. ....

4. ....

B. Make some words out of the keys present on the right side of the keyboard.

1. UP

4. ....

2. ....

5. ....

3. ....

6. ....

Y	U	I	O	P
	H	J	K	L
		N	M

C. Rahul has an old computer. Some keys of its keyboard have faded. Kindly help him to paste the stickers with their names on the respective keys.

1. ☐☐☐☐☐☐☐☐☐

4. ☐☐☐☐☐☐☐

2. ☐☐☐☐☐☐☐☐

5. ☐☐☐☐☐☐

3. ☐☐☐☐☐

My Name	Date	Teacher's Signature

6 USING MS WORD 2016

Microsoft Word is a word processing software. As we use a notebook to write words and sentences, similarly in a computer we use MS Word to type the text in a document.

WHAT CAN WE DO WITH MS WORD?

- Type and format the text
- Edit text, such as adding, deleting, copying, and moving
- Add pictures in a document
- Save a document for future use

STARTING WORD 2016
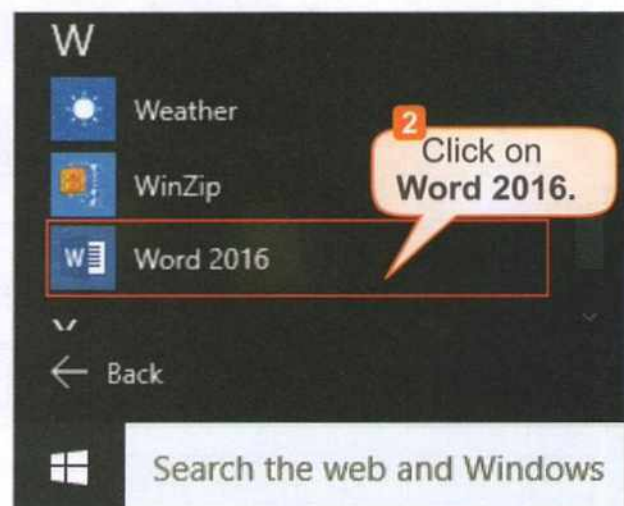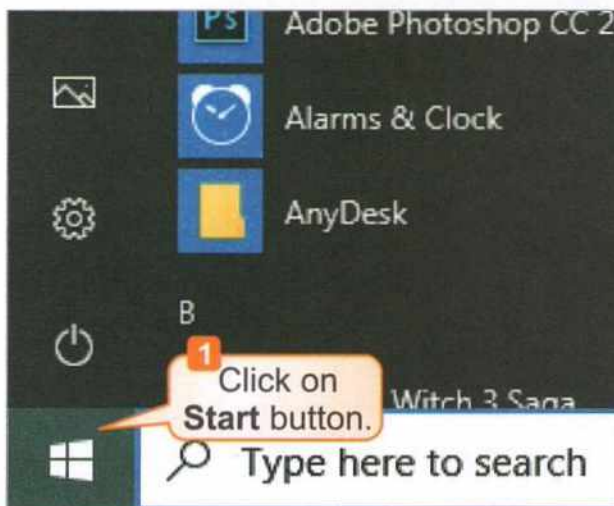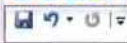
This opens the Word 2016 Start Screen. Now, select the Blank document to create a new document.

The various parts of Word 2016 window are:
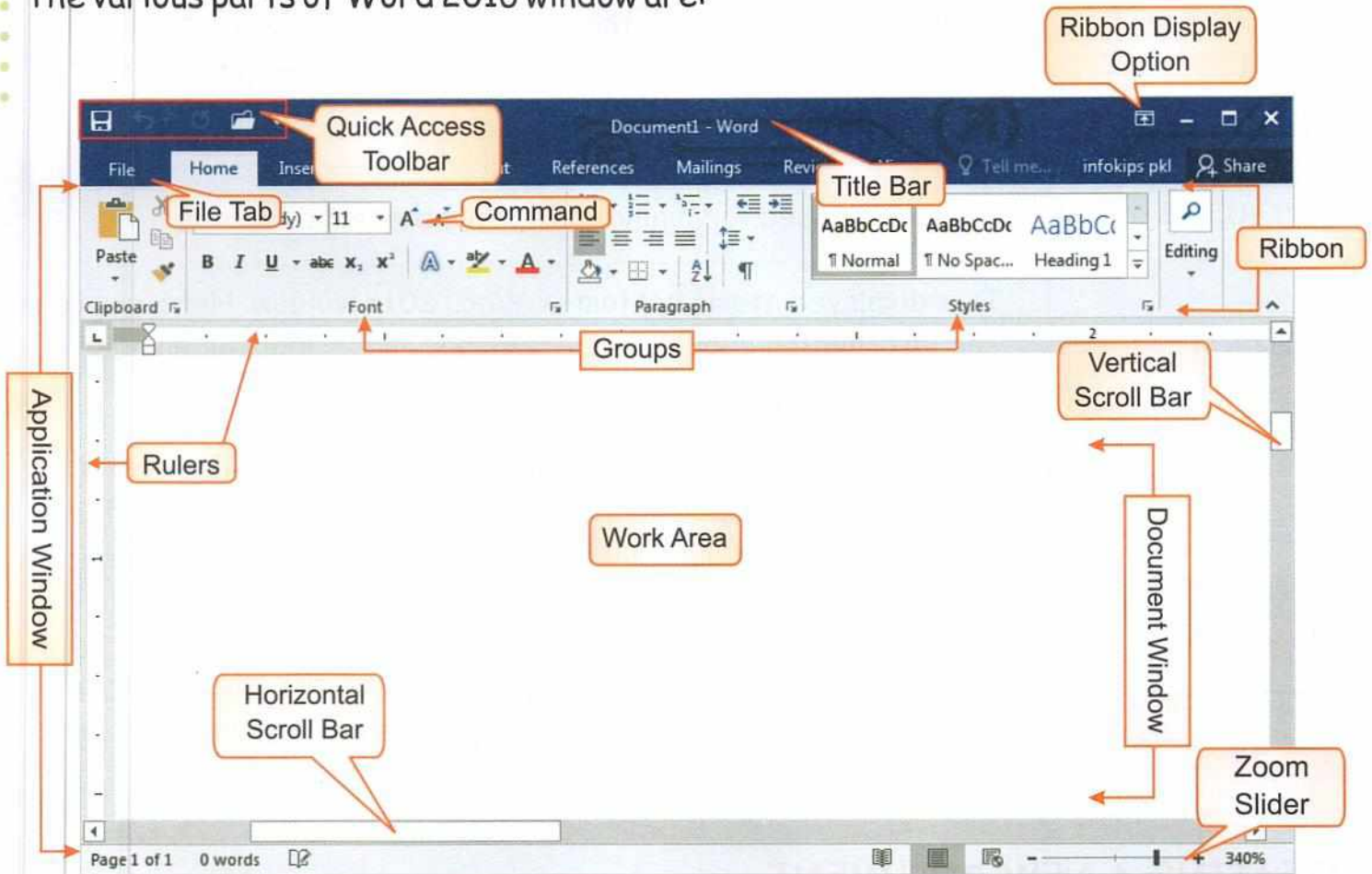
Components of Word 2016 Window

TITLE BAR Document1 - Word	The Title bar is placed at the top of the Word 2016 window. It displays the document name followed by the program name.
QUICK ACCESS TOOLBAR	It is placed at the top left of the Word 2016 window. It contains the Save, Undo, and Redo commands.
RIBBON	The Ribbon contains several tabs on it, such as File, Home, Insert, Page Layout, etc. Each tab has commands that are arranged into groups.
FILE TAB File	The File tab is placed at the upper left corner of the Word 2016 window under the Quick Access Toolbar. We can create, open, save, and print a file by selecting the File tab.

RULER	The horizontal ruler is placed at the top of the doucment window. It measures the width of the document page. The vertical ruler measures the height of the Work Area. It is located to the left of the document window.
WORKING AREA	This area is used for typing and editing the text.
STATUS BAR	It is displayed at the bottom of Word 2016 window. Here, you can see information about the current document, like the number of pages, number of words, view buttons, zoom slider bar, etc.
SCROLL BARS	There are two scroll bars in the Word window — the vertical scroll bar and the horizontal scroll bar. The horizontal scroll bar moves the screen display towards right or left, and the vertical scroll bar is used to move the document window up or down.
ZOOM SLIDER	It is present at the extreme right corner of the Status bar. You can drag the zoom slider towards right to enlarge or left to reduce the size of the Word document.

CREATING A NEW DOCUMENT

◆ Click on the File tab. Select the New option in the left pane. Then, click the Blank document on the right side pane.

◆ A new blank document will appear on the screen with its temporary name as Document1.
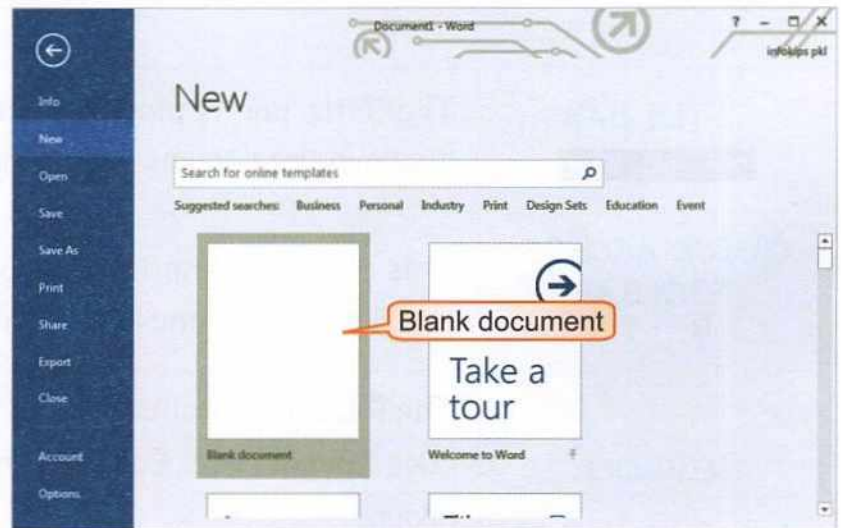
Creating a Blank Document

Tip You can also create a new document by using the Ctrl +N key combination.

When we create a new document in Word 2013, the Start Screen looks as shown in the given figure.
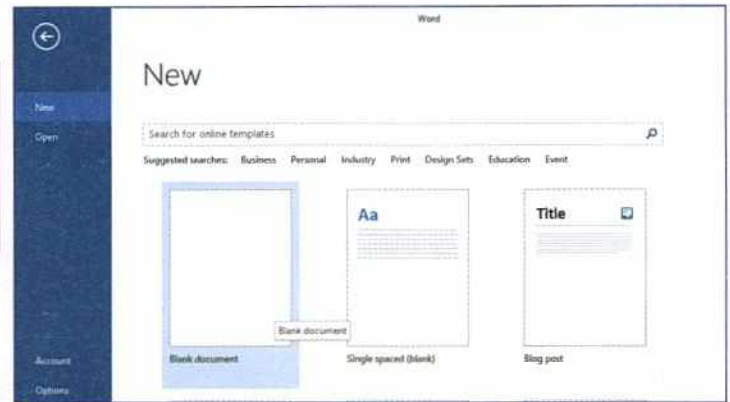
Creating a Blank Document in Word 2013

ENTERING TEXT IN A DOCUMENT

- Once the new document is open, you can start typing in the document using the keyboard.

- While typing, do not press the Enter key when you reach the end of the line.

- Keep on typing the text, you will find that the cursor automatically gets shifted to the next line. This feature of Word is called WordWrap.

Type the following Text

Happy Birthday

Dear friends

I am celebrating my birthday at my residence on 16th November at 5 pm. You are invited. Kindly reach on time to enjoy the party.

- To start a new paragraph, simply press the Enter key.

SELECTING TEXT IN A DOCUMENT

- Place the cursor before the text you wish to select.

- Hold down the left mouse button and drag the mouse over the text to be selected.

- Release the mouse button. The selected text gets highlighted as shown in the figure.
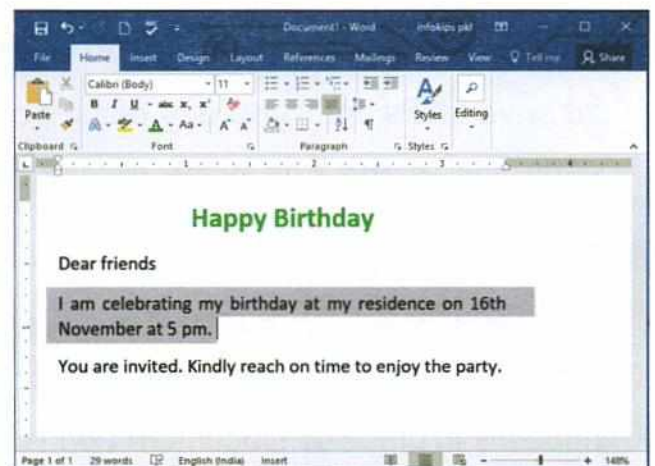
Selecting Text in a Document

ADDING NEW TEXT

◆ Place the cursor at the point where you want to add the new text.

◆ Start typing the required text.

◆ The typed text will appear in the document.

SAVING A DOCUMENT

◆ Click on the Save button 💾 on the Quick Access Toolbar. Or
Click on the File tab and select the Save option.

◆ The Save As screen appears when you save for the first time. Notice that the Save As screen is divided into three panes.

◆ You can save your file using any of the options given in the centre pane.

- One Drive
- Add a place
- This PC
- Browse

◆ Click on the Browse button.

◆ The Save As dialog box will open.

◆ Select the location where you want to save the file. Type any name for your file in the File name box, e.g., Birthday Invitation.

◆ Click on the Save button.

◆ The file name "Birthday Invitation" appears in place of Document1 on the Title bar.
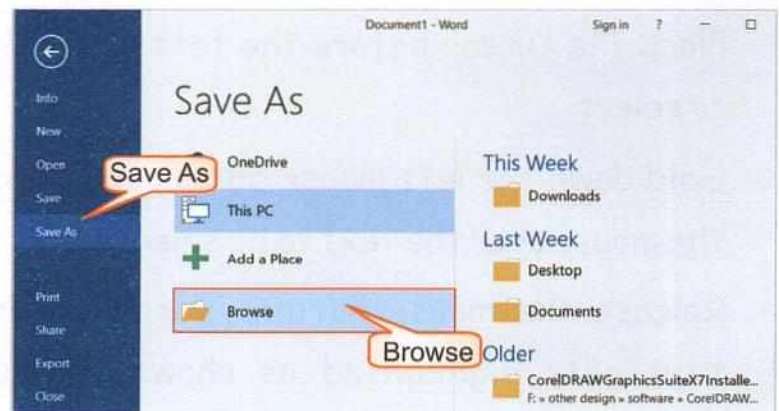
Save As Dialog Box

To save a document in Word 2013, click on the FILE tab and select the Save option.

CLOSING WORD 2016

◆ Click on the File tab and select the Close option.

◆ If the changes in a document are not saved, Word 2016 will prompt you to save the changes.

You should close a document only after saving it.

In Word 2013, you can close the document either by using the above given shortcut keys or by clicking on the FILE > Close option.

OPENING A DOCUMENT

◆ Click on the File tab, select the Open option in the left pane.

◆ The Open document screen appears. This window is divided into three panes.
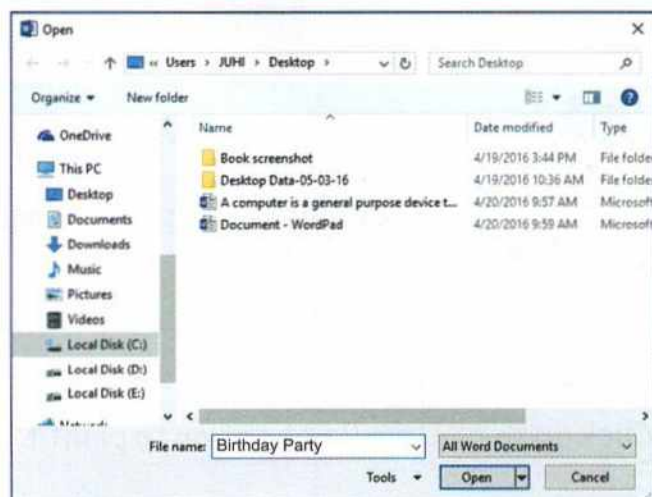
Open Dialog Box

- In the center pane click on the Browse button. The Open dialog box will appear.

- Select the file and click on Open button.

PRINTING A DOCUMENT

To print a document:

- Click on the File tab and select the Print option from the displayed menu.

- You would see the preview of your document on the right side of the screen.

- Now, click on the Print button in the center pane.
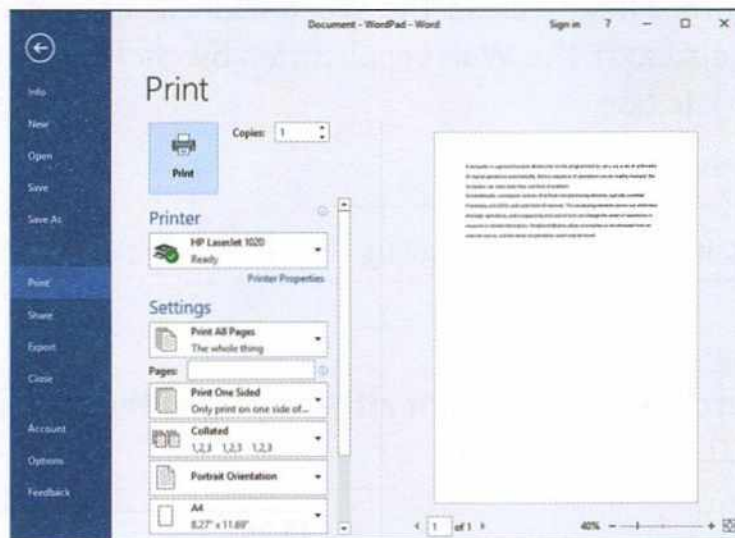
Printing a Document

Tip The shortcut key to print a document is Ctrl+P.

A. Fill in the blanks with the help of the hints given below.

1. Microsoft Word is a .... software.

2. The Word application opens a blank document with the temporary name
   ....

3. The .... bar displays the name of the document followed by the program name.

4. The .... bar is present at the bottom of Word 2016 window.

5. The .... scroll bar moves the screen display towards right or left.

Hints ➤ • Title • Status • Horizontal • Word Processing • Document1

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

1. The shortcut key to close the Word application is Ctrl + F4. ☐

2. The Title bar contains the buttons for saving a document. ☐

3. You should close a document without saving it. ☐

4. The shortcut key to print a document is Ctrl + P. ☐

5. The File tab is placed above the Quick Access Toolbar. ☐

C. Match the following.

A	B
Creates a new file	Ctrl + P
Prints the document	Alt + F4
Closes the document	Ctrl + N
Closes Word application	Ctrl + W

A. Tick the right answer.

1. The .... area is used for typing and editing text.

    a. Working ☐   b. Desktop ☐   c. Document ☐

2. .... option is used to create a new blank document.

    a. Save ☐   b. New ☐   c. close ☐

3. How many scroll bars are there in Word 2016?

    a. 1 ☐   b. 4 ☐   c. 2 ☐

4. To close the Word 2016 application, click on the File tab and select the .... option.

    a. Close ☐   b. Exit ☐   c. Save ☐

B. Answer in one word.

1. In what way is MS Word similar to a notebook?

    ....

2. How is Word 2016 useful to us?

    ....

    ....

3. Name the rulers present in the Word 2016 document window.

    ....

4. What does the Title bar contain?

    ....

5. Name any four components of Word 2016 window.

    ....

    ....

For Students

❖ Open Word 2016 by clicking on the Start > Word 2016.

❖ In the work area, type the text as given in the figure. Save the document with the name, ' Letter to Mom' using the Save button on the Quick Access Toolbar.

❖ Close the document by clicking the Close option on the File tab drop-down menu.

❖ Press Ctrl+O key combination to open the document, ' Letter to Mom'.

> My loving Mom
>
> Thank you for allowing me to go for a picnic along with my friends. We had a lot of fun. There were different types of swings and games. We also danced with mickey Mouse and donald Duck.
>
> Yours Lovingly
>
> Ridhima

❖ Place the cursor after the word 'friends'. Type hyphen '-' and the names of your two friends. Save the file by pressing the key combination Ctrl + S.

❖ Change 'm' of mickey and 'd' of 'donald' into capital letters. Select the name Ridhima. Press the Delete key and type your name.

❖ Save the document again by clicking on the Save button in the File drop-down menu, and then click on the Close button.

7 TUX PAINT

Tux Paint is a paint program designed for students. It has many ready-made tools that help you to make beautiful drawings.

HOW TO START TUX PAINT?

Click on the Start button > Tux Paint > Tux Paint (Full Screen) option. You will get the window shown below. You can see Tux, the penguin at the bottom of the window.

Tools Bar
It contains the variety of tools.

Up and Down Arrows
Clicking on these arrows allows you to see more symbols.

Selector
It is also known as the Sub-toolbox.

Drawing Area/Canvas
This space is used for drawing.

Colors Palette
It contains the different colours.

Pick a color or picture with which to start a new drawing.

Help Area
It gives you tips and details about the selected tool.

Tux Paint Window

NOTE

The Selector contains two buttons on it-**Up** and **Down** arrow buttons.

STARTING A NEW DRAWING

In Tux Paint, you can insert a ready-made drawing.

◆ Select the New tool 🔲 from the Tools bar.

◆ You will get the coloured backgrounds and Starters for a new drawing.

◆ Click on the Down arrow button 🔻 to see ready-made pictures and backgrounds.

◆ Select the drawing and click on Open button 🔲 or simply double-click on it.

Click on the Up arrow

New tool

Open button

Click on the Down arrow

Picture which to start a new drawing.

Selecting a New Drawing

◆ The picture appears on the drawing canvas.

NOTE

Starter is like a page in a colouring book, with black and white outlines of a picture.

COLOURING THE DRAWING

Once you have inserted a ready-made drawing, you can fill colours in it.

◆ Select the Magic tool 🖌 in the Tools bar.

◆ In the Selector bar, click on the Down arrow button 🔻 and select the Fill effect option.

◆ Select any colour from the Colors box. Click on the object where you want to fill the colour.

Magic tool

Fill tool

Pick a magical effect to use on your drawing!

Colouring the Drawing

PAINT TOOL

It is used to paint and draw any thing that you like. It is similar to the Brushes tool in MS Paint.

Using Paint Tool

- When you click on the Paint tool 🖌️ many brushes will appear in the Selector.

- Choose any brush pattern and pick any colour from the Colors Palette.

- The pointer shape changes to Paint brush 🖌️.

- Press the left mouse button and drag. The pattern will be drawn. Now, release the mouse button.
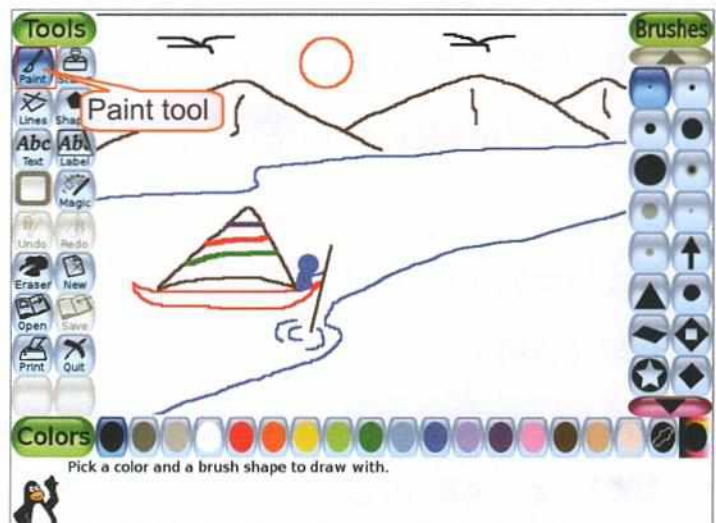
LINES TOOL

Lines tool 🖍️ is used to draw straight lines and straight patterns. It works quite similar to the Paint tool 🖌️. The Lines tool 🖍️ has the same brush shapes in the sub-toolbox as in the Paint tool 🖌️.

Using Lines Tool

- Select the Lines tool 🖍️. Choose any pattern from the sub-toolbox.

- Drag the mouse to draw a straight line as shown in the given figure.

- Release the mouse button, and you will see a straight pattern drawn in place of that line.
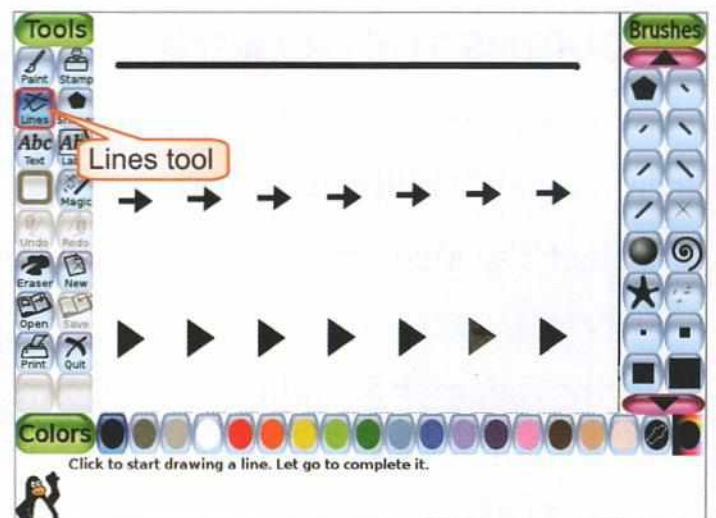
NOTE

If you draw an inclined line, you will find an inclined pattern.

ERASING THE DRAWING

The Eraser tool 🖌 is used to erase any unwanted part of the drawing.

◆ Click on the Eraser tool 🖌 in the Tools bar.

◆ Select the size of an eraser from the Selector box.

◆ Press and hold down the left mouse button and start dragging the pointer on the drawing. Observe that the drawing will be erased.
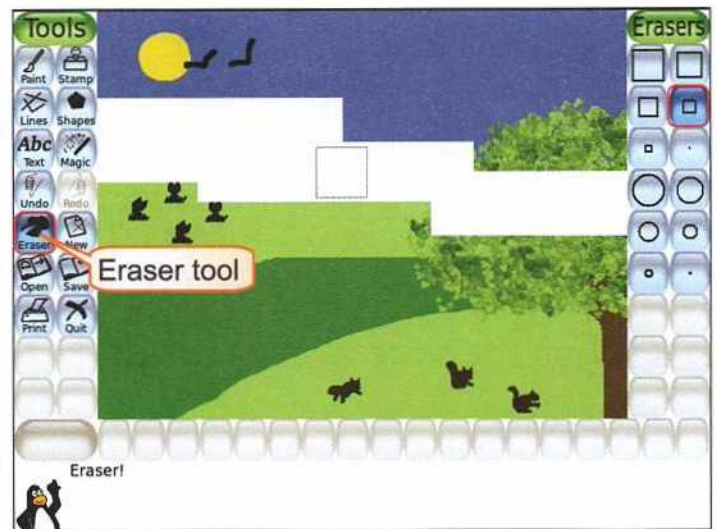

Using Eraser Tool

ADDING TEXT IN A DRAWING

Sometimes, you may need to add text in your drawing. In Tux Paint, Text tool is used to enter text in your drawing.

To enter text in your canvas:

◆ Select the Text tool 🔤 in the Tools bar.

◆ Choose a font type from the 'Letters' selector.

◆ Move the pointer to the canvas. The shape of the pointer changes into a cursor.

◆ Click on the canvas and type the text that you want to enter in your drawing.
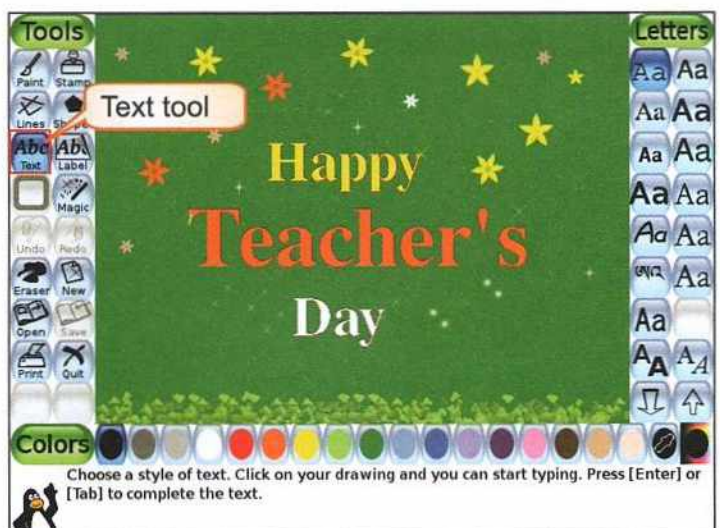
Using Text Tool

INSERTING A STAMP

A stamp is a sticker that you can paste on a piece of paper. Likewise, Stamp tool in Tux

Paint allows you to paste the ready-made pictures on your drawing canvas. Tux Paint has a lot of in-built stamps.

- Click on the Stamp tool 🔲 in the Tools bar.

- Select any stamp from the Selector.

- Move the pointer to the canvas.

- Click on the place where you want to paste the stamp.
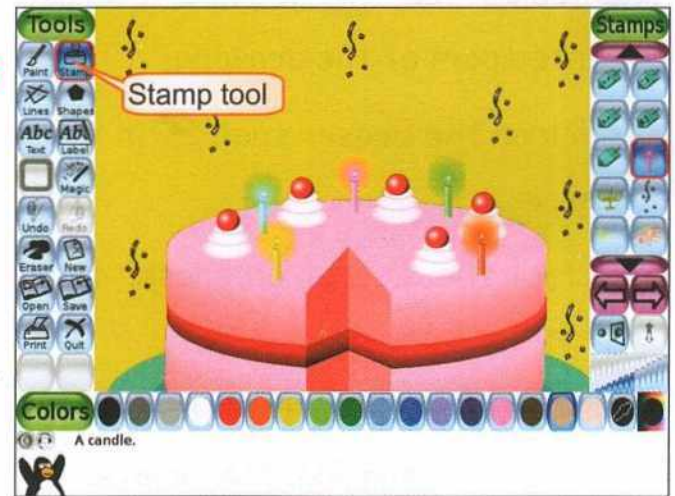

Using Stamp Tool

DRAWING SHAPES

Tux Paint allows us to draw different shapes using the Shapes tool. The unique feature of this tool is Rotation. A shape can be rotated in a circular direction. Let us draw some shapes.

- Click on the Shapes tool 🔲 in the Tools bar.

- You will see various filled and unfilled shapes in the Selector.

- Select the filled Square shape 🔲 from the Selector.

- Click and drag the mouse pointer on the canvas.

Using Shapes Tool

- Release the mouse button once you have completed the square.

- The outline of the square will be placed on the canvas with a rotation handle.

- Rotate the shape as per your need.
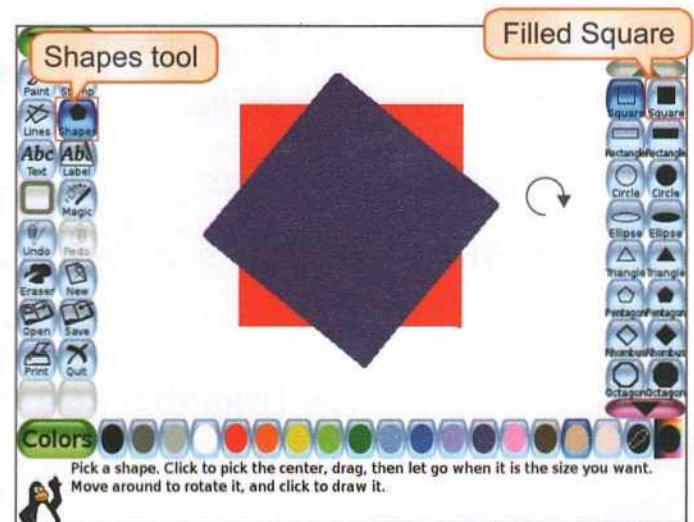
NOTE

There are 22 different shapes available in the sub-toolbox of the Shapes tool.

MAGIC TOOL

This tool is used to add magical effects to your pictures.

GRASS TOOL

It is used to draw grass on your canvas.

◆ Click on the Magic tool in the Tools bar.

◆ Select the Grass effect from the Magic sub-tool box.

Using Grass Tool

◆ Choose dark green colour from the Colors palette.

◆ Either click or drag the mouse pointer to draw grass on the canvas.
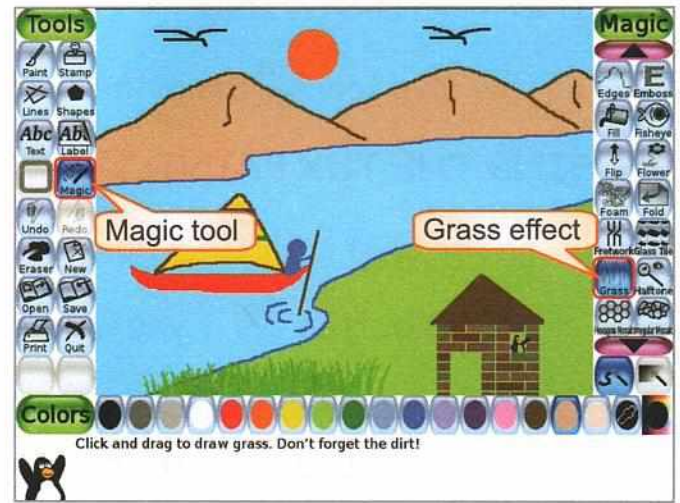
NOTE

◆ Simply clicking on the canvas creates thin grass effect and dragging creates thick grass effect.

FLOWER TOOL

It is a tool using which you can draw flowers on the canvas.

◆ Click on the Magic tool in the Tools bar.

◆ Select the Flower tool from the Selector.

◆ Choose red colour from the Colors palette.

◆ Bring the Magic wand over the canvas and click to paste the flower.
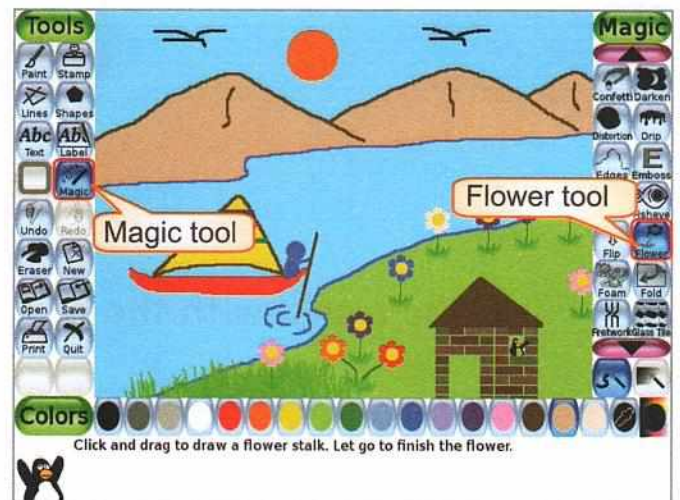
Using Flower Tool

NOTE

The number of times you click, the same number of flowers will be added on the canvas.

To apply faded effect on a picture, use the Blur tool.

Tip

SAVING THE DRAWING

Click on the Save tool 🖼️ from the Tool bar to save the drawing.

CLOSING THE TUX PAINT

◆ Click on the Quit tool ✖️. A box will appear.

◆ Click on Yes button ✅ if you want to close the file.

◆ Click again on Yes button ✅ if you want to save the file before closing.

OPENING THE DRAWING

◆ Click on the Open tool 📖.

◆ Select the drawing that you want to open.

Do you really want to quit?

✅ Yes, I'm done!

❌ No, take me back!

If you quit, you'll lose your picture! Save it?

✅ Yes, save it!

❌ No, don't bother saving!

Open tool

Quit tool

Choose the picture you want, then click "Open".

Using Open Tool

BRAIN DEVELOPER

SECTION - A

A. **Fill in the blanks with the help of the hints given below.**

1. The .... tool is used to enter text in your drawing.

2. A .... is a sticker that you can paste on a piece of paper.

3. Click on the .... tool from the toolbar to save the drawing.

4. Sub-toolbox is also known as the ....

Hints ▸ • Selector   • Stamp   • Save   • Text

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

1. The Grass tool is used to create flowers on the canvas. ☐

2. Tux is the name of a duck. ☐

3. You can choose any picture as the starting background of a file. ☐

4. The working of Stamp tool and Paint tool is exactly the same. ☐

5. The Grass effect displays grass only in yellow colour but with the tinge of the selected colour. ☐

SECTION - B

A. Multiple-choice Questions.

1. Which tool in Tux Paint is used to draw and give amazing effects to a picture?

   a. Paint tool ☐   b. Lines tool ☐   c. Magic tool ☐

2. Which tool is used to open an existing drawing?

   a. Open ☐   b. Start ☐   c. Begin ☐

3. How many different shapes are available in the subtool box of the Shapes tool?

   a. 17 ☐   b. 16 ☐   c. 22 ☐

4. Which among the following tools gives the faded effect to a picture?

   a. Blur ☐   b. Fade ☐   c. Dull ☐

5. We can rotate a .... in Tux Paint.

   a. Shape ☐   b. Text ☐   c. Stamp ☐

6. Which among the following tools removes the unwanted part of a drawing?

   a. Remove ☐   b. Delete ☐   c. Eraser ☐

B. **Answer in one word.**

1. Which tool is used to open an already saved file in Tux Paint?

   ....

2. Name the tool that is used to draw shapes in Tux Paint.

   ....

3. Which tool is used to save a drawing?

   ....

4. Name the tool that is used to draw straight patterns.

   ....

5. How is Paint tool similar to Lines tool?

   ....

   ....

6. Name the tool that is used to add text in your drawing.

   ....

   ....

7. What is the use of a Stamp tool?

   ....

8. How many shapes are available in the sub-toolbox of the Shapes tool?

   ....

Draw the following picture using the tools that we have learnt till now.

- Click on the New tool and select white background. Click on the Open button.

- Click on the Shapes tool. Select the filled circle. Now, draw the circle in the centre of the canvas.

- Use the Paint tool to draw Earth and select Fill tool to fill colour in the drawing.

- Click on the Lines tool and divide the Earth into two equal parts as shown in the Figure.

- Create eyes using Paint tool. Similarly, draw the half smiling and half sad face.

On the Left side:

- Fill Black colour in the left part of the picture.

- Use the Stamp tool to show the damage using stamps, i.e., fire, smoke, vehicles, factory, etc.

On the Right side:

- Use the Magic and Stamp tools to draw flowers, trees, birds or Grass as shown in the Figure.

- Now, give caption to your drawing. Write 'Save Our Earth' using the Text tool.

- Save the file by clicking on the Save tool.

WORKSHEET

⊢ Chapters 5-7 ⊢

A. Fill in the blanks.

1. The .... key combination is used to create a new document.

2. The .... tab is placed at the upper left corner of the Word 2016 window.

3. We can erase a picture using an .... tool.

4. We should not press the .... key at the end of each line.

5. The .... is the top most bar of the Wordpad window.
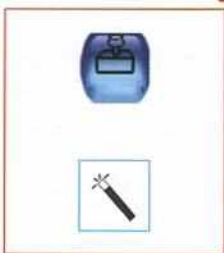
Hints ⟶ • Enter   • Eraser   • Ctrl+N   • Quick access toolbar   • Title bar

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

1. A curve can be modified only three times.

2. The Quick Access Toolbar is placed below the Title bar.

3. The standard keyboard has 108 keys.

4. The shortcut key to print a document is Ctrl+T

C. Match the following tools of Tux Paint with their correct images.

Shapes tool
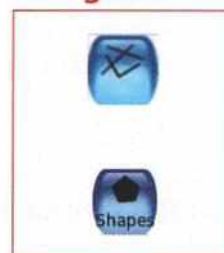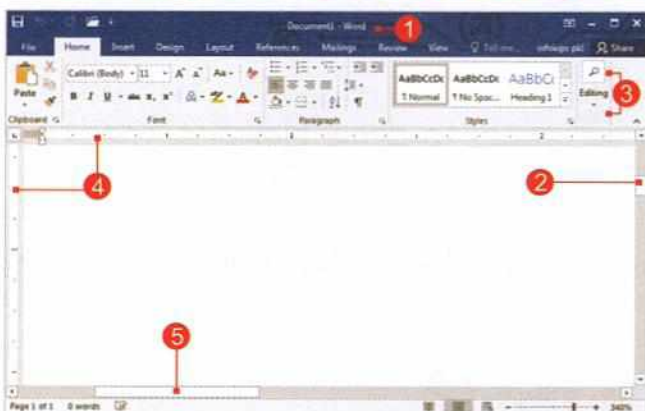
Magic wand

Stamp tool

Lines tool

D. Label the listed parts of Word 2016 Window.

1. ....

2. ....

3. ....

4. ....

5. ....

A. Choose the right answer.

1. Which tool is used to paste the ready-made pictures on drawing canvas.

   a. Stamp ☐   b. Image ☐   c. Shapes ☐

2. Which tool is used to enter text in your drawing?

   a. Text ☐   b. Polygon ☐   c. Magic ☐

3. How many buttons are in the Tux Paint Selector?

   a. Two ☐   b. Three ☐   c. One ☐

4. Which tool is used to select the size of an eraser?

   a. Selector box ☐   b. Color Palette ☐   c. Paint tool ☐

5. How many scroll bars are there in Word 2016?

   a. 2 ☐   b. 3 ☐   c. 4 ☐

B. Answer in one word.

1. Write the shortcut key to save the Word document ....

2. Name the option used in MS Word to close a document? ....

3. Name the two rulers present in the Word 2016 document Window. ....

4. Which button in Tux Paint is used to start a new drawing? ....

5. Which key is used to erase the text from a word document? ....

C. Answer the following questions.

1. How is Word 2016 useful to us?

   ....

2. Which key brings the cursor to the next line?

   ....

3. What is the use of Work Area in MS Word?

   ....

4. What is Tux Paint?

   ....

5. Write the names of different parts of Tux paint window.

   ....
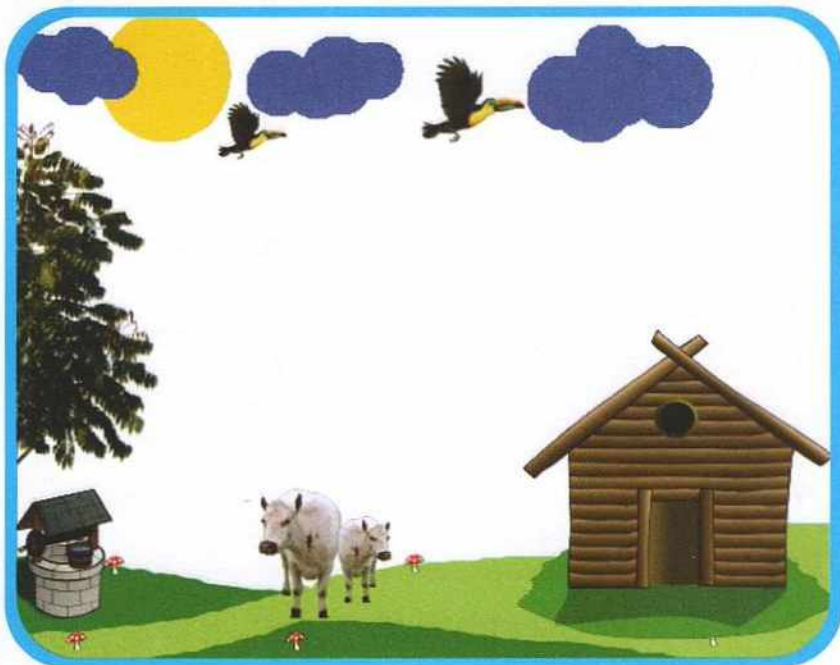
PROJECT WORK

Tux Paint

Draw and colour the following sceneries in Tux Paint:

Project – 1

Stamp tool

Shape tool

Fill tool

Line tool

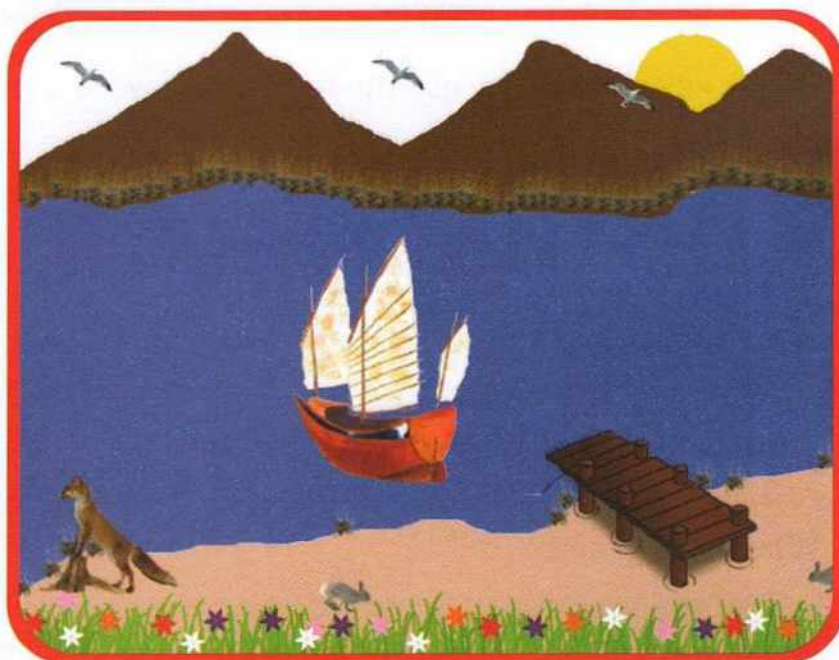### Project – 2

Stamp tool

Shape tool

Fill tool
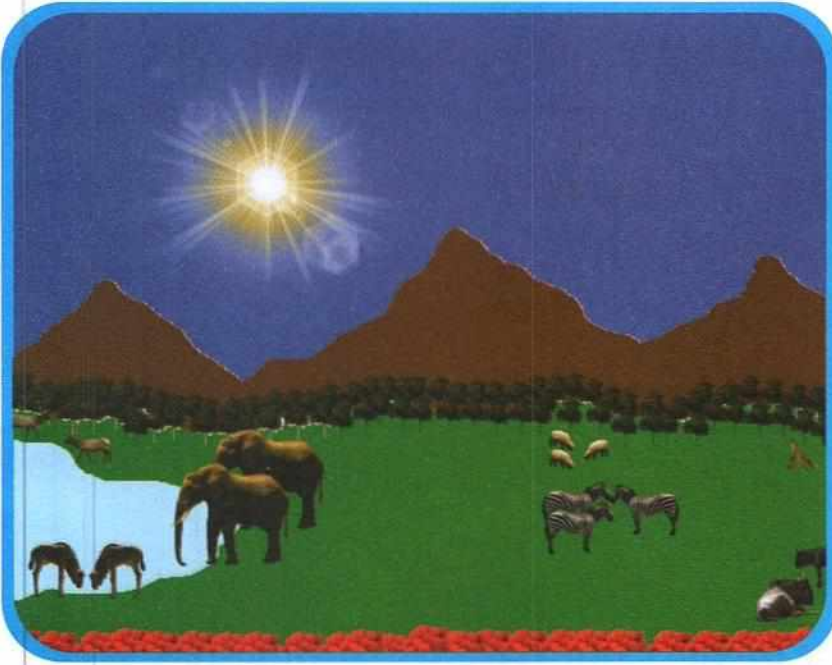
Magic tool

Paint tool

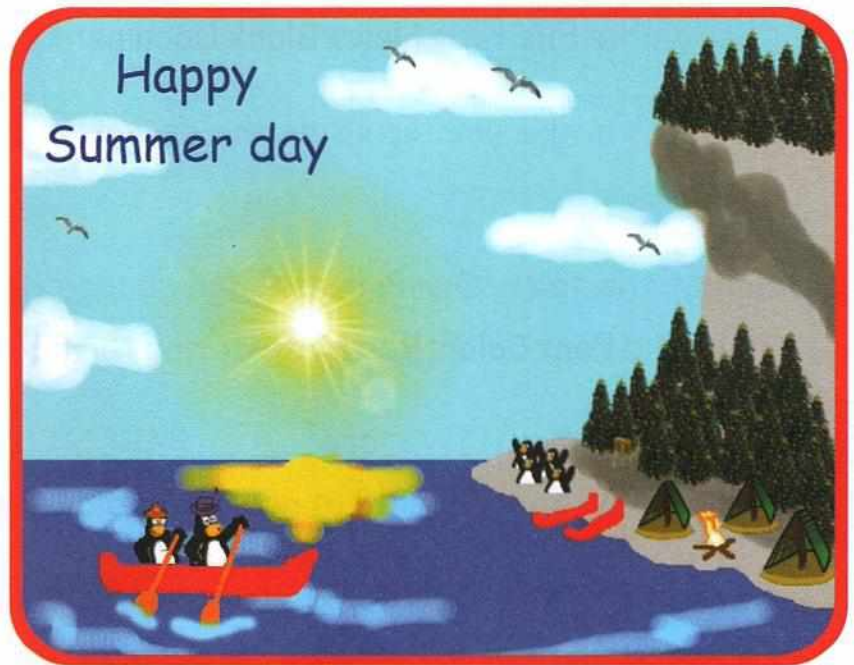## Project – 3

Stamp tool

Shape tool

Fill tool

Paint tool

Project – 4

Stamp tool

Text tool

Line tool

Fill tool

Paint tool

Happy
Summer day

Project: Open MS Word and make a beautiful poster on 'Our Parents'.

Our Parents

We are in this world because of our PARENTS!

Parents always wish their children to surpass them in all fields.

Parents take pains to bring happiness to their children.

Parents are like GOD.

REMEMBER: We must respect our Parents throughout their LIVES.

INSTRUCTIONS

❖ Click on the File tab > New > Blank Document button.

❖ Move the mouse pointer inside the document and type the text as shown in the poster.

❖ Select the text "Our Parents" and change its Font: Cooper Black, Font size: 20 pt and Font Color: Red by selecting the Font group on the Home tab.

❖ Select the text "We are .... PARENTS" and change its Font: Lucida Calligraphy, Font Size: 18 pt and Font Color: Black.

❖ Type the points given in the poster and change its Font: Poor Richard Black, Font size: 16 pt.

❖ Type the last sentence as shown in the poster and change its Font: Calibry, Font size: 18 pt and Font Color: Red.