

TEACHER'S HANDBOOK

COMPUTER
Books (2)

KEYS

FRANKLIN

COMPUTER

PART - 2

Ch-1 (learning More About A Computer)

Upskills your intelligence

- A. 1. Super Computer 2. Tablet Computer 3. Desktop Computer
4. Laptop Computer
- B. 1. b. Pocket computer 2. a. electronically 3. b. Tablet 4. b. Smaller
5. a. Workstation
- C. 1. False 2. False 3. True 4. False 5. False
- D.
- A. 1. A computer is an electronically operated machine that helps us to do various tasks. A computer can complete any task very quickly and efficiently.
2. A Tablet computer is a flat, thin computer whose size is smaller than a laptop computer. It has a touchpad instead of a mouse. You can use your finger's motion to work on a tablet. It is powered by a battery that can be recharged by a charger and can be easily replaced.
3. Desktop Computer – A Desktop is a type of computer that can be placed easily on a desk. It consists of a monitor attached with a keyboard, mouse and CPU. It can also be referred to as Personal computer or PC.
A Desktop is a type of computer that can be placed easily on a desk. It consists of a monitor attached with a keyboard, mouse and CPU. It can also be referred to as Personal computer or PC.
Laptop computer- A Laptop is a type of computer that can be easily placed on a lap to work. The size of a laptop computer is much smaller than a desktop computer. It is highly portable.

4.

Men	Computer
Humans are living beings.	Computers are non living machines
Humans get tired	Computers do not get tired.
Humans cannot work for long hours.	Computers can work for long hours.

Critical Thinking

- A. 1. Machine
2. Power supply
3. Desktop
4. Computer
5. Laptop
- B. Do it yourself

Team work

Do it yourself

Ch-2 (Computers around us)

Upskills your intelligence

- A. Do it yourself
B. 1. Powerpoint 2. Railway Stations and Airports 3. Airports 4. Goods
5. Schools
C. 1. True 2. False 3. True 4. False 5. True

Critical Thinking

- A. 1. Schools, Railway Stations, Airports, Shopping Malls, Medical Field and Banks.
2. (i) Interactive learning apps and virtual classes using smart classrooms.
(ii) Tracking performance of students
3. In hospitals, we use computers to maintain health records of patients.
4. At airports and stations, computers performs following tasks:
- To track and control the activities of aeroplanes in airways.
 - To display information about timings.
 - To make or cancel reservations and booking and printing of tickets.

Critical thinking

- A. 1. Email 2. Records 3. Tickets 4. Engineer
B. Do it yourself

Team work

Do it yourself

Ch-3 (Parts of A computer)

Upskills your intelligence

- A. Input- Joystick, Microphone, Keyboard.
Output- Monitor,
Storage- Hard disk, Pen drive, DVD,
B. 1. b. CPU 2.c. Printer 3.c. Storage 4.a. Monitor 5.a. CPU
C. 1. is an input device 2. can play music 3. can transfer data between devices.
4. is an output device
D. 1. The devices which are used to enter data into the computer are called input devices. Examples:- . Keyboard, Mouse.
2.

Storage	Output device
Storage devices are the hardware devices which allow storing data and applications.	The devices which are used to display,print and show the results after processing are called output devices.
Monitor, printer and speakers are the most important output devices.	Hard Disk,DVD and Pendrive are the most important storage devices.

3. Because It controls the functioning of all the other parts of the computer.

Critical thinking

- A. 1. JOYSTICK
2. PENDRIVE
3. INPUT DEVICE
4. SPEAKER

- B. 1. Mouse 2. Keyboard 3. Monitor 4. Speaker 5. CPU

Team work
Do it yourself

Ch-4 (Working of a Computer)

Upskills your intelligence

- A. Do it yourself
 B. 1. b. Process 2. c. Accuracy 3. b. Output 4. a. Mistake 5. b. Monitor
 C. 1. The running of multiple programs (sets of instructions) in one computer at the same time.
 2. Example:- making of mixed fruit juice Now, in the above example, the ingredients required to make the juice like apple, pineapple, orange and pomegranate are the input, the process will be placing all the ingredients into a juicer jar and the output will be a glass of fresh mixed fruit juice. Similarly, to perform any task, a computer has to go through the following three processes:

INPUT PROCESS OUTPUT

These 3 processes together are called IPO.

3. **Speed:** A Computer is a very fast device. It is capable of processing a large amount of data in very less time.

Storage: A Computer has much more storage capacity than humans. It can store videos, text, audio in large amounts.

Reliability: A Computer is a reliable machine and designed to make maintenance easy

4. 4. Poor eyesight and lack of intelligence are the disadvantages of a computer.
 D. 1. False 2. True 3. True 4. False

Critical thinking

- A. 1. DILIGENCE
 2. POOR EYESIGHT
 3. STORAGE
 4. MULTITASKING
 B. Do it yourself

Team work
Do it yourself

Ch-5 (Working of a Computer)

Upskills your intelligence

A.

- B. 1. Paint 2. Colour palette 3. Straight lines 4. Fill
 5. Canvas

- C. 1. a. Text tool 2. a. Magic 3. b. Colours 4. a. File
 5. a. Letters
- B. 1. Step 1:- Click on the start button.
 Step 2:- Select all programs
 Step 3:- Click on the tux paint option either full screen or window.
 2. Canvas/Drawing area, Color palette, Selection tools, Drawing tools.
 3. This tool fills the picture with a colour.It is found in the magic effects option.
 4. Magic tool offers a variety of unique effects such as 'blurring' and 'fading' for drawings.

Critical thinking

- A. 1. Stamp tool 2. Paint tool 3. Text tool 4. Fill tool
 B. 1. Magic tool 2. Magic tool 3. Shape tool 4. Shape tool

Team work

Do it yourself

Ch-6 (Introduction to ms word)

Upskills your intelligence

- A. 1. Tab 2. Document 3. Title 4. Control
 B. 1. False 2. True 3. False 4. False
 5. True
- C. 1. A word processor is a software that processes words, paragraphs and pages and is used for typing,saving and printing text documents.
 2. Step 1:- Click on the file option available on the left top end corner of the screen.
 Step 2:- Select the save option from the available options.
 Step 3:- A box will appear, in which you can type the file name.
 Step 4:- Type the file name and click on the save option.
 3. Saving a file is very important.When we save a file, it can be used later to work on it.We should always save a file before closing it.
 4. Formatting the text in MS WORD includes changing the font, bolding the text and changing the font colour and size.
- D. 1. d.Take the print out 2. d. Facebook 3. a. Save 4. a. 11
 5. a. Bar

Critical thinking

- A. 1. c. 2. d. 3. b. 4. a.
 B. 1. Font style 2. Font size 3. Font colour

Team work

Do it yourself

Ch-7 (Working with a computer)

Upskills your intelligence

- A. 1. Button 2. Time 3. Booting up 4. Desktop
 B. 1. c. 2. a. 3. d. 4. b.
 C. 1. c. Memory 2.a. Images 3.a. Lower left 4. c. CPU

Critical thinking

- A. 1. SCREEN 2. CPU 3. ICON 4. BOOTING 5. DESKTOP
 B. CPU, UPS, Printer

Team work

Do it yourself