

TEACHER'S HANDBOOK

# COMPUTER

## Books (1)

**KEYS**

FRANKLIN

# COMPUTER

## PART - 1

### Ch-1 (Computer- A Smart Machine )

#### Upskills your intelligence

- A. Do it yourself
- B. 1. a. Machine      2. b. Electronic machine      3. c. Computer      4. b. Desktop  
5. c. Car
- C. 1. Electronic Machine      2. Manual Machine      3. Fuel Machine
- D. 1. False      2. True      3. False      4. True      5. False

#### Critical Thinking

- A. 1. Desktop      2. Tablet      3. AC
- B. 1. Machines      2. Manual      3. Computer      4. Laptop

#### Team work

- A. Do it yourself
- B. Do it yourself
- C. 1. Desktop      2. Laptop      3. Tablet

### Ch-2 (Utilization of a Computer )

#### Upskills your intelligence

- A. 1.c.Machine      2.a. Attending online class      3. b. Locations      4. c. Office  
5. b. Electronic
- B. 1. Letters      2. Games      3. Songs      4. Daily      5. Customer's
- C. 3. Calculate      4. Play songs      6. Type letters
- D. 1. False      2. True      3. False      4. True      5. True

#### Critical Thinking

- A. 1. Play games      2. Taking online classes      3. Making customer's bill  
4. Type letters
- B. 1. Home      2. Sums      3. Hospital      4. Laptop      5. Shop

#### Team work

Do it yourself

### Ch-3 (Components of a Computer)

#### Upskills your intelligence

- A. 1. a Machine      2. d. Visual Display Unit      3. b. CPU      4. a. centre  
5. d. Speaker
- B. 1. Different      2. Type      3. Keys      4. Mouse      5. Flash
- C. 1. P      2. M      3. M      4. K      5. S  
6. C
- D. 1. False      2. True      3. True      4. False      5. True

### **Critical thinking**

- A. 1. Mouse    2. Pen drive    3. Keys    4. Printer    5. Monitor  
B. 1. Pen drive    2. Keyboard    3. CPU    4. Speaker    5. Mouse

### **Team work**

Do it yourself

## **Ch-4 (Significance of keys On a keyboard )**

### **Upskills your intelligence**

- A. 1. Caps lock    2. 104    3. 26  
4. Space bar key    5. Backspace
- B. 1. Two    2. 26    3. 104
- C. 1. b. Numeric    2. c. 4    3. a. Spacebar    4. c. Keys    5. b. Enter
- D. 1. False    2. True    3. False  
4. False    5. False

### **Critical Thinking**

- A. Do it yourself  
B. **Down**

1. Space bar
2. Alphabet keys
3. Cursor

### **Across**

4. Arrow keys
5. Delete

### **Team work**

Do it yourself

## **Ch-5 (Operating a mouse )**

### **Upskills your intelligence**

- A. 1. c. Wheel    2. b. Right    3. a. Two    4. a. Carries  
5. b. Draw pictures
- B. 1. Cursor    2. Mouse    3. Wireless mouse    4. Mouse pad
- C. 1. False    2. False    3. True    4. True  
5. True
- D. 1. Click    2. Draw    3. Arrow    4. Page up

### **Critical Thinking**

- A. 1. Mouse    2. Scroll wheel
- B. 1. Input    2. Mouse    3. Cursor    4. Button

### **Team work**

Do it yourself

## Ch-6 (Computer lab étiquettes )

### Upskills your intelligence

- A. Do it yourself
- B. 1. Yes      2. No      3. No      4. Yes
- C. 1. True      2. False      3. True      4. True  
5. True
- D. 1. Remove your shoes before you enter the Computer lab.  
2. Always wait in line to enter the computer lab.  
3. The computer lab is not a place to run.  
4. Touch the computer with clean hands only.

### Critical thinking

- A. 1. Wires      2. Computer      3. Keys      4. Lab
- B. Do it yourself

### Team work

Do it yourself

## Ch-7 (Storage Devices )

### Upskills your intelligence

- A. 1. Laptop      2. Refrigerator  
3. CPU      4. Data or Information  
5. Hard disk
- B. 1. False      2. False      3. False      4. True      5. True
- C. 1. Data card      2. Hard disk      3. Pen drive
- D. 1. a. Files      2. b. Cupboard      3.a. Data      4. b. CPU      5. a. Byte

### Critical Thinking

- A. 1. DATA  
2. COMPUTER  
3. MEMORY  
4. INFORMATION  
5. DEVICE
- B. 1. Storage device      2. Library      3. Cupboards      4. School Bag

### Team work

Do it yourself