

BRILLIANT
BOOKS

COMPUTER CONCEPTS

For Learners of Digital Generation

1

Based on
Windows 7
MS Office 2007



TOKEN NUMBER
78244

SCAN THE QR CODE FOR
DIGITAL SUPPORT

COMPUTER CONCEPTS

1

by
Abhinav Bhatnagar
B. Tech

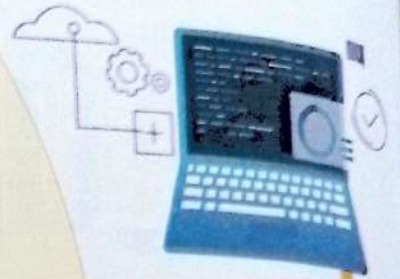


BRILLIANT
BOOKS





A-9, Jhilmil Industrial Area,
Behind Dilshad Garden Metro Station
Delhi-110095 (INDIA)
info@brilliantbooks.co.in
www.brilliantbooks.co.in
Tollfree : 1800 270 1317



Editor :
Pragati Jain

© Publishers

Published & Printed by :
Vidya Prakashan Mandir (P) Ltd.

- All rights reserved. No part of this book may be reproduced in any form without written permission of the publishers.
- The author, the editor, the publisher and printer have made their best endeavour to provide authentic, accurate, impeccable and up-to-date information in this book. However, they do not undertake any legal responsibility for any misinterpretation or error inadvertently crept in. Creative suggestions for the improvement of the book are solicited for as they would serve as feedback and would be incorporated in the ensuing editions.



Preface

Computer Science in the school curriculum deals with computers and their applications. Today, irrespective of geographical, economic and social parameters, computers have become an integral part of our lives. The fast pace of advancing technology coupled with the numerous fields in which computers are used makes it essential for children to become familiar with computers and their applications. It is imperative that the basic knowledge of computers is imparted to children as early as possible. This will give them enough scope to explore and experiment with a myriad of applications.

Computer Concepts— For Learners of Digital Generation, a series for grades 1 to 8, is a diligent effort to provide the best and comprehensive understanding of the subject. Simple language, real-life connections to explain abstract concepts, activities, information and facts make the entire learning experience lively and fun.

This series focuses on— Windows 7, MS Office 2007, MSW Logo, Tux Paint, QBASIC, Flash CS3, HTML, Visual Basic 2008 and Internet.



Salient Features of the Series :



- *Lesson Extract* outlines the objectives of the chapter.
- *Chapter Content* starts with an engaging introduction. The text is supported with pictures and relevant screenshots.
- *For your Info (Information)* gives extra and useful information for memory reinforcement.
- *Time to Drill* interspersed within each chapter to check the alertness of the students.
- *Lab Visit* provides more activities that can be done in the lab.
- *Test Papers* provide sample questions to assess students' understanding of the concepts learnt.

A series that will prove to be a treasure house for overall digital development.

We expect that **Computer Concepts** will help students make computers their Digital Buddy and useful in all real-life situations. We look forward to your response to the series and to any suggestions you may have to improve the same.

—The Publishers





Contents



1.	Computer : A Smart Machine	...	5
2.	Parts of a Computer	...	11
	◆ My Activity Zone I	...	16
3.	Applications of Computers	...	17
	◆ My Activity Zone II	...	22
4.	Mouse	...	23
5.	Keyboard	...	30
✦	Tux Typing	...	35
	◆ My Activity Zone III	...	37
6.	Introduction to MS Paint	...	38
	◆ My Activity Zone IV	...	47
✦	Project Work	...	48
✦	Word Index	...	49
📁	Periodic Test : Term I	...	51
➤	Half-Yearly Test Paper	...	52
📁	Periodic Test : Term II	...	54
➤	Annual Test Paper	...	55



1

Computer : A Smart Machine



Lesson Extract



- ❖ Machines
- ❖ Computer—A Man-made Machine
- ❖ Human Being Vs Computer

Children, look at this picture. Do you know what it is?



Hey! Very smart children, you have guessed it 'RIGHT'.

This is a computer. It is a machine.

This is a laptop computer. We can carry it anywhere.



Computer-like Machines



Smartphone



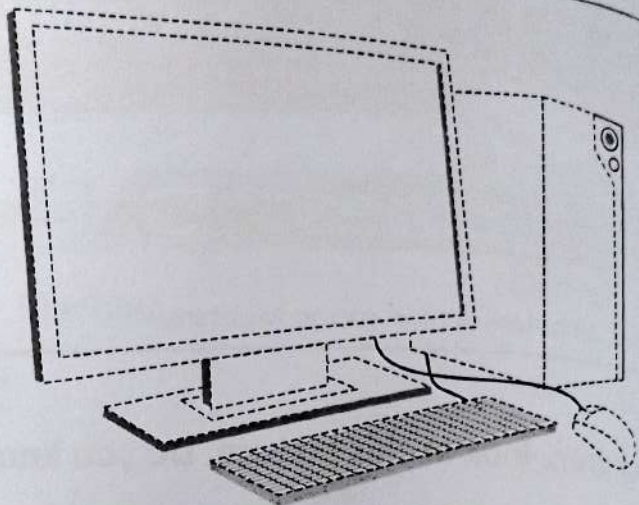
Tablet



Palmtop (Roll ToP)

Time to Drill

- Trace the dots and color the picture. Use crayons of your choice.



MACHINES

A machine is a man-made thing. It makes our work easy, fast and accurate. You must have seen many machines at your home or school.



A washing machine is a machine which is used to wash and dry our clothes.



A mixer is a machine which is used to mix things.



An air conditioner provides us fresh and cool air.



A refrigerator keeps things cool. It keeps our food fresh for a long time.

For Your Info (Information)

A pencil sharpener is also a machine.

Man-made Things and Natural Things

Machines are made by man. They are man-made things.
Some things are not made by man. They are natural things.

Time to Drill

- Write **M** for man-made things and **N** for natural things.



Features of a Machine

All machines have some common features.

- Machines are man-made things. They are used to do special work.
- Machines make our work easy.
- Machines work very fast and help us to save time.
- Most of the machines need fuel to run. Some machines run on electricity.

Time to Drill

- Match the activity with the machine that can do it easier or faster. Write the correct number.



1.



2.



3.



COMPUTER—A MAN-MADE MACHINE

A computer is a man-made machine. It needs electricity to work. It works very fast and saves our time. It never gets bored or tired.

We can do many things on a computer.

- We can play games.
- We can listen to music or watch films.
- We can draw and color pictures.
- We can write things without using paper and pencil.



HUMAN BEING VS COMPUTER

A computer can do many things that we can do but there are some differences between human being and the computer. Some of the differences between a Human being and a computer are as follows.

Human Being



1. We have feelings and can take decisions.
2. We may make mistakes.
3. We cannot work as fast as a computer.
4. We get tired after some time.
5. We get bored doing the same work again and again.

Computer



1. A computer does not have any feelings and cannot take any decisions.
2. A computer does not make any mistakes.
3. A computer can work very fast.
4. A computer never gets tired.
5. A computer can do the same work again and again. It never gets bored.



Boost Your Brain



A. Tick (✓) the right option.

1. Which of these is a machine?



2. Which machine is used to wash and dry clothes?



3. Which machine provides us fresh and cool air?



B. Fill in the blanks with the correct options.

- Machines are _____ things.
- Machines help us to _____ time.
- A computer needs _____ to work.
- A computer is a _____ machine.

natural / man-made

save / waste

petrol / electricity

boring / smart

C. Answer the following questions.

- What is a machine?
- Name any two machines.
- Write two features of a machine.
- Why is computer a smart machine? **HOTS**
- Write two differences between human being and the computer.

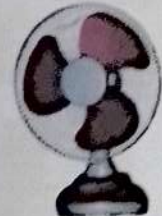
D. Guess who am I?

1. I stitch clothes for you.
2. I fly high in the sky.
3. I can iron your clothes.
4. I can tell you the time.



E. Look for the names of five machines in the word maze below.

C	F	M	I	X	T	M	M
A	O	S	E	W	E	C	I
O	N	F	A	N	R	A	X
V	E	Q	R	M	E	M	E
C	O	M	P	U	T	E	R
N	G	N	I	P	U	R	O
O	V	E	N	A	T	A	B



LAB VISIT

Name the two or three machines you see in the computer lab.

1. _____ 2. _____ 3. _____

Computer ethics

Take off your shoes before you enter the computer lab.



Lesson Extract

- ✦ Monitor
- ✦ Keyboard

- ✦ CPU
- ✦ Mouse

- ✦ Starting a Computer

We have different parts in our body. These parts work together to do different activities. Similarly, a computer also has many parts. The main parts of a computer are :

- Monitor
- Keyboard
- CPU
- Mouse

**MONITOR**

This is a monitor.

- A monitor looks like a television.
- It shows what we do on a computer.
- We can also watch movies on it.

**KEYBOARD**

This is a keyboard.

- A keyboard looks like a typewriter.
- It has many buttons called keys.
- We can press the keys to type letters and numbers.
- A keyboard also helps us to give commands to the computer.



Mind Feeder

Commands are orders that you give to a computer.

CPU

This is a CPU.



CPU-Box



CPU-Inside



CPU-Back

- CPU is the most important part of a computer. It is a real computer.
- CPU stands for Central Processing Unit.
- It is present inside the CPU-Box. It is also known as the brain of the computer.
- It carries out our directions to solve problems.

MOUSE

This is a mouse. Not the rat, but a computer mouse. It looks like a real mouse because of its shape. It has a long cable which seems to be a tail. It connects the mouse to the CPU.



- A mouse helps to point an object on the screen with a pointer.
- It also helps us to draw pictures and play games.
- It has two or more buttons.

For Your Info
Mouse is a new invention. Earlier, computer used to be without mouse.

Time to Drill

- Identify the pictures and put a tick (✓) for correct names and a cross (X) for the wrong ones.



Monitor



Keyboard



CPU-Box



Mouse



CPU-Inside



Additional Part—UPS (Uninterrupted Power Supply)

This is a UPS.



- A UPS is a machine.
- It keeps the computer ON, even when the electricity goes OFF.
- It also saves the computer in case of high voltage or power problem.



For Your Info

A laptop, also a computer, does not use a UPS. There is a battery inside its body.

STARTING A COMPUTER

To start a computer follow these steps :

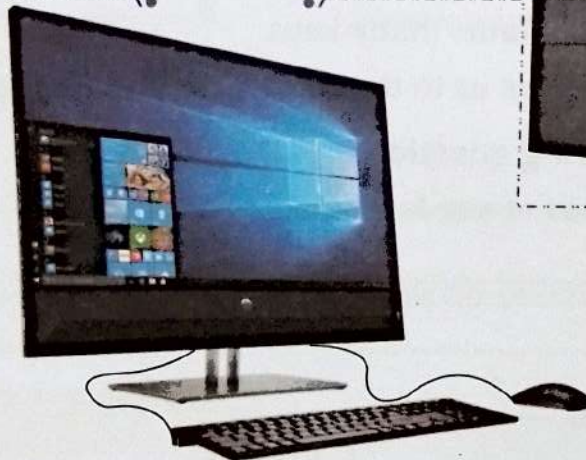
STEP-1

Switch on the main power supply.



STEP-2

Switch on the UPS.



STEP-4

Switch on the Monitor.



STEP-3

Switch on the CPU.





Boost Your Brain



A. Tick (✓) the right option.

- A monitor looks like a
 - (a) rat
 - (b) mouse
 - (c) television
- CPU stands for
 - (a) Central Power Unit
 - (b) Central Processing Unit
 - (c) Control Processing Unit
- It keeps the computer ON, even when the electricity goes OFF.
 - (a) CPU
 - (b) Mouse
 - (c) UPS

B. Fill in the blanks with the correct options.

- A shows what we do on a computer.
- A is known as the brain of the computer.
- A contains many keys.
- A helps us to draw pictures and play games.

CPU / Monitor
 CPU / UPS
 keyboard / mouse
 keyboard / mouse

C. Answer the following questions.

- Write the names of any four parts of a computer.
 - (a)
 - (b)
 - (c)
 - (d)

2. What are keys?

3. Write one use of a mouse.

4. Why is CPU known as the brain of the computer?

Activity
Monitor

D. Write A, B, C to show the order in which you will start a computer.







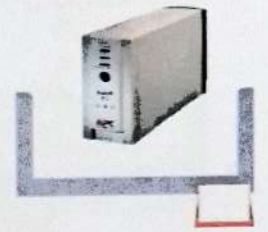
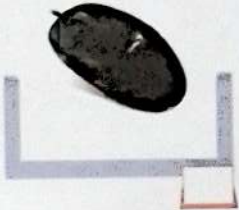
E. The following words have got jumbled up! Put them in correct order and match them with the right picture.

(a) UCP.....

(b) PUS

(c) UOMES

(d) RONIMOT



LAB VISIT

Start the computer. Follow the correct steps. What do you find on the monitor?

Computer ethics

🔍 We should maintain silence in the computer lab.



A. Tick (✓) and count the machines.



Ball



Cycle



Clock



Mixer-Grinder



Puppy



Car



Computer



Books

Total number of machines

B. Write the missing part of computer in each picture shown below.



1.



2.



3.



4.

3

Applications of Computers



Lesson Extract



✦ **Applications of Computers**— At home, In schools, In banks, In stores, At offices, In hospitals, at railway stations and airports.

This is the era of computer. Computer has made everyone's life very easy. Nowadays, computers are used mostly in all the fields.

AT HOME

When we get bored at home, we can play games, listen to music, watch cartoons or movies etc. on a computer.



IN SCHOOLS

Computer helps the students in their studies. It also helps in teaching various subjects like maths and science. It is used in schools to store students' record.



IN BANKS

Computer also plays an important role in banks. It is used in banks to keep record of payments and receipts.



IN STORES

Computer is used in stores to list the names of items and their prices. It is also used to prepare bills.



AT OFFICES

At offices, computer is used to store information and accounts. It is also used to prepare letters and reports.

IN HOSPITALS

Doctors and nurses also use computer in hospitals. Computer can be used to diagnose the diseases with the help of some other medical equipments.



AT RAILWAY STATIONS AND AIRPORTS

Computer is used for booking tickets at railway stations and airlines offices. All the information regarding the trains or flights is available on the computers.

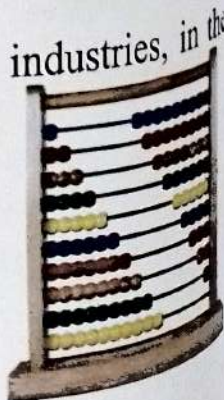
Besides these, computers are also used in communication, in industries, in the military department, in science and space research, etc.



For Your Info

In earlier times, there were no computers or calculators. People used abacus to add or subtract numbers.

18



Time to Drill

● Tick (✓) the places where we use computer.















Boost Your Brain



A. Tick (✓) the right option.

1. Look at the picture. Who is using the computer?

(a) Teacher

(b) Saleswoman

(c) Nurse



2. Computer is used for booking tickets

(a) in banks (b) at railway stations (c) in hospitals

3. Computers are used in banks

(a) to diagnose the diseases

(b) to prepare bills

(c) to keep record of payments and receipts

B. Fill in the blanks with the correct options.

booking, studies, bills, information

1. In schools, computers help the students in their
2. In stores, computer is used to prepare
3. At offices, computer is used to store and accounts.
4. Computer is used for tickets at airlines offices.

C. Answer the following questions.

1. Name two places where you have seen computer working.

(a) (b)

2. What is the role of computers in banks?

.....
.....

3. Describe the role of computers in stores.

.....

4. How is computer useful at railway stations and airports?

.....

Activity Monitor

D. Unjumble the letters to know the places where computer is used.

1. LSHOCO

S

2. ABKN

B

3. CIFFOE

O

4. PITALOHS





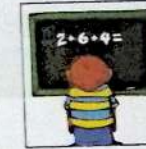

H

5. PRTAIOR

A



E. Place a tick (✓) where you think computer can be used and a cross (X) where you think computer cannot be used.

1.  Can a computer be useful for climbing with a rope?
2.  Can a computer be used for writing the list?
3.  Can a computer be used for eating a lollipop?
4.  Can a computer be used to listen to music?
5.  Can a computer be used to add numbers?
6.  Can a computer be used to make chapattis?

LAB VISIT

Find out how the computer is being used there. Also count and write the number of computers in the lab.

Computer ethics

We should not bring eatables and drinks in the computer lab. We should keep these things away from the computer.





My ACTIVITY Zone II

A. Tick (✓) the places where we use computer.



3. See the picture and write the activity/work in progress.



Lesson Extract

- ❖ Parts of a Mouse
- ❖ A Mouse Pad
- ❖ Holding a Mouse
- ❖ Using a Mouse
- ❖ Click and Drag
- ❖ Moving up and down on the Computer Screen
- ❖ Shutting down a Computer

As we know, a computer mouse is a part of the computer. It is different from a house mouse. A mouse is used to point at or select something on the monitor. We also use it to draw pictures and play games on the computer.

PARTS OF A MOUSE

A mouse usually has three buttons.

Left and Right buttons—

We use these buttons to select and click the items on the monitor.



Scroll-wheel or button—

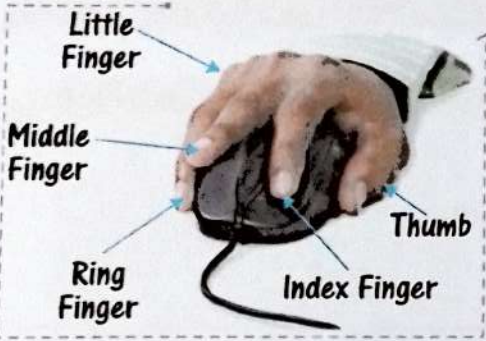
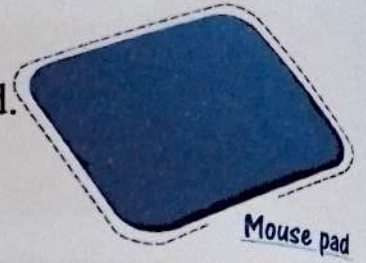
It helps us to move a page up and down.

Wire (Tail)

It connects the mouse to the CPU-Box.

A MOUSE PAD

We keep the mouse on a special seat. We call it a mouse pad. A mouse pad keeps the mouse free from dust and dirt.



HOLDING A MOUSE

Look at the five fingers of your right hand. We use fingers 2 and 3 to hold a mouse. Finger 2 is our **index finger** and finger 3 is our **middle finger**.

We first place our palm on the mouse gently. Then we put finger 2 on the left mouse button and finger 3 on the right mouse button.



Mind Feeder

The mouse should always be placed in such a way that its buttons should point towards the computer. The mouse should not be turned sideways.

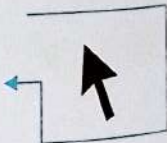


For Your Info

A left-handed child will hold the mouse using his left-hand and a right-handed child will hold the mouse with his right hand.

Mouse Pointer

When the computer is ON, we see an arrow on the monitor. It is the mouse pointer. When we move the mouse, the pointer also moves in the same direction.



USING A MOUSE



We use the mouse by pressing its buttons. When we press and release the mouse button, we call it **clicking**.

When we click the left button of the mouse, we call it **left-click** or simply click.

When we click the right button of the mouse, we call it **right-click**.





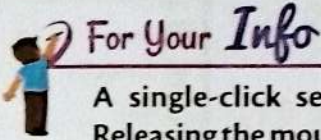
Single-click

Single-click means pressing the left mouse button once and releasing it.

Double-click means pressing the left mouse button twice and releasing it.



Double-click



For Your Info

A single-click selects an item and a double-click opens an item. Releasing the mouse button after dragging is called **dropping**.

CLICK AND DRAG

We first press the left button. Keeping it pressed, we move the mouse. Pressing the left button is **click** and moving the mouse while keeping the left button pressed is **drag**. This is click and drag. We use click and drag to move an item from one place to another on the screen.

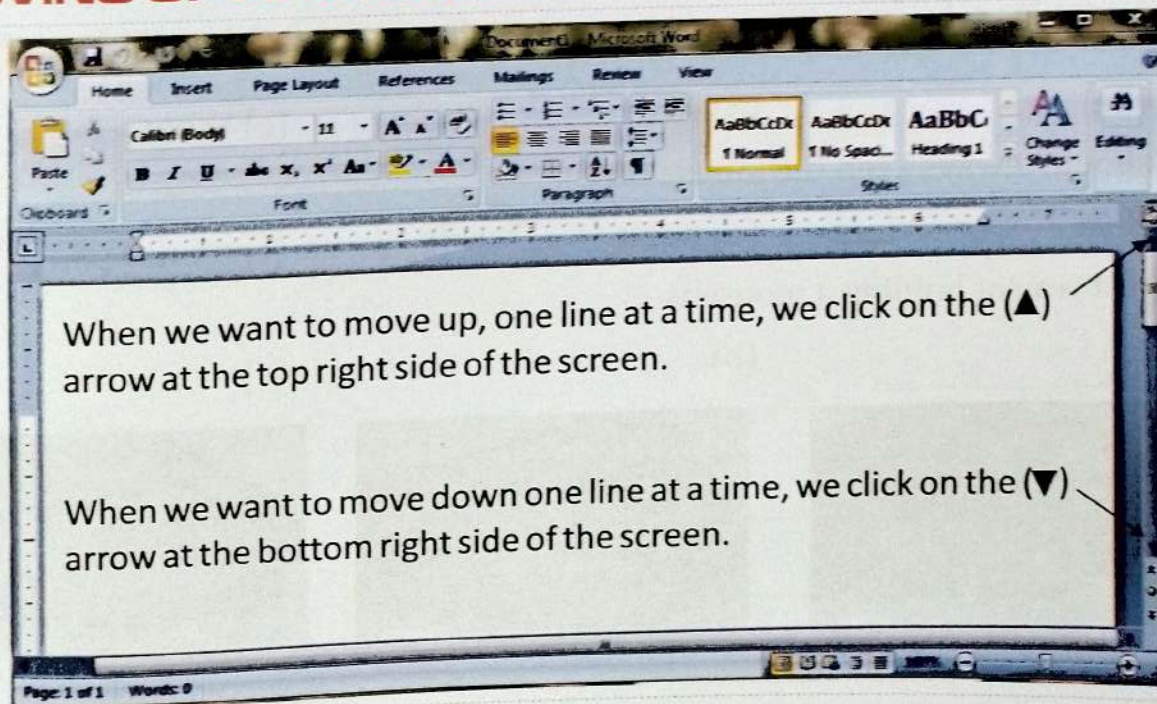


Time to Drill

● Circle the words which are related to a computer mouse.

- | | | | | |
|--------|-------|--------------|------|---------|
| Drag | Dance | Drink | Cry | Click |
| Button | Burn | Scroll-wheel | Wire | Pointer |

MOVING UP AND DOWN ON THE COMPUTER SCREEN



SHUTTING DOWN A COMPUTER

We can use mouse to do many important things. Shutting down a computer is one of these important tasks. To do so, we follow these steps :

- Step 1** : Go to the **Start** button and by using the left mouse button, click on it.
- Step 2** : Click the **Shut down** option in the window. The computer will start shutting down. In a few minutes the screen becomes blank.
- Step 3** : Switch off the monitor.
- Step 4** : Switch off the UPS.



The computer works properly when we shut it down properly.



Boost Your Brain



A. Tick (✓) the right option.

1. A mouse usually has buttons

- (a) one (b) two (c) three

2. We should always keep the mouse on a

- (a) glass (b) book (c) mouse pad

3. Correct way of holding a mouse is

- (a) (b) (c)



B. Fill in the blanks with the correct options.

wire, mouse-pointer, mouse pad, dropping, Scroll-wheel

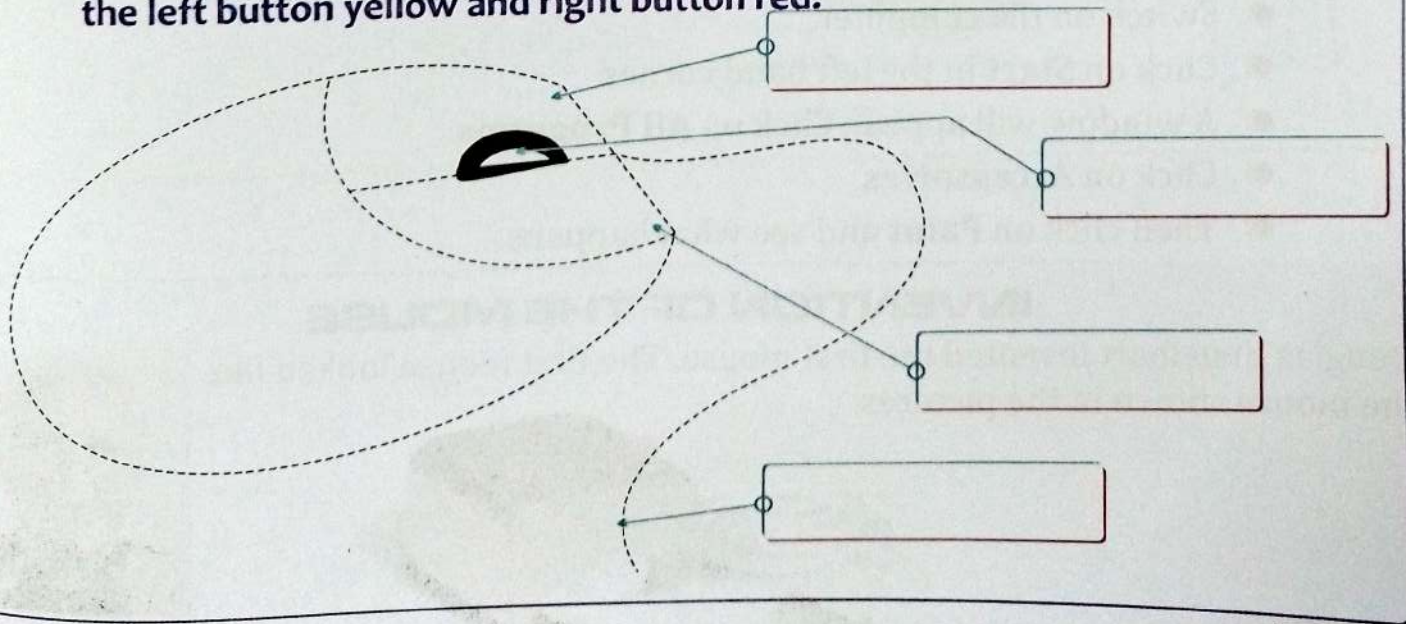
1. A keeps the mouse free from dust and dirt.
2. A connects the mouse to the CPU-Box.
3. helps us to move a page up and down.
4. When the computer is ON, we see an arrow on the monitor. It is the
5. Releasing the mouse button after dragging is called

C. Answer the following questions.

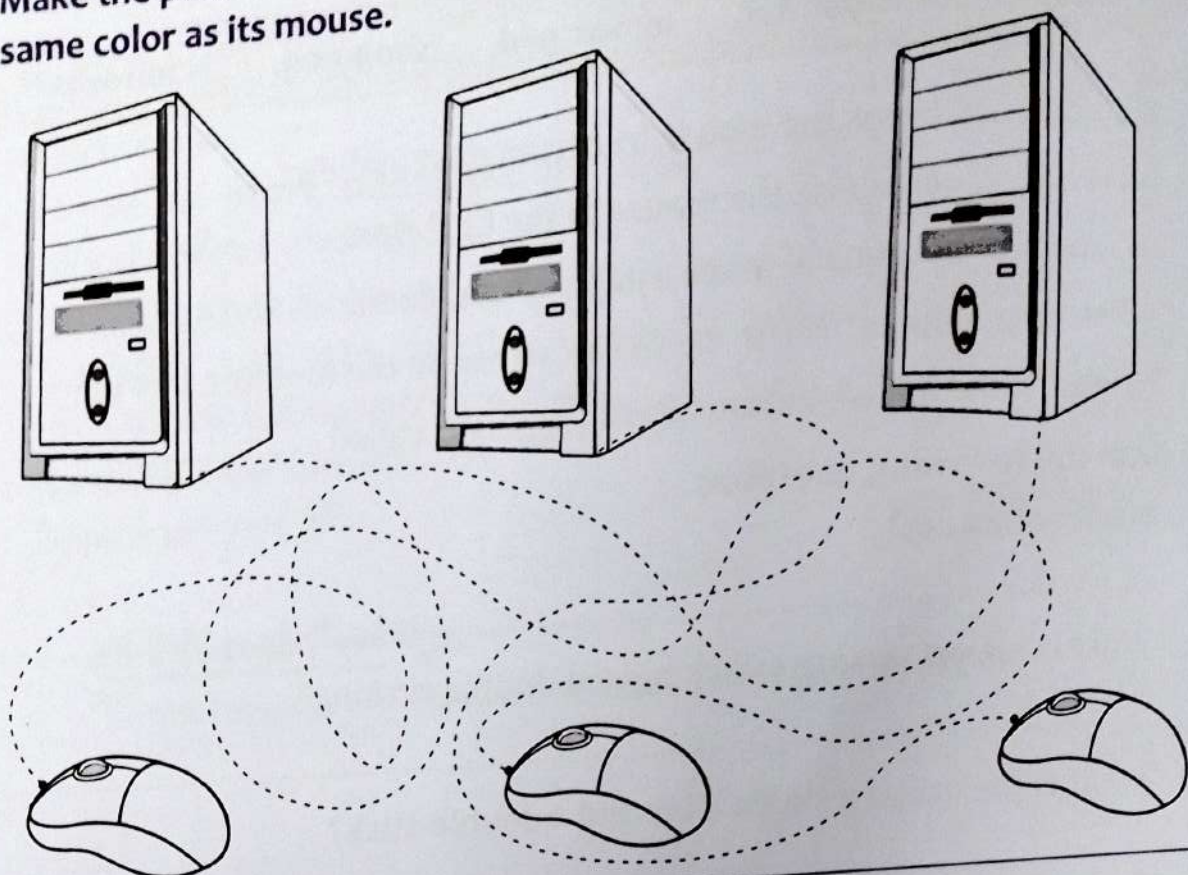
1. What is clicking?
.....
2. What is meant by single clicking and double clicking?
.....
3. What is the use of a single-click and a double-click?
.....



D. Join the dots and complete the picture of this mouse. Label its parts. Color the left button yellow and right button red.



E. Make the pairs of each mouse with its right CPU and color each CPU with the same color as its mouse.



LAB VISIT

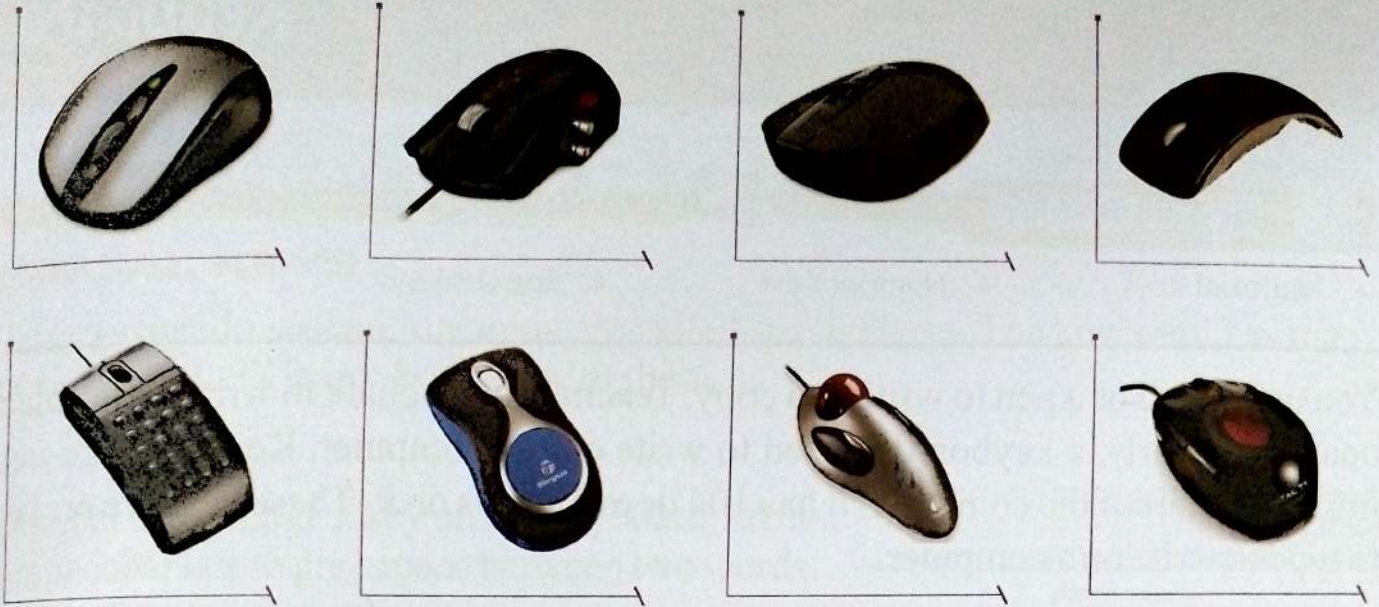
1. Practise single-click, double-click and dragging with the help of your teacher.
2. Now, you need to get some practice in using the mouse. Try your hand on the mouse in presence of your teacher.
 - Switch on the computer.
 - Click on **Start** in the left hand corner.
 - A window will appear. Click on **All Programs**.
 - Click on **Accessories**.
 - Then click on **Paint** and see what happens.

INVENTION OF THE MOUSE

Douglas Engelbart invented the first mouse. The first mouse looked like the mouse shown in the pictures.



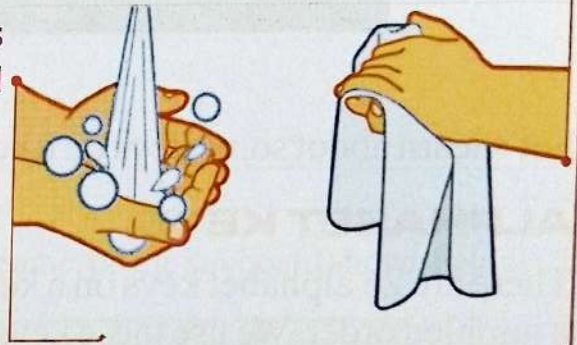
Nowadays, we find different types of mouse in various shapes.



Different types of Mouse

Computer ethics

🔍 We should wash and wipe our hands before using the computer. We should never touch a computer with wet hands.





Lesson Extract

- ◆ Alphabet Keys
- ◆ Number Keys
- ◆ Special Keys

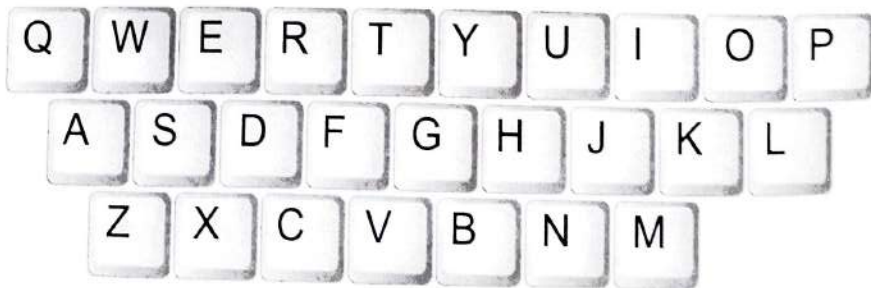
You use pencil or a pen to write in a copy. Teachers use a chalk to write on the blackboard. Similarly, a keyboard is used to write on the computer. Keyboard is a very important part of the computer. It has 104 or more keys on it. These keys are pressed to type or write on a computer.



Let's learn about some keys on a keyboard.

ALPHABET KEYS

There are 26 alphabet keys on a keyboard. These keys show alphabets from A to Z in a jumbled order. We use these keys to type words and sentences.

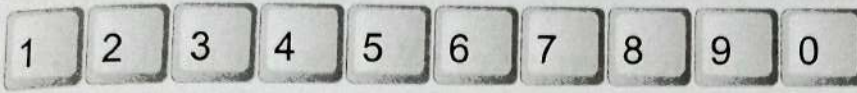


For Your Info

A keyboard has alphabet keys in QWERTY format.

NUMBER KEYS

There are two sets of number keys on a keyboard. These keys show numbers from 0 to 9. We use these keys to type numbers.



SPECIAL KEYS

The keys that do special functions are called special keys. The keyboard has many special keys. Let's learn about some of them.

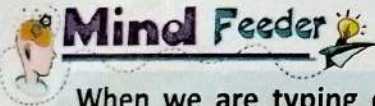
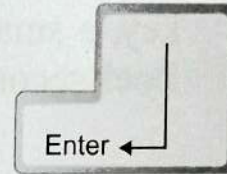
Spacebar Key

Spacebar is the longest key on the keyboard. We use the spacebar key to give space between two words.





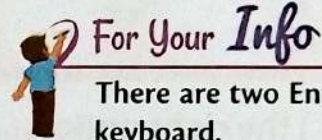
Enter Key

Enter key helps us to move the cursor to the next line.



Mind Feeder

When we are typing on the computer, the mouse pointer  changes to . This small blinking line is called a cursor.



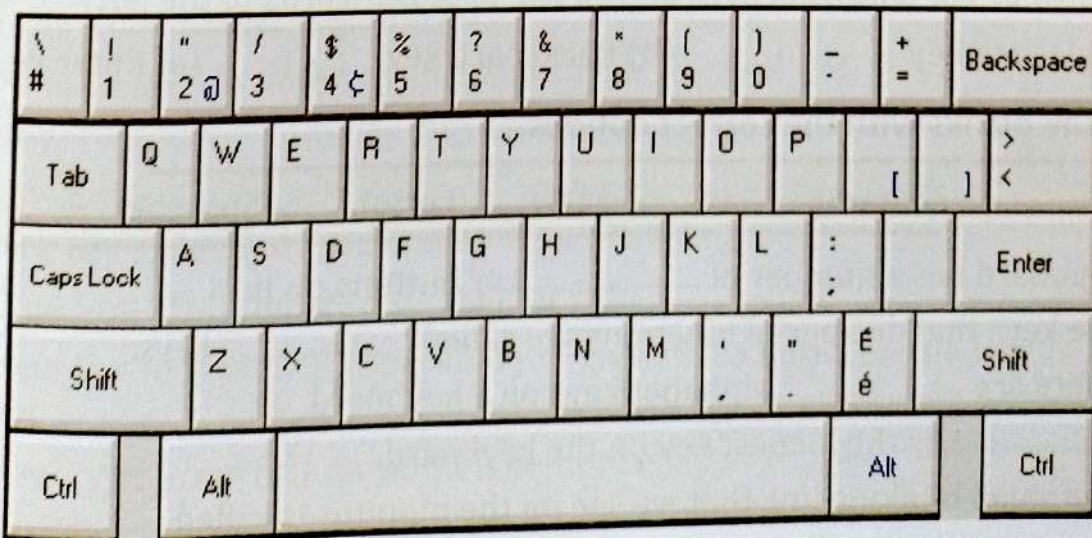
For Your Info

There are two Enter keys on a keyboard.



Time to Drill

- Color the alphabet keys that are a part of your full name, on the keyboard shown below.



Delete Key and Backspace Key

Sometimes we make mistakes while typing on the computer. Then we use :

Delete Key : This key works like an eraser. We use it to remove a letter or number to our right.



COMPUTER

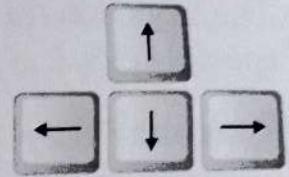


COMPUTER

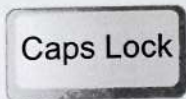
Backspace Key : We also use this key to erase a letter or number. It removes the text to our left.

Arrow Keys

There are four arrow keys. They help us to move the cursor in different directions.



Caps Lock Key



We use the Caps Lock key to write capital letters. When we press this key, a small light on the keyboard is turned on. Pressing the Caps Lock second time it turns off.



Boost Your Brain



A. Tick (✓) the right option.

- To type your name, you will press the
(a) Alphabet keys (b) Number keys (c) Arrow keys
- To type your phone number, you will use the
(a) Alphabet keys (b) Number keys (c) Arrow keys
- Which of the following keys do you use to erase words to the left?
(a) Delete key (b) Backspace key (c) Enter key

B. Fill in the blanks with the correct options.

Special, 26, keys, cursor, Spacebar

- Keyboard has a number of or buttons on it.
- The keys that do special functions are called keys.
- There are alphabet keys on a keyboard.
- is the longest key on the keyboard.
- The small blinking line that we see on the monitor is called

C. Answer the following questions.

1. How do we type or write on a computer?

.....

2. What is the use of Alphabet keys?

.....

3. What is the use of Spacebar key?

.....

4. Name the key not used while typing DOGOODHAVEGOOD. **HOTS**

.....



LAB VISIT

1. Visit the computer lab and find out how many of these keys are there on the keyboard.

Enter keys

Spacebar key

Alphabet keys

Backspace key

Number keys

Delete key

2. With the help of your teacher learn the use of Spacebar, Caps Lock and Enter keys.

3. For STUDENTS :

● Open WordPad by clicking on :

Start > All Programs > Accessories > WordPad.

● Type your name, e.g., agrim

Press Caps Lock and type the name again, e.g., AGRIM

● Now type your name as shown here : Agrim.

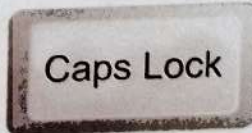
(Press the Caps Lock key once and type A. Press the Caps Lock key again and type rest of the alphabets.)

● Type your full name, e.g., Agrim Jain

Press the longest key (Spacebar) to give space between the words: Agrim and Jain.

● Now type your full name in a sentence.

e.g. : My name is Agrim Jain.



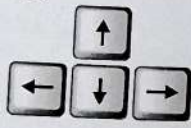
4. For TEACHERS :

- Open WordPad by clicking on :
Start > All Programs > 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 No. :

Key controls are given below :

- 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 to move the cursor up, down, left or right.
- Use the Backspace key to erase the Telephone Number. Now type another number.

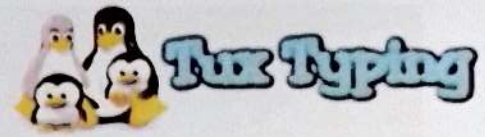
Computer ethics

- We should not press keys of keyboard harshly.
- We should never push or bang the computer table.





Online Links @




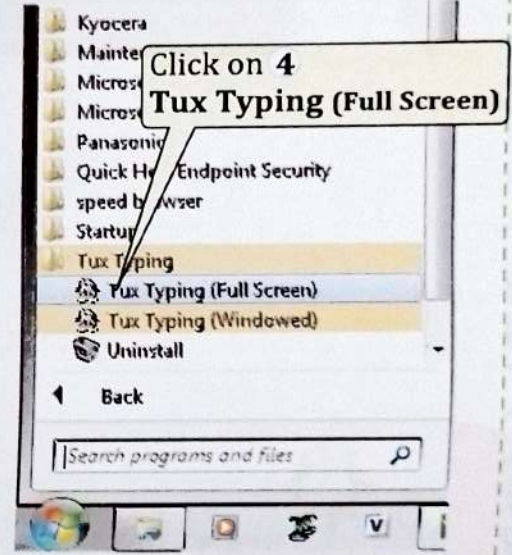
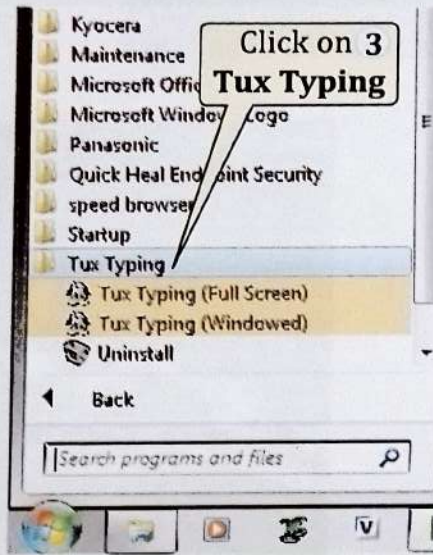
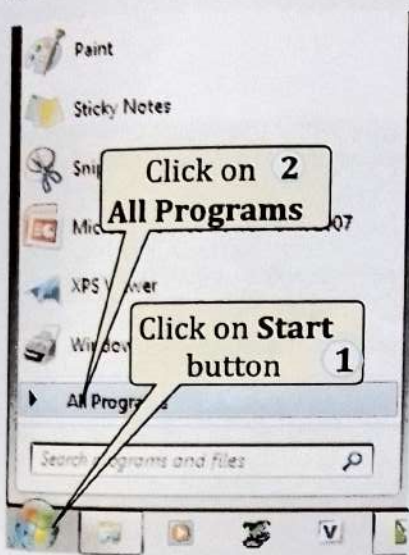
Download **Tux Typing** software by visiting the site :

<http://tux4kids.aliath.debian.org/tuxtype/download.php>

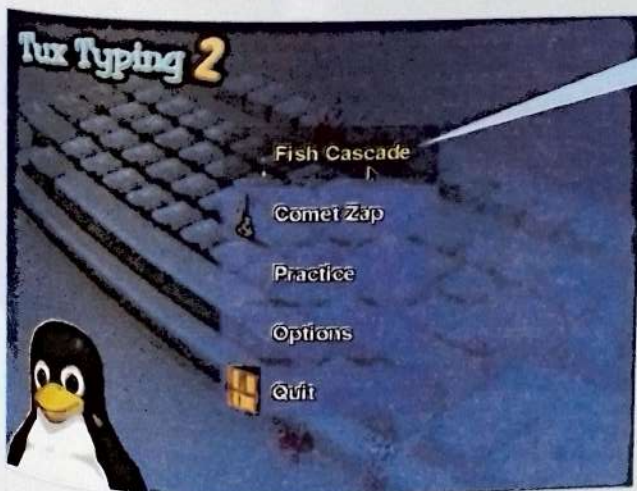
It is an educational software to teach the use of Alphabet keys in a playway method.

How to Start 'Tux Typing'

Double-click on the 'Tux Typing' icon  on the desktop.



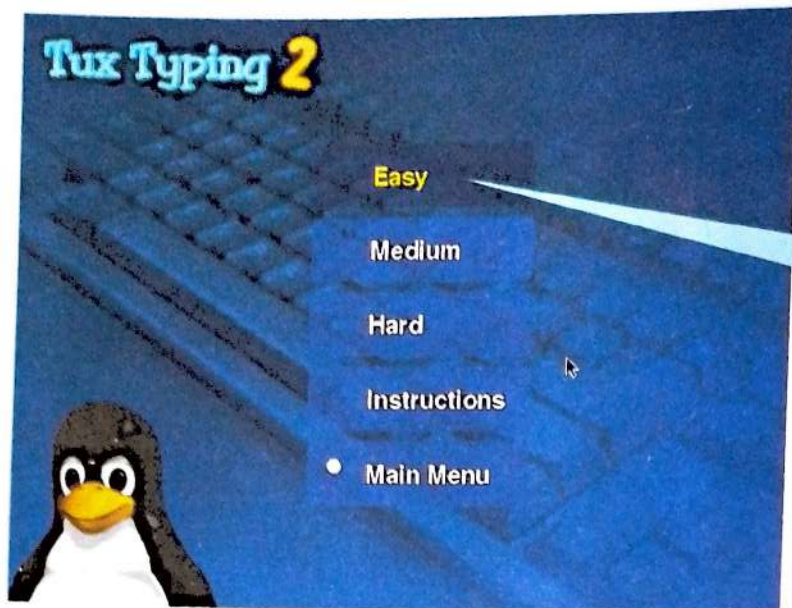
You will get the following window.



Choose 'Fish Cascade' option



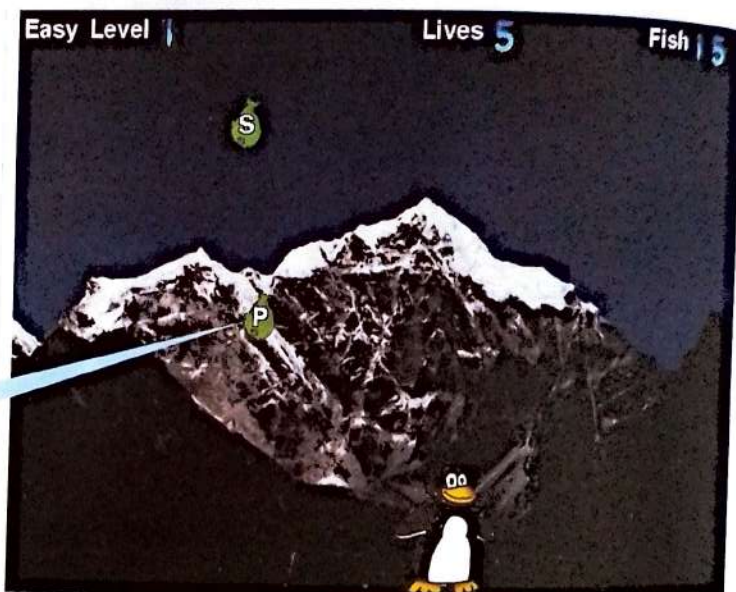
Choose 'Alphabet' option



Choose 'Easy' option



Start playing



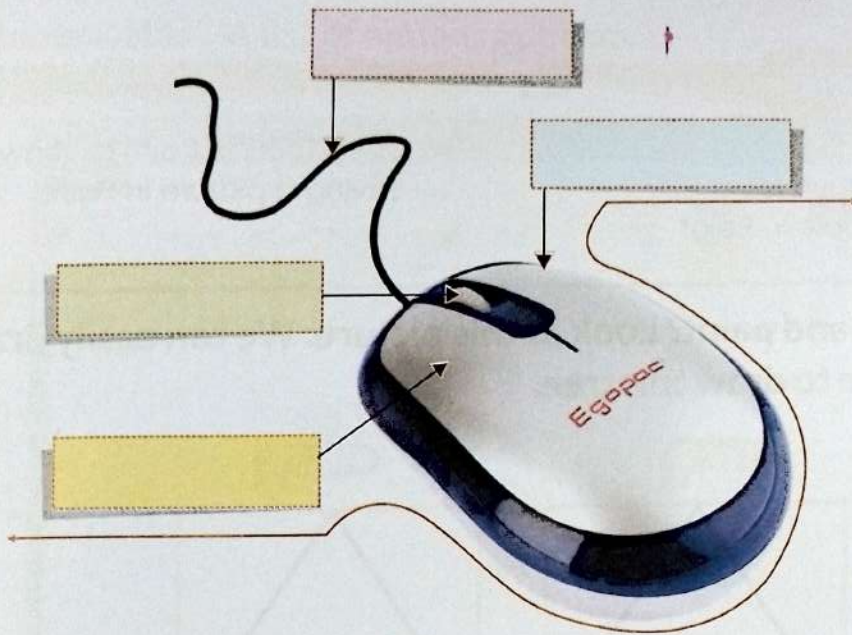
Now, start playing by pressing the letter which appears on the fish. This way the letter will go away and help the penguin to eat fish.

Sticky Note

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



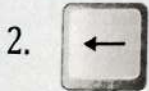
A. Identify the parts of a mouse and write the names in the boxes.



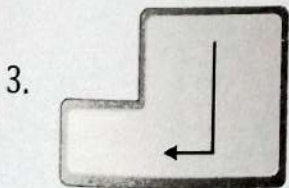
B. Join the special key with its name.



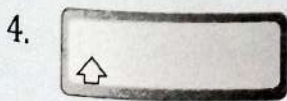
(a) Enter Key



(b) Shift Key



(c) Delete Key



(d) Backspace key



(e) Spacebar key



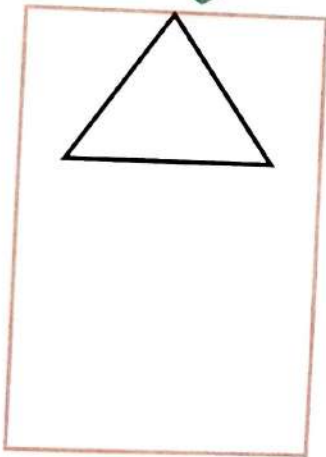
Lesson Extract



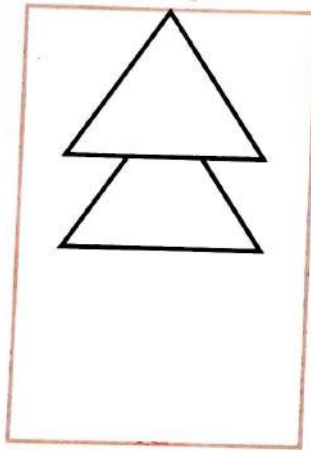
- ❖ Starting MS Paint
- ❖ Parts of a Paint window
- ❖ Different Tools available in Paint
- ❖ Using Tools of Paint to draw a picture
- ❖ Saving a picture in Paint

Do you love to draw and paint? Look at this picture. We can easily draw it on paper. Follow the steps here to draw this tree.

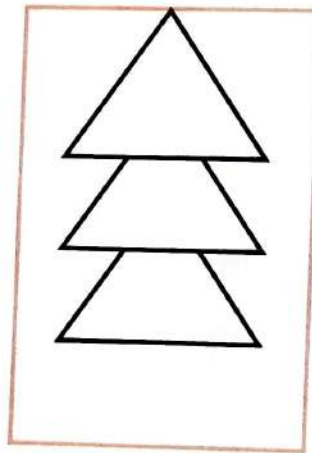
Step-1



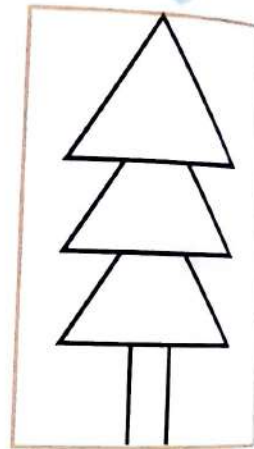
Step-2



Step-3



Step-4

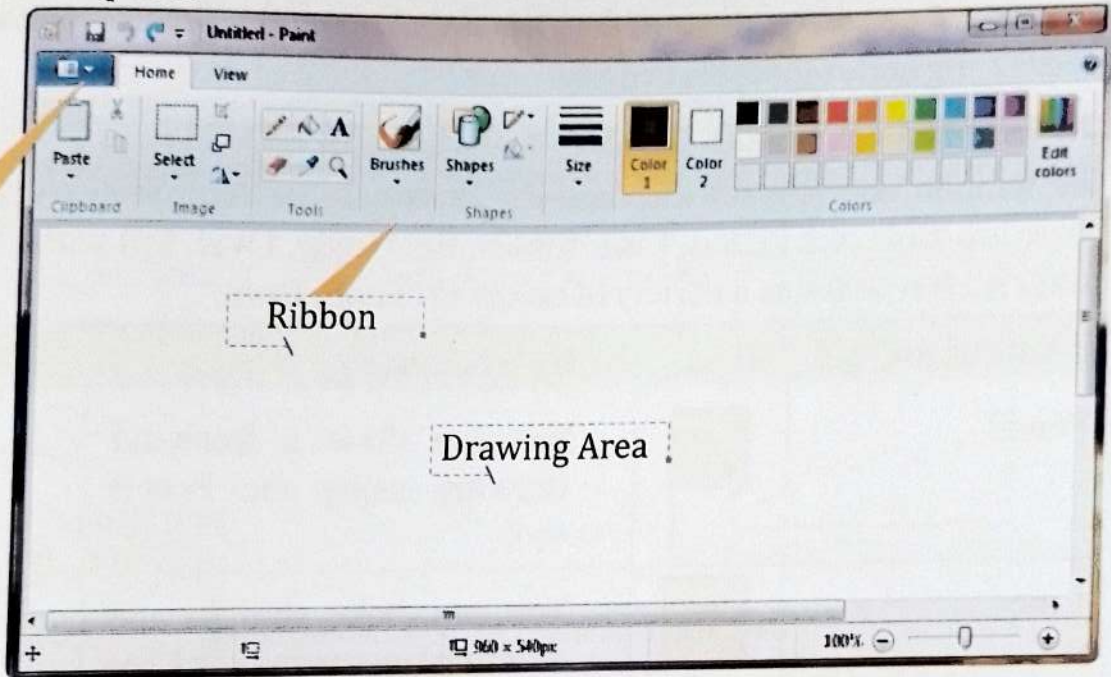


Now, you can draw your own tree here and color it. Children, which tools did you use to draw this picture? You have used a pencil, an eraser and colors. To make any drawing on a computer, you do not need these tools. A computer has a program where you can draw and color pictures. It is called **Paint**.

STARTING MS PAINT

Follow these steps to start Paint:

1. Click on 'Start' button.
2. Select 'All Programs'.
3. Click on 'Accessories'. A list of options appears.
4. Click on 'Paint' option.



Paint Window



Select All Programs



Opening Paint

The Paint window will appear as shown here.

PARTS OF A PAINT WINDOW

Paint Button : It contains different options to work in Paint.

Quick Access Toolbar : It contains the buttons which do common tasks.




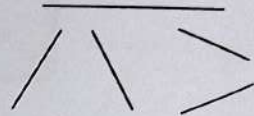

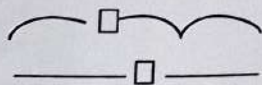

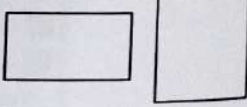

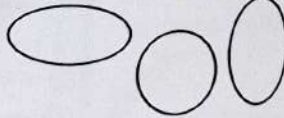

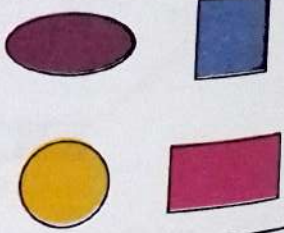
Ribbon : It is made up of Tabs and Groups.

Tab : It contains tools arranged in different groups.

Drawing Area : You draw in the Drawing Area of the Paint window. You can use the drawing and color tools to do so.


DIFFERENT TOOLS AVAILABLE IN PAINT

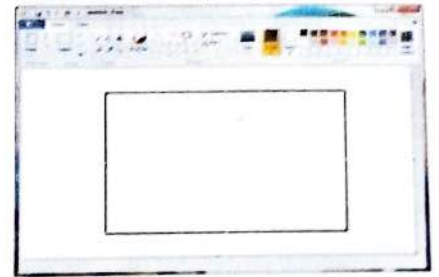
The Ribbon contains all the drawing tools that are required to make a drawing. There are tools like Pencil, Line, Eraser, Rectangle, Oval, Fill with Color and many more. It even contains a variety of colors to choose from.

Name of the tool	Icon	How it is used	Example
Pencil		You can draw a freehand drawing using the Pencil tool	
Line		You can make straight and slanting lines using the Line tool	
Eraser		You can erase your drawing with the help of Eraser tool	
Rectangle		You can make shapes like rectangles and squares using the Rectangle tool	
Oval		You can make oval and circular shapes using the Oval tool	
Fill With Color		You can colour your picture using Fill with Color tool. You can choose the colours that you want from the color palette given on the Ribbon.	

USING TOOLS OF PAINT TO DRAW A PICTURE

Rectangle Tool : To draw a rectangle, we use this tool. Follow these steps :

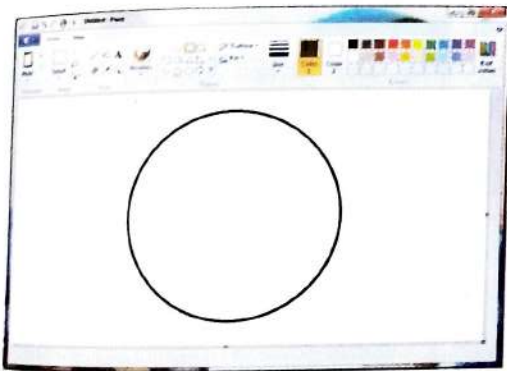
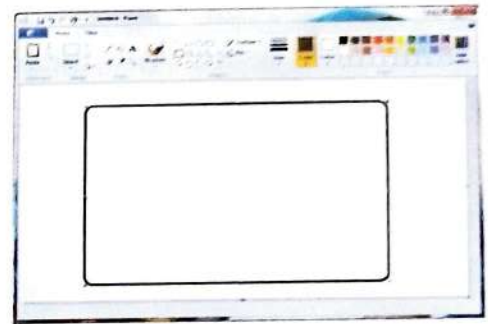
1. Take the mouse arrow to the Rectangle  tool.
2. Click on it and go to the drawing area.
3. Click and drag the mouse to draw.
4. Release the mouse button when a rectangle is drawn.




Sticky Note

To draw a perfect square, just keep pressing the 'Shift' key on the keyboard while dragging the mouse.

Rounded Rectangle Tool : This tool is similar to the rectangle tool. Only the corners of the rectangle, drawn on the screen, are rounded.




Oval Tool : To draw an oval, follow these steps :

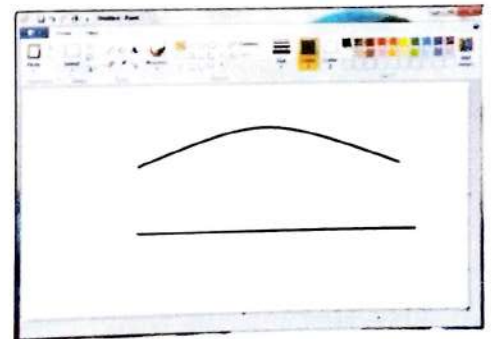
1. Take the mouse arrow to the Oval  tool.
2. Click on it and go to the drawing area.
3. Click and drag the mouse to draw.
4. Release the mouse button when an oval is drawn.

Sticky Note

To draw a perfect circle, just keep pressing the 'Shift' key on the keyboard while dragging the mouse.

Line Tool : A line tool is used to draw straight lines. To do this, follow these steps:

1. Select the Line  tool.
2. Go to the drawing area.
3. Click and drag to draw lines.

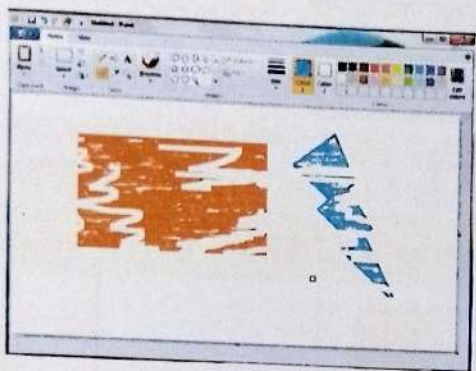
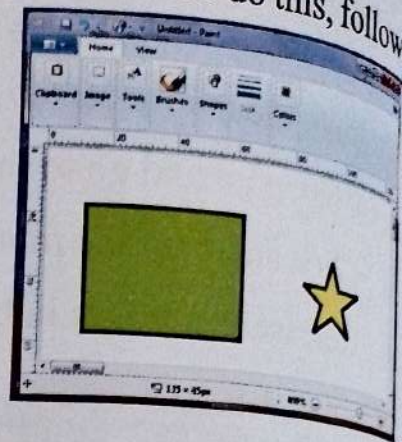


Sticky Note

To draw a perfect line, keep pressing the 'Shift' key while drawing.

Fill with Color Tool : We use this tool to fill an area with color. To do this, follow these steps:

1. Click on 'Fill With Color' tool in the Tools group.
2. Select the color you want to fill from the color palette.
3. Then click inside the shape to fill it with color.
The color will be filled in the object.

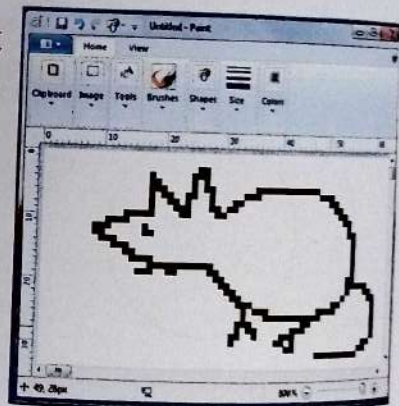


Eraser Tool : To rub off something we need to use the Eraser tool. It works like our normal erasers. To do this, follow these steps :

1. Select the Eraser tool from the Tools group.
2. Click and drag on the part you want to erase.

Pencil Tool : Pencil tool is used to draw in freehand. It means that you can draw any shape you want. To use the Pencil tool, follow these steps:

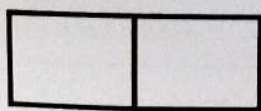
1. Select the Pencil tool from the Tools group and a color from the color palette.
2. Go to the Drawing Area.
3. Click, drag and draw.



Time to Drill

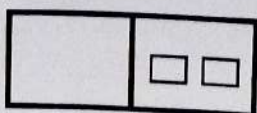
- Let us draw a hut step by step using Rectangle tool, Rounded Rectangle tool, Oval tool, Line tool, Pencil tool and Fill with Color tool.

Step 1



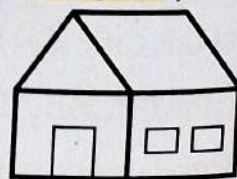
Use **Rectangle** tool

Step 2



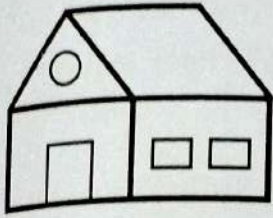
Use **Rounded Rectangle** tool to draw the windows

Step 3



Use **Line** tool. Draw the slanting lines to draw the roof.

Step 4



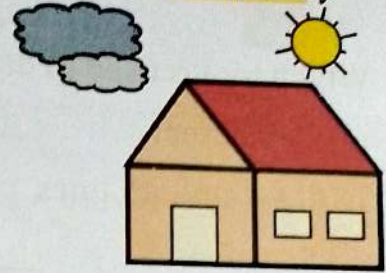
Use **Oval** tool to draw a circle. Use Oval and Pencil tool to draw the sun.

Step 5



Use **Pencil** tool to draw the clouds around the house.

Step 6



Use **Fill with Color** tool to color the picture. Choose the color of your choice from the color palette.

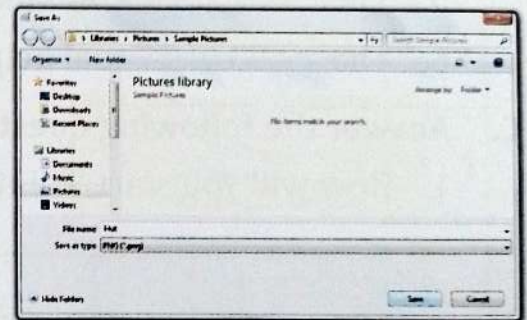
Sticky Note

Do not leave any gap between the lines or it will create problems while coloring the picture. The color will spill out.

SAVING A PICTURE IN PAINT

To save your work in Paint, follow the steps given below :

1. Click on the '**Paint**' button.
2. Click on '**Save**' option.
3. The '**Save As**' dialog box appears.
4. Type the file name in the **file name** box : **Hut**.
5. Click on the '**Save**' button.



Boost Your Brain






A. Tick (✓) the right option.

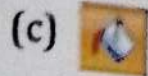
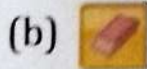
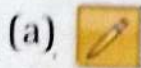
1. Where do we make drawings in Paint?

(a) Tools Group	<input type="checkbox"/>	(b) Drawing Area	<input type="checkbox"/>	(c) Color Group	<input type="checkbox"/>
-----------------	--------------------------	------------------	--------------------------	-----------------	--------------------------
2. We select colors from the :

(a) Tools Group	<input type="checkbox"/>	(b) Color Palette	<input type="checkbox"/>	(c) Paint Button	<input type="checkbox"/>
-----------------	--------------------------	-------------------	--------------------------	------------------	--------------------------
3. Which tool do we use to erase a drawing?

(a) 	<input type="checkbox"/>	(b) 	<input type="checkbox"/>	(c) 	<input type="checkbox"/>
---	--------------------------	---	--------------------------	---	--------------------------

4. Which tool do we use to color a drawing?



5. Which tool is used to draw in freehand?

(a) Pencil tool



(b) Line tool



(c) Eraser tool



6. To draw smooth lines, press and hold the

(a) Spacebar



(b) Alt key



(c) Shift key



B. Fill in the blanks with the correct options.

Shift, Erase, Paint, Line, Rectangle, Ribbon

1. The program is used to make drawings in computer.

2. tool is used to make straight and slanting lines.

3. tool helps us to remove mistakes in the drawing.

4. To draw a perfect line, we press the key while drawing.

5. The contains all the drawing and coloring tools.

6. The tool helps us to draw square in Paint.

C. Answer the following questions.

1. How will you start 'Paint' in computer?

.....
.....
.....

2. What is the use of Paint program?

.....
.....
.....

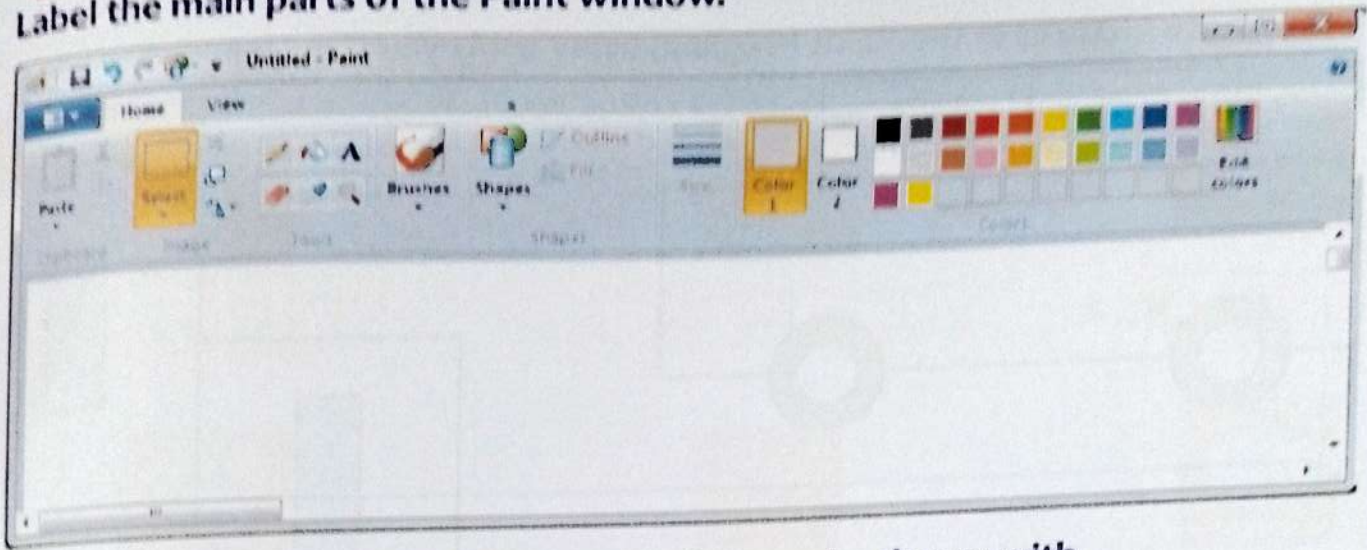
3. What is the use of a Pencil tool in Paint?

.....
.....
.....

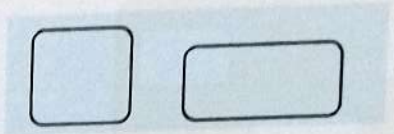
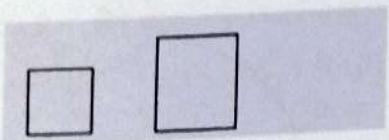
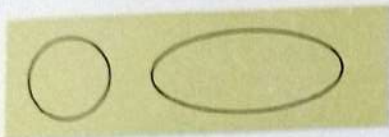
4. Write the steps to draw an Oval.

.....
.....
.....

A. Label the main parts of the Paint window.



B. Match the pictures with the Paint tools they can be drawn with.



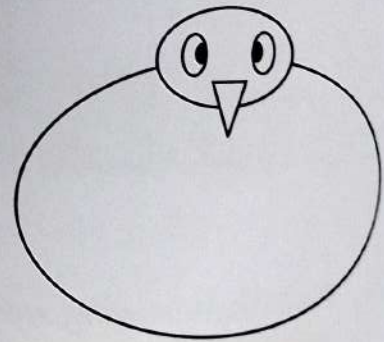
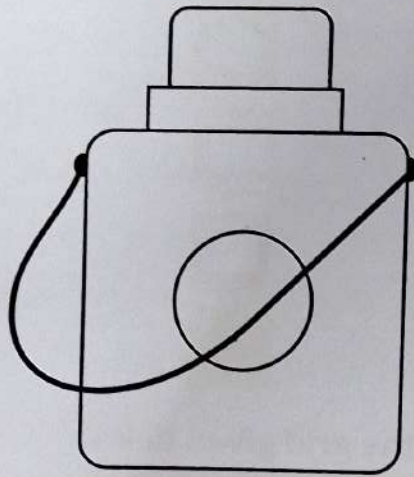
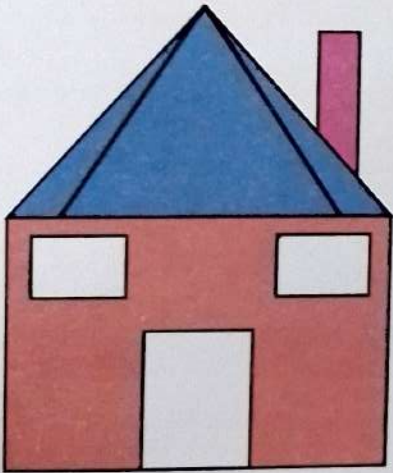
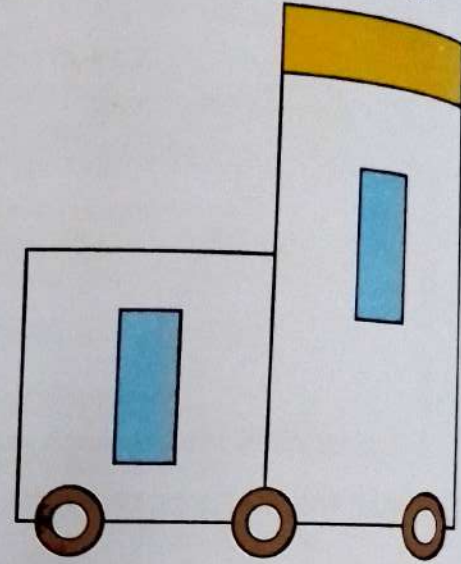
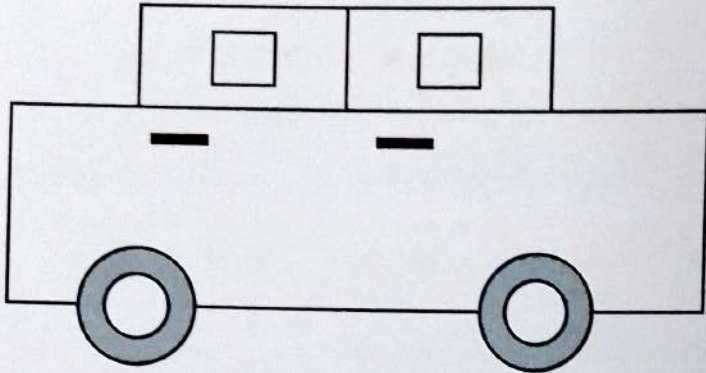
C. Find the following words in the grid given below.

R	E	P	E	N	C	I	L	P	E
O	R	E	C	T	A	N	G	L	E
V	A	C	O	L	O	R	S	I	N
A	S	P	A	I	N	T	R	N	C
L	E	A	S	E	R	S	I	E	I
E	R	I	B	B	O	N	B	R	L
B	O	N	R	E	C	T	A	N	O

- | | |
|------------------|---------------|
| PAINT | PENCIL |
| OVAL | RIBBON |
| LINE | COLORS |
| RECTANGLE | ERASER |



- A. Start the computer, go to the Paint window.
- B. Draw these pictures in the Paint Program using tools you have learned to use.



Computer Ethics

We should adjust the monitor to maintain suitable distance (at least 1.5 to 2 feet) between our eyes and monitor.





A. Write the names of the tools.



1. E A E



2. P N L



3. B U



4. F L C L R



5. L E



6. O

B. Read the riddles and find the fruits hidden in them. Then draw and color any one of them in the Paint program.

1. Don't forget to have me once a day
Red and crunchy, I keep the doctor away.

A E

2. Green or purple, juicy and sweet
Buy a bunch and I am a treat.

G S

3. I may be long, I may be lean, I may be
yellow or may be green.

B N

4. I am a fruit rich in Vitamin C.
I have the same color as my name.

O N



PROJECT work

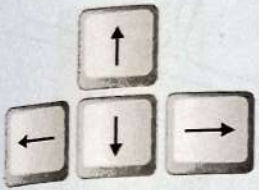
- A. Collect pictures of different parts of a computer (UPS, Monitor, Mouse, CPU, Keyboard). Paste them on a chart paper. Assemble your computer by connecting these parts correctly. Use black or white wool for the electric wires.
- B. People from different occupations/fields use computer for different purposes. For example, a teacher uses it to teach various subjects like maths and science. Make a list of five such persons and write for what purpose they use a computer. Also, cut and paste the pictures in the given space.

APPLICATIONS OF COMPUTERS

People	Purpose	Picture
1.	
2.	
3.	
4.	
5.	

Word INDEX

Abacus : Abacus is the oldest manual calculating device.



Arrow Keys : Arrow keys help us to move the cursor in different directions.

Backspace Key : We use this key to erase a letter or number. It removes the text to our left.



CPU : CPU is the main part of a computer, also known as the 'brain of the computer'.

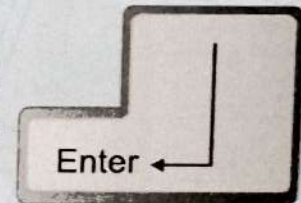
Caps Lock Key : We use the Caps Lock Key to write capital letters.

Caps Lock



Delete Key : This key works like an eraser. We use it to remove a letter or number to our right.

Enter Key : Enter key helps us to move the cursor to the next line. This key is also pressed to send the command to the computer.



Games : You can play games on computer.

Hard Disk : Hard Disk is used to store a very large data.



49



Keyboard : Keyboard is a very important part of the computer. It has a number of buttons or keys on it.

Laptop : Laptop is a small computer. We can carry it anywhere.



Monitor : Monitor shows what we do on a computer.

Number Keys : Number keys are used to type numbers.



Robot : Robot is a machine man run by computer.

Spacebar Key : Spacebar is the longest key on the keyboard. We use it to give space between two words.



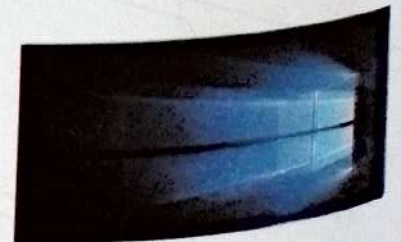
Scroll Wheel : It is the part of a mouse used to move a page up and down.

Track Ball : Track Ball is used to move the cursor around on a computer display screen.



UPS : UPS keeps the computer ON, even when the electricity goes OFF. It also saves the computer in case of high voltage or power problem.

Windows : Windows is an operating system.





PERIODIC TEST Term I

(Based on Chapters 1 and 2)

Time :

Marks :

Note : All questions are compulsory.

(A) Tick (✓) the right option.

- (1) Which machine provides us fresh and cool air?
 (a) Refrigerator (b) Washing Machine (c) Air Conditioner
- (2) It keeps the computer ON, even when the electricity goes off.
 (a) CPU (b) Mouse (c) UPS
- (3) A monitor looks like a
 (a) rat (b) mouse (c) television

(B) Fill in the blanks with the correct options.

- (1) A computer is a _____ machine.
 (2) A _____ contains many keys.
 (3) Machines are _____ things.
 (4) A _____ is known as the brain of the computer.

boring / smart
 keyboard / mouse
 natural / man-made
 CPU / UPS

(C) Answer the following questions.

- (1) Why is Computer a smart machine?
 (2) Write any one use of a mouse.

(D) Guess who am I?

- (1) I can tell you the time.
 (2) I fly high in the sky.
 (3) I provide cool air.
 (4) I am used to mix things.



Time :

Marks :

Note : All questions are compulsory.

A. Tick (✓) the right option.

- (1) Which machine is used to keep things cool?
 (a) Refrigerator (b) Speakers (c) Car
- (2) Which part of the computer is like a TV screen?
 (a) Mouse (b) Monitor (c) CPU
- (3) Identify the device that provides battery backup when the electrical power fails.
 (a) Hard Disk (b) CPU (c) UPS
- (4) Which part of the computer is like a typewriter?
 (a) Monitor (b) Keyboard (c) UPS
- (5) Computer is used for booking tickets
 (a) in banks (b) at railway stations (c) in hospitals

B. Fill in the blanks with the correct options.

bills smart mouse electricity monitor

1. A computer needs to work.
2. A computer is a machine.
3. A shows what we do on a computer.
4. A helps us to draw pictures and play games.
5. In stores, computer is used to prepare

C. Answer the following questions.

1. Name any two machines.
2. Why is CPU known as the brain of the computer?
3. What are keys?
4. What is the role of computers in banks?
5. Name two places where you have seen computer in use.

D. Pick the alphabets given below and place them in the blocks to form parts of a computer.



E. Find and encircle the names of the places where computers are used in the word grid given below. Use the suitable words from hints to fill in the blanks.

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

SCHOOL

STORE

OFFICE

AIRPORT

1. My father has computer in his
2. I use computer in my
3. I have seen computer in almost every for making bills.
4. Computers are being used for booking tickets at



Time :

Marks :

Note : All questions are compulsory.

(A) Tick (✓) the right option :

(1) A computer is used to prepare bills

- (a) in office
- (b) in store
- (c) in banks

(2) We should always keep the mouse on a

- (a) glass
- (b) book
- (c) mouse pad

(3) To type your phone number, you will use the

- (a) Alphabet keys
- (b) Number keys
- (c) Arrow keys

(B) Fill in the blanks with the correct options.

Wire	dropping	Spacebar	save
------	----------	----------	------

- (1) Releasing the mouse button after dragging is called _____.
- (2) _____ is the longest key on the keyboard.
- (3) Machines help us to _____ time.
- (4) _____ connects the mouse to the CPU-Box.

(C) Answer the following questions.

- (1) What is the use of Spacebar key?
- (2) Write two differences between human being and the computer.

(D) Label the parts of the computer.




Time :

Marks :

*Note : All questions are compulsory.***A. Tick (✓) the right option.**

1. Which button of the mouse is most commonly used?

(a) Right Button (b) Scroll Button (c) Left Button (d) Both (a) and (b) 2.  symbol is found on(a) Delete key (b) Enter key (c) Arrow key (d) Alt Key

3. Which part of the computer is used to type numbers and letters?

(a) Keyboard (b) CPU (c) Monitor (d) UPS

4. Which of these is called the 'Brain of the Computer'?

(a) Keyboard (b) CPU (c) CD-ROM (d) Hard Disk

5. Which tool is used to draw straight lines in MS-Paint?

(a) Fill with Color (b) Line (c) Zoom (d) Brush **B. Fill in the blanks with the correct words.**

dropping,	mouse pad,	Paint,	accessories,	26
-----------	------------	--------	--------------	----

1. A keeps the mouse free from dust and dirt.

2. Releasing the mouse button after dragging is called

3. There are alphabet keys on a keyboard.

4. We use program to draw and color.

5. The Paint program is in the menu.

C. Answer the following questions.

1. What is clicking?

2. What is the use of a double-click?

3. What is the use of Spacebar key?

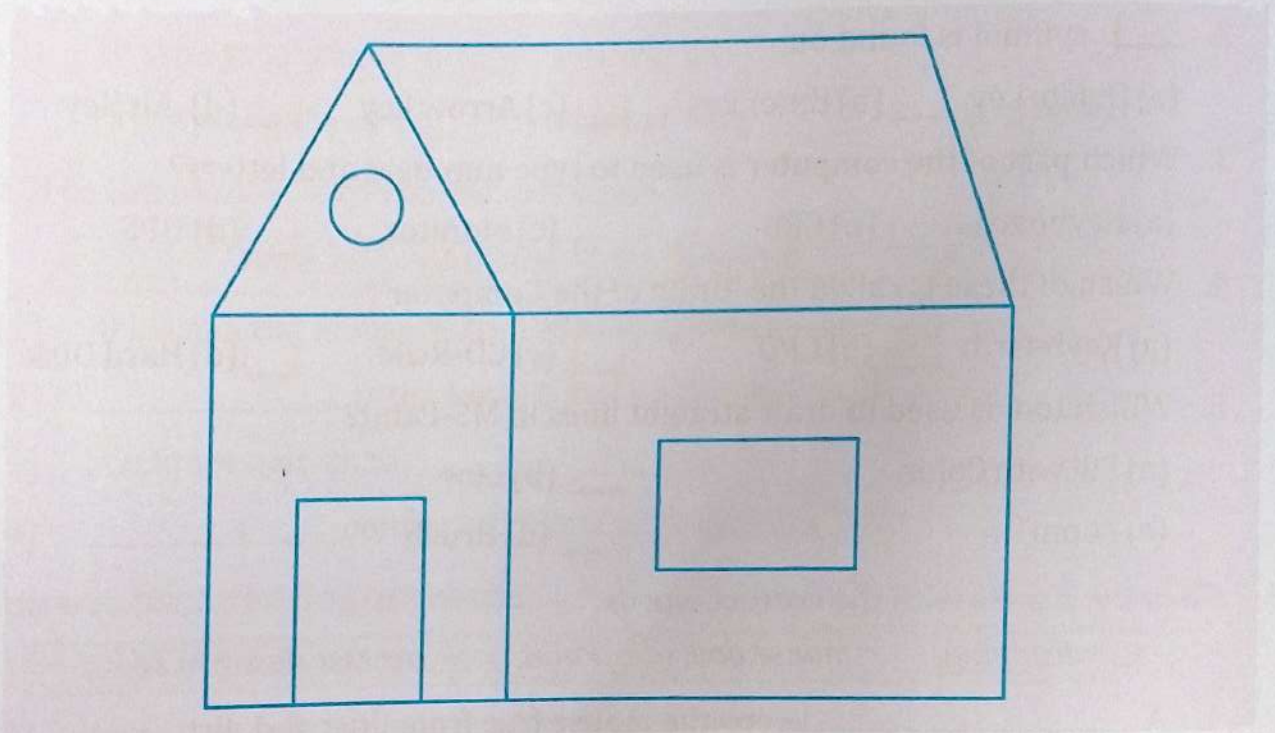
4. What is the use of MS-Paint program?

5. Write the steps needed to draw a perfect line in Paint.

D. According to computer ethics, which of these activities is correct?



E. Write the names of three shapes used in this picture.



(1) _____

(2) _____

(3) _____