

TEACHER'S HANDBOOK

COMPUTER

Books (3)

KEYS

FRANKLIN

COMPUTER

PART - 3

Ch-1 (Hardware and Software)

Upskills your intelligence

- A. a. Pendrive b. DVD c. HARd drive d. Memory card
- B. 1. System 2. Central processing unit 3. Printers
4. LED 5. Web camera
- C. 1. The devices which are used to display, print and show the results after processing are called output devices. Monitor, printer, speaker and projector are output devices.
2. System software is designed to run a computer's hardware and provides a platform for applications to run. E.g. Operating System An application is a software that fulfils a specific need or performs tasks. Example : Paint, Excel, Games, Word etc.
3. LED monitors have a better display. They are thinner and lighter in weight. They consume 40 per cent less power than LCD. This is why LED monitors are more economical than LCD monitors.
4. Memory card- It is a small chip-like device that stores electronic data. It can also be inserted into a smartphone.
- DVD- It stands for Digital Versatile Disk. It is used for data storage, recording, and play audios and videos.
5. There are three types of printers Laser printer , Inkjet printer and Solid ink printer.
- D. 1. Arithmetic and logic units 2. Digital Versatile Disk 3. Cathode Ray Tube
4. Light Emitting Diode 5. Liquid Crystal Display
- E. 1. True 2. False 3. True 4. True 5. True
- F. 1. Microsoft excel 2. ALU 3. Projector 4. CRT
5. Application

Critical thinking

- A. 1. QWERTY 2. ALU 3. Monitor 4. Projector 5. CPU
- B. 1. Output device 2. Input device 3. Output device 4. Input device
5. Output device 6. Input device 7. Input device

Team work

Do it yourself

Ch-2 (Classification of computers)

Upskills your intelligence

- A. 1. Smartphone 2. Mini computer 3. Laptop computer
4. Desktop computer 5. Super computer
- B. 1. Micro 2. Hybrid 3. Tablet 4. Digital 5. Hybrid

- C. 1. Do it yourself
 2. Mini computer are more expensive and more powerful than microcomputers. It is a multi-threaded system. Mini computers are used in industries and for scientific purposes. example of a mini-computer is PDP-8.
 3. Supercomputers are the most powerful digital computers. They are capable of handling huge amounts of calculations that are beyond human capabilities. They are usually thousands of times faster than any other computer. They are used for weather forecasting, space research and satellite control. An example of a supercomputer is PARAM Brahma
 4. DIGITAL COMPUTERS- These computers are the most commonly used. It calculates the numbers and do logical operations.
 ANALOG COMPUTERS - An analog computer is a computer which is used to process continuously changing data. They are used to measure and perform arithmetic calculations of numbers, the length of an object etc.
 5. Hybrid computers are complex computer units built using both analog and digital properties and united by a single control system. These computers are used in scientific applications, aeroplanes, ships, and hospitals.
- D. 1. True 2. True 3. False 4. False 5. True
- E. 1. Power 2. Laptop 3. Intensive Graphical Applications 4. Micro
 5. Digital computers
- F. 1. C 2. E 3. D 4. B 5. A

Critical thinking

- A. Desktop computer
 B. Do it yourself

Team work

Do it yourself

Ch-3 (Learning about windows 10)

Upskills your intelligence

- A. 1. Start button 2. Cortana, run and search 3. Opened or pinned programmes
 4. Date and time
- B. 1. Graphical 2. Paid 3. Window taskbar
 4. wallpaper and screen saver 5. Operating system
- C. 1. Ability of a computer to carry out all of its functions depends on a unique set of programs. These special sets of programs are known as the operating system (OS). An operating system is a software that helps us to work on a computer system. It is the most important part of the computer system. For e.g. Linux, GM NAA, MAC, Android and Microsoft windows.
 2.1. Desktop 2. Icons 3. Apps 4. Start button 5. Recycle bin
 6. Windows taskbar
 3. **Calculator** - The calculator is an app that performs arithmetic calculations such as add, subtract and scientific calculations.

Notepad - Notepad is a basic text editing tool developed by Microsoft Windows. It allows us to create, edit and print a document. We can also save a file in the Notepad app.

4. Changing the Wallpaper:

Steps:

1. Right-click on empty space on the desktop. A shortcut menu will appear
2. Click personalise. This option is at the bottom of the drop-down menu.

3. Click the box beneath the 'Background'. Select the desired picture.
5. Windows Media Player is an application that allows us to play audio, video files and view images.

- E. 1. A 2. C 3. D 4. E. 5. A

Critical thinking

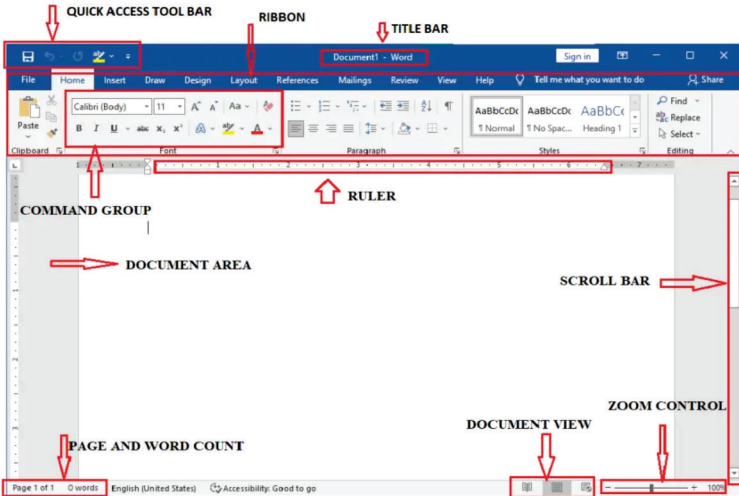
- A. Recycle bin
 B. 1. MAC 2. LINUX 3. GM-NAA

Team work
 Do it yourself

Ch-4 (Text editing in microsoft word 2016)

Upskills your intelligence

- A. 1. Microsoft Corporation. 2. Preview 3. Quick access toolbar
 4. Command 5. Default
- B. 1. The Title bar is next to the quick access toolbar. It shows the name of the document which is opened. By default, the name of any new Word document is Document1.
 2. Undo– Undo erases the last change done to the document, reverting it to an older state. Redo– The redo command restores what we just did.
 3. (i) It allows you to copy and move the text from one location to another.
 (ii) It permits you to create letters, resumes, and notices in an orderly manner.
 (iii) It lets you edit the text after typing.
 4. We can select a paragraph in a document by clicking on a text section three times with the left mouse button.
 5. Zoom Slider component of MS Word allows you to zoom in or out of the document.
- C. 1. False 2. False 3. True 4. False 5. False
- D. 1. b. 2. d. 3. a. 4. c.
- E.



Critical thinking

- A. Do it yourself

B.

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

Team work

Do it yourself

Ch-5 (Formatting in ms word)

Upskills your intelligence

- A. 1. Formatting 2. Home 3. Font 4. Calibri 5. Justify
- B. 1. Features offered by MS Word to format the text are as follows.
- Font style, size and colour¹
 - Text case and alignment¹
 - Border and shading effect
2. A font refers to the size, design, colour and style of typed characters within a document. To add variation to a document, we can use different fonts, such as separate font styles for the heading and the body.
3. 1. steps to change the font colour of the text.
- Steps :
1. Select the text whose colour you want to change.
 2. On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears.
 3. With the help of the mouse, select the font colour you want to use. The font colour will change for the selected text.
 4. Your colour choices are not limited to the drop-down menu that appears. Select More Colors at the bottom of the menu to access the Colors dialogue box. Choose the colour you want, then click OK.
4. There are four alignments
Left align, Center align, Right align and Justify align
5. Follow the given steps to make the text Bold
- Steps:
1. Select the text you want to bold.
 2. On the Home tab, click the Bold (B) command in the Font group. Consider the example; click Italics.
 3. The selected text will be bold in the document.
- C. 1. False 2. True 3. False 4. True 5. True

- D. 1. C 2. D 3. E 4. B 5. A
 E. 1. Left 2. Font 3. Italics 4. Underlining 5. Right

Critical Thinking

- A. 1. 4 2. 2 3. 1 4. 3
 B. use justify alignment

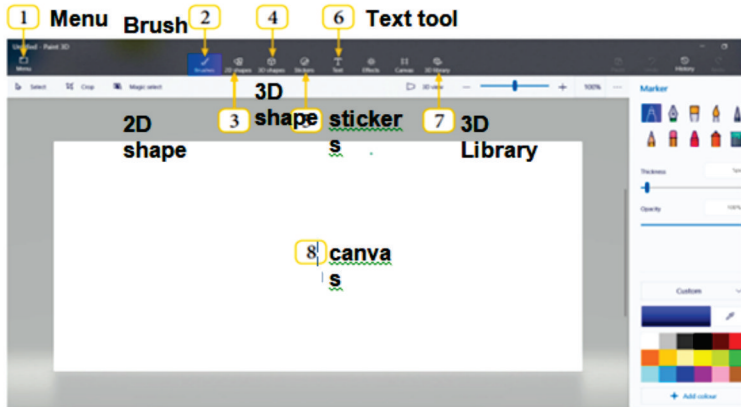
Team Work

Do it yourself

Ch-6 (Using paint 3D)

Upskills your intelligence

- A. 1. Menu 2. Classification 3. 2D shape 4. Twxt tool
 5. 3D paint window
 B. 1. The Title bar is next to the quick access toolbar. It shows the name of the document which is opened. By default, the name of any new Word document is Document1.
 2. Undo– Undo erases the last change done to the document, reverting it to an older state. Redo– The redo command restores what we just did.
 3. (i) It allows you to copy and move the text from one location to another.
 (ii) It permits you to create letters, resumes, and notices in an orderly manner.
 (iii) It lets you edit the text after typing.
 4. We can select a paragraph in a document by clicking on a text section three times with the left mouse button.
 5. Zoom Slider component of MS Word allows you to zoom in or out of the document.
 C. 1. False 2. False 3. True 4. False 5. False
 D. 1. b. 2. d. 3. a. 4. c.
 E.



Critical thinking

A.

2D shapes	3D shapes
a	c
b	d
f	e

- C. B. steps to save a drawing in Paint 3D.

Steps:

1. Click Expand menu button.
2. Select the Save As option.
3. Type a name for your project.
4. Click the Save option.
5. Digital computers

Team Work

Do it yourself

Ch-7 (Introducing scratch 3.0)

Upskills your intelligence

- A. 1. Scratch 2. Visual 3. Web 4. Title bar 5. Blocks

- B. 1. Scratch is an excellent visual programming language where we can create interactive narratives, games, and animations.

2. Features of scratch

- Scratch is freely available on the web. ¹
- The cartoon mascot of Scratch is a cat. ¹
- For a story, we can design our characters. ¹
- It can run well on various operating systems, including Windows, Linux, and Mac OS.

3. The menu bar has a variety of menus and icons, including File, Edit, Tutorials, etc.

4. Blocks for programming are found here. Drag the blocks to the script area from the block palette.

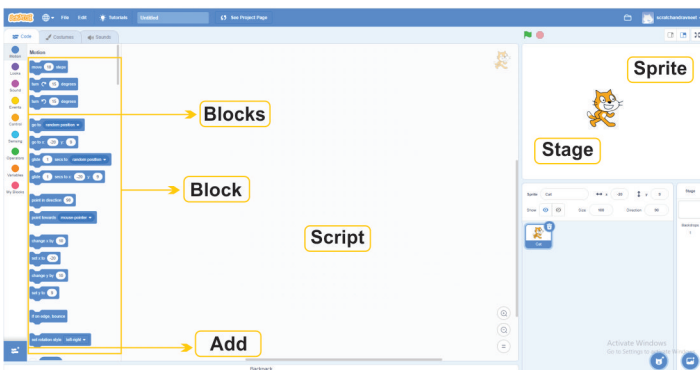
5. steps to run the Scratch.

Steps :

1. Click on the start button.
2. Click the Scratch Application and its window opens.

- C. 1. True 2. False 3. False 4. True 5. True

D.



- E. 1. Stage 2. Cat 3. Web 4. Sprite 5. Add extension

Critical thinking

- A. 1. BLOCKS 2. EXTENSIONS 3. SCRIPT 4. TITLE 5. STAGE
- B. 2, 3, 1

TEAM WORK - DO IT YOURSELF