# QuickStart 1

**Teacher's Resource Book** 



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### Machines and Computers



In this chapter, students will learn about wonderful machine called computer.

- Teaching Objectives:
- Introduction to computer.
- How it is different from other machine.
- How it is wonderful and useful machine.



### **Teaching Tips:**

While teaching this chapter, tell your students that computer is a wonderful machine which helps us in many ways and make our work easier. Tell your students about various man made machine and natural things created by God.

Name:		Class:		Date:		
Α.	Match the column:					
	Α		В			

Man made

Natural things 2. Man mad things Natural things 3. Bicycle Made by God 4 Trees Made by man

- B. Make list of any 3 natural things and man made things.
- C. Write 'Yes' or 'No'.

1.

- 1. Is Computer a man made machine.
- 2. Telephone is use to listen music.
- 3. Bicycle is use to talk.
- 4 Computer never get tired.

### **Answers of the Textbook**

- a) Natural things Birds, Trees, Animals. A. 1.
  - b) Man made things Car, Furnitures, House.
  - 2. Yes computer is a machine.
- B. 1. Tree Motorcycle 3. Computer

### **Answers of Worksheet - 1**

- **A.** 1. Made by God.
- 2. Made by Man.
- 3. Man Made.
- 4. Natural thing.
- B. 1. Natural - Man Made
  - 2. Trees - Computer
  - Water Watch
  - Flowers Bi-cvcle
- **C.** 1. Yes 2. No. 3. No 4. Yes



### Tasks of Computers



In this chapter, students will learn about the different features of computers which make it wonderful machine.

### Teaching Objectives:

- Basic features of computer.
- Uses of computer for different work.
- Fun on a computer.



### **Teaching Tips:**

While teaching this chapter tell the students about basic feature of computer. Also tell them about the use of computer at different places.

### Ask questions like:

- What is the use of computer in Schools?
- What are the important features of computer?
- What all mathematical operations computer car perform?



#### **Evaluation:**

After explaining this chapter, let the students do course book exercise given at the end of this chapter. After course book exercise give some more questions given in the worksheet.

For practical Assessment, let the students do the sparky fact and recreation time activity.

Name:		Class: Date:					
A.	A. Answer in one word:						
B.	<ol> <li>A computer work very</li> <li>It never get tired</li> <li>The computer is a machine.</li> <li>On computer we can play</li> </ol> Circle the correct answer:						
	<ol> <li>Computer work at a very slow/fast speed.</li> <li>Computer can store large/small amount of data.</li> <li>Computer is a useless/wonderful machine.</li> <li>Computer can perform single/many task.</li> <li>Computer can work with less/100 percent accuracy.</li> </ol>						
C.	Write any three main features of computer.						
D.	What all mathematical operation computer can perform?						
	Answers of the Textbook						
A.	1. 2.	Yes We can type numbers, alphabets and special characters.					
B.		(a) Do sums 2. (c) Both					
	3.	(a) Games 4. (b) Wonderful					
	Answers of Worksheet - 1						
Δ.	1.	Fast 2. Computer					

4.

5. 100 Accuracy

Games

2. Large amount 3. Wonderful

3. Wonderful

Fast Speed

Many task

**B.** 1.

4.



- **C.** 1. A computer works at a very fast speed.
  - 2. A computer always gives accurate result.
  - 3. A computer never feel tired.
- **D.** 1. Addition
- 2. Subtraction
- 3. Multiplication

4. Division



## Turning ON/OFF a Computer

In this chapter, students will learn about Do's and Don't about computer.

### Teaching Objectives:

- How to turn on computer?
- How to turn off computer?
- Do's of computer.
- Don't of computer.



### **Teaching Tips:**

While teaching this chapter tell your students how to handle a computer. How to switch on or how to do switch off your computers. What to do on computers and what is not to be done on computer.

### Ask the questions like:

- How to shutdown the computer?
- Should be touch computer screen again & again?
- Is the surrounding of computer be clean or dirty?



### **Evaluation:**

Once the chapter is over, let the students do the course book questions given at the and of the chapter. Tell the Student to solve the questions given in the worksheet. Help them to solve.



Na	me:	Clas	s: _			Date:		
A.	Fil	l in the blanks:						
	1.	Dust is	for (	computer.				
	2.	Keep a	_ pos	sture while	work	on co	mputer.	
	3.	Computer is		machine.				
	4.	Keep your computers a	and i	ts surroun	ding _			
	5.			the compu	ıter aı	nd sa	ve every.	
В.	ıW	ite ✓ or x.						
	1.	We should not cover th	ne co	mputer.				
	2.	Don't eat or drink near	com	nputer.				
	3.	We should again and a	agair	n touch cor	npute	r scre	en.	
	4.	We should alway close	Ve should alway closed to computer.					
	5.	Don't insert your finger	Don't insert your finger in any slot.					
C.	W	ite Do's with compute	er.					
D.	D. Write Don't with computer.							
		Answers	s of	the Textl	oook			
_			_					
A. B.	1. 1.		2. 2.	b v		3. 3.	C	
Б.	1. 4.			^ ✓		٥.	^	
							_	
Answers of Worksheet - 1								
A.	1.			Correct		3.	Delicate	
P	4. 1			Log off	1	V	5 /	
В.	1.	X 2. ✓	3.	Χ	4.	Χ	5. ✓	

- C. 1. Keep your computer and its surrounding clean.
  - 2. Cover the computer before leaving the computer room.
  - 3. Log off the system and save energy.
  - 4. Keep proper distance from the computer.
- D. 1. Don't touch computer screen.
  - 2. Don't eat and drink near computer screen.
  - 3. Never pull out any cable from the computer.
  - 4. Don't insert your finger in any slot.



### Computer Parts



In this chapter, students will learn about input device, output device and their uses.

### Teaching Objectives:

Students get knowledge about:

- Input device
- Output device
- UPS A battery backup
- CPU Central processing unit.



### **Teaching Tips:**

While teaching this chapter, tell the students that computer is a wonderful machine which consist of Input unit, Output unit, CPU and many other devices. Discuss with them all input device like keyboard, mouse, microphone, scanner and output device like monitor, printer, speaker in detail.

### Ask some oral questions like:

- Which part is called brain of computer?
- What is the function of CPU?
- Which device helps you to type?



### **Evaluation:**

After explaining this chapter, let the students do the course book questions, after that let the students do the worksheet question. Teachers are expected to help the students.

Name: Class: Date:_
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#### A. Write true (P) or False (O):

- 1. CPU is called brain of computer.
- 2. Keyboard is a output device.
- 3. Mouse is use to select or click.
- 4. Printer is a output device.
- 5. Speaker are use to hear sound.

#### B. Who am I.

- 1. I help you to get a hard copy.
- 2. I help you to hear sound played on computer.
- 3. I am used to record voice on computer.
- 4. I am used to select and point the object.
- 5. I can show you every thing, I look like TV.
- C. 1. What are the functions of CPU?
  - 2. What is the other name of given to CPU?
  - 3. Write the name of any 3 Input device.
  - 4. Write the name of any 3 Output device.

### **Answers of the Textbook**

Α.	1.	CPU of the	computer is	called	brain of	computer
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2. No.

Keys.

4. Yes.

**B.** 1.

- 2. Mouse
- 3. Monitor

4. Printer

Keyboard

- C. 1. Keyboard
- 2. Mouse
- 3. Speaker

- 4. Monitor
- **D.** 1. CPU Central processing unit.
  - 2. UPS Uninterrupted power supply.



### **Answers of Worksheet - 1**

**A.** 1. ✓ 2. X 3. ✓ 4. ✓ 5. ✓

**B.** 1. Printer 2. Speaker 3. Microphone

4. Mouse 5. Monitor

**C.** 1. It control computer and its parts.

2. It perform all types of calculations.

3. It carries out all directions to perform a task.

**D.** The CPU is otherwise called brain of computer.

E. 1. Keyboard 2. Mouse 3. Microphone

F. 1. Monitor 2. Printer 3. Speaker



### Working with a Keyboard



In this chapter, students will learn about keyboard and use of different keys present on the keyboard.

### Teaching Objectives:

Students will learn about keyboard and its different keys like:

- Alphabet keys in a keyboard.
- Enter keys in a keyboard.
- Number keys in a keyboard.
- Special keys.



### **Teaching Tips:**

While teaching this chapter, discuss with the students about keyboard and use of different keys available on the keyboard like alphabets, numeric keys, function keys, space bar, enter key etc.

### Ask some oral questions like:

- Which key is use to write all capital letter?
- Which key is use to write only one character capital?
- Which key is pressed to leave 2 line gap?



### **Evaluation:**

After explaining this chapter, let the students do the questions given at the and of the chapter. After that tell your students to solve the worksheet questions and help them in solving that questions.



Na	me:			Cla	ss:			Date:_	
A.	Fill	in the l	olank	(S:					
	1.	A keybo	ard h	nas num	ber fro	m			
	2.	Delete l	key is	use to	delete	letter fro	m		of the cursor.
	3.	Space between two works		ey is use	to giv	e		sp	ace between
	4.	The		K	ey is u	se to mo	ve curs	sor to n	ext line.
	5.	A keybo	ard h	nas		alpha	abet ke	ys.	
B.	Wr	ite true	( ✓ )	or false	e ( x ).				
	1.	Shift ke	y is th	ne longe	st key.				
	2.	Backsp	ace is	s used to	delete	e lefter fro	om the	left side	e of the cursor
	3.	The but	tons (	of a keyl	ooard a	are calle	d keys.		
	4.	The cur	sor is	moved	with th	ne help c	of arrow	keys.	
	5.	Space l	oar ke	ey is use	to giv	e space	betwee	en two	words.
C.	Wr	ite the ι	ıse o	f the fo	llowin	g keys:			
	1.	Del-		2.	. Spa	ce bar -		3.	Enter Key -
				Answe	rs of	the Tex	tbook		
A.	1.	26	2.	Enter	3	. Space	e bar	4.	10 keys
			- 1	Answei	rs of \	<b>Norksh</b>	eet -	1	
Α.	1.	0 to 9	2	Right	3.	Blank	4.	Enter	5. 26
		X							

- **C.** 1. Del This key is use to delete character from right side of the cursor.
  - 2. Space bar This key is use to give blank space between two words.
  - 3. Enter This key is use to move cursor to next line.



### Working with a Mouse



In this chapter, the students will learn about mouse and its working.

### Teaching Objectives:

Students will learn about:

- A mouse, the pointing device.
- The parts of a mouse.
- Use of different buttons of a mouse.
- How do hold a mouse.



### **Teaching Tips:**

While teaching this chapter, discuss with the students about different parts of a mouse. How to hold a mouse and using different buttons.

### Ask some oral questions like:

- What is a mouse?
- Why mouse called a pointing device?
- When to use left click right click?
- What is the use of double click?



### **Evaluation:**

After explaining this chapter, let the students do course book exercise given at the end of the chapter. After course book exercise tell the students to solve the questions given in the worksheet.

Name:		Class: Date:				
A.	En	circle the correct answer.				
	1.	Clicking/dragging is use to move any object.				
	2.	Mouse is a pointing/writing device.				
	3.	Scroll wheel is used when user want to click/move up or down.				
	4.	Mouse pointer is a square/triangle arrow which shows current position of cursor.				
	5.	We should keep the mouse on mat/pad.				
В.	Ma	tch the column:				
		АВ				
	1.	We place the Middle finger On the table				
	2.	We place the Index finger To select any object				
	3.	We place our palm On right mouse button				
	4.	Single click is use To open any object				
	5.	Double click is used Left mouse button				
C.	Tic	k the correct answer:				
	1.	Mouse Pointer looks like				
		a) Pen b) Finger c) Arrow d) None				
	2.	A mouse can have				
		a) No button b) Two button c) Three Button				
	3.	Double click is used				
		a) To open any object b) To delete any object				
		c) To see options.				
D	Vai	ry Short Answer type allestions:				

- 1. What is a mouse pointer?
- 2. What are the two types of mouse click?

### **Answers of the Textbook**

- **A.** 1. A mouse have three buttons namely left mouse button, right mouse button, scroll wheel.
  - 2. We should keep the mouse on the mouse pad.
  - 3. We use the index finger to move the scroll the wheel.
  - There are three types of clicks namely single click, right click and double click.
  - 5. We must place the thumb on the left side of the mouse.
  - 6. the computer mouse looks like a real mouse.
- **B.** 1. T
- 2. F
- 3. T
- 4. T
- 5. F

- C. 1. Left Click
- 2. Right Click
- 3. Double Click

### **Answers of Worksheet - 1**

- A. 1. Dragging
- 2. Pointing
- 3. Move

- 4. Triangle Arrow
- 5. Pad
- B. 1. On the right mouse button
- 2. On the left mouse button

3. On the table

4. Select any object

- 5. Open any object.
- **C.** 1. Arrow (c)
- 2. Three button (c)
- 3. To open any object (a)
- D. 1. A mouse pointer is a small arrow moving on the screen of monitor an show current position of the cursor.
  - 2. a. Single Click Pressing left mouse button once.
    - b. Double click Pressing left mouse button twice.



## Paint: A Computer Program



In this chapter, students will get knowledge about MS-Paint and important tools of MS-Paint.

### Teaching Objectives:

- Introduction to MS-Paint.
- Steps to start MS-Paint.
- Useful tools of MS-Paint.



### **Teaching Tips:**

While teaching this chapter, tell your students abouts MS-Paints, its uses and tools available in MS-Paint. Also discuss with them three methods to start MS-Paint.

### Ask some oral questions:

- What is MS-Paint?
- What are the steps to start MS-Paint?
- What are the tolls available in MS-Paint?



### **Evaluation:**

Once the chapter is over, let the students do the course book exercise given at the and of the chapter. After course book exercise give some extra questions from the teacher manual. While solving the teachers are expected to help the students.

Name:	Class:	_ Date:

- A. Give one word for the following:
  - 1. It is used to make a circle or oval shape.
  - 2. It is used to make a line.
  - 3. It is used to make a Rectangle.
  - 4. It is a program which are use for making drawing.
  - 5. It is used to erase a part of picture.
- B. Write 'T' or for true or 'F' for false.
  - 1. MS-Paint is a program which are use for making picture.
  - 2. Line tool is use to draw a circle.
  - 3. Rectangle tool is use to draw a line.
  - 4. Oval tool is use to draw a circle.
- C. Rearranged the following letter.
  - 1. valo
- 2. angrctele
- 3. eiln
- 4. tsloo

- 5. antip
- D. Identify the following tools and write their name.





2.



3.



4.



### **Answers of the Textbook**

- A. 1. Click on start button
  - 3. Click on Accessories
- **B.** 1. Erase tool
  - 3. Colours

- 2. Click on all programs
- 4. Click on paints
- 2. Fill colour toll
- 4. Rectangle tool



### **Answers of Worksheet - 1**

A. 1. Oval tool 2. Line tool 3. Rectangle tool

4. MS-paint 5. Eraser tool.

**B.** 1. T 2. F 3. F 4. T

C. 1. Oval 2. Rectangle 3. Line

4. Tools 5. Paint

**D.** 1. Pencil tool 2. Eraser tool 3. Brush tool

4. Magnifier tool