# QuickStart 2

**Teacher's Resource Book** 





# Computers are Everywhere



In this chapter, the students will learn about computer and its uses at different places.

#### Teaching Objectives:

Students will get knowledge about:

- Computers a wonderful machine.
- Importance of computers.
- Features of computers.
- Uses of computers at different places.



#### **Teaching Tips:**

While teaching this chapter, tell your students about the features of computer and use of computers at different places like school, hospitals, shopping mall, airport etc. Also tell them about limitations of computers i.e. what computer cannot do.

#### Ask the students some oral questions like:

- What are the important features of computers?
- What are the limitations with computers?
- What is the use of computers at police station?
- What is the use of computers at airports?



#### **Evaluation:**

Name:	Class:	Date:

#### A. Encircle the correct options:

- ATM stand for Automatic Teller Machine / Automated Teller Machine.
- Computer in hospital are used for listening song / do medical test.
- 3. Computers are used to send telegram / e-mail.
- 4. Computers are used in schools to make tickets / report card of the students.
- Computers are used in media to print bills / make cartoons and films.

#### B. Write 'True' or 'False':

- 1. We cannot use computer to show educational CD.
- 2. Computer help us to make online payment.
- 3. Computers are used in media to make cartoon film.
- 4. Computers are used in offices to type and print letters.
- 5. Computer cannot be used for printing bills.

#### C. Answer in one word:

- 1. The place where computers are used for making time table.
- 2. The place where computers are used for carried out medical test.
- 3. The place where computers are used for typing letters and sending e-mails.
- 4. Here computers are used to keep record of transaction and balance enquiry.
- 5. Here computers are used for maintaining customer record and print bill.

#### D. Read the clue and identify the following:

1. Computer help in launching satellite and rocket.

- - 2. Computer help in tracking criminals.
  - 3. Computer help in keeping record of arrival and departure of planes.
  - 4. Computer help in calculating monthly salary of employee.
  - 5. Computer help to make online transaction.
  - E. Write the important features of computers.
  - F. Write any two limitations of computer.

- **A.** 1. We can play games and type letters on computer.
  - 2. Yes, computer works very fast.
  - 3. ATM machine.
  - 4. a) Computer do not learn from experience.
    - b) Computer cannot takes its own decision.
- **B.** 1. Movie (b)
- 2. Correct (c)
- 3. Students (b)

- 4. Emails (b)
- 5. Both a) and b) (c)
- C. 1. True
- 2. True
- 3. True

- 4. True
- 5. True
- **D.** 1. The special feature of a computer are:
  - a) Accuracy A computer always gives accurate result.
  - b) Diligence A computer never get tired even after long hours of work.
  - 2. Yes, a computer can store very large amount of information (data).
  - 3. Computer is used in schools for keeping record of students, making question paper and report cards.
  - 4. In a shopping mall computer is used to keep record of their customers and stock in and item out.
  - 5. At police station computer is used to keep the record of criminals and track criminals.
  - 6. At airport computer are used to took ticket and print ticket.



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

- A. 1. Automated teller machine. 2. Do medical test
  - 3. E-mail 4. Report card of students.
  - 5. Make cartoon and films.
- B. 1. False 2. True 3. True 4. True
  - 5. False
- C. 1. School 2. Hospitals 3. Offices and home
  - 4. Banks 5. Shopping mall
- **D.** 1. Space research center 2. police station
  - 3. Airport 4. Offices
  - 5. Banks
- **E.** 1. Speed the speed of computer is very fast.
  - 2. Accuracy Computer always give accurate result.
  - 3. Diligence Computer never get tired.
  - 4. Storage It can store large amount of information.
- F. 1. It has no IQ.
  - 2. It cannot learn from experience.



# Computers and its Parts



In this chapter, students will come to know about the devices associated with computer, they are input device, output device and storage device.

#### Teaching Objectives:

Students will learn about the below mentioned topic:

- Input device of computer.
- Output device of computer.
- Computer processing unit.
- Storage device and their uses.



#### **Teaching Tips:**

While teaching this chapter, tell your students that computer consist of many device like the device that are use to give instruction to the computer are called input device and the devices that help us to see the result from the computer are called output device. In the same way the devices that are use to store data for longer period of time are called storage device.

#### Ask questions like:

- What are input devices?
- Give any 3 examples of input devices.
- What are output devices?
- Give 3 examples of output device.



#### **Evaluation:**

Na	me:	Class: Date:			
A.	Na	me the following device:			
	1.	It is typing device use to type numbers, alphabets.			
	2.	It is a pointing device use to select any item.			
	3.	It is used to input photos or text images from paper.			
	4.	It is used to input sound into computer.			
	5.	It is called brain of the computer.			
В.	Fill	in the blanks:			
	1.	is a portable device that use to carries information.			
	2.	is the main storage device placed inside the CPU.			
	3.	are use to listen to the sound from the computer.			
	4.	looks like a television and shows us every thing we type on the computer.			
	5.	stand for central processing unit.			
C.	En	circle the correct options:			
	1.	Microphone is used to input video/sound.			
	2.	Mouse is a typing/pointing device.			
	3.	Scanner is like a ATM/photo copier machine.			
	4.	Hard disk is main/optional storage device.			
	5.	Pen drive is also known as flash/fresh drive.			
П	Λn	ower the following:			

What is an Input device? Give 3 example. 2. What is an output device? Give 3 example.

3. Whats is a processing device?

1.



- **A.** 1. Keyboard is known as typing device.
  - 2. The processing device of computer is central processing unit.
  - 3. Printer
  - 4. Storage device (Hard disk, Pen drive)
- **B.** 1. Mouse (b) 2. Mo
  - 2. Monitor (c)
- 3. Both a and b (c)

- **C.** 1. Type
- 2. Mic

3. Brain

- 4. Paper
- 5. Compack
- **D.** 1. The input device are used to give instructions to the computers.
  - 2. The full form of CPU is central processing unit.
  - 3. The monitor shows us every thing that we type on the computer. It also shows the result of processing.
  - 4. The device that are you to store information are called storage device e.g. Hard disk.
  - 5. Hard disk is the main storage device in computer.

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

- A. 1. Keyboard
- 2. Mouse
- 3. Scanner

- 4. Microphone
- 5. CPU
- B. 1. Pen drive
- 2. Hard disk
- 3. Speaker

- 4. Monitor
- 5. CPU
- C. 1. Sound
- 2. Pointing
- 3. Photocopier

- 4. Main
- 5. Flash
- D. 1. Input device the device which are use to give instructions to the computers are called input device.
  - E.g. Keyboard, Mouse
  - 2. Output device the device which are used to display information or result to the user are called output device.
    - E.g. Monitor, Printer
  - Processing Unit the part of the computer which perform all the processes inside the computer are called processing unit.
    CPU stand for central processing unit.





# Working with: Keyboard and Mouse

In this chapter, the students will get knowledge about keyboard and different types of keys available on it. Other then this they will also get knowledge about mouse.

#### Teaching Objectives:

Students will learn about:

- Shift key
- Arrow key
- Caps lock
- Escape key
- Function key
- Using mouse



#### **Teaching Tips:**

While teaching this chapter, tell the students that a keyboard which is being used for typing purpose consist of many types of keys and all are having special functions. Even the mouse consist of left click, right click and scroll button.

#### Ask the questions like:

- Which key you will use to move up and down?
- Which key you will use to type all capital?
- Which key you will use to type first character capital?



#### **Evaluation:**



Name:	Class:	Date:

#### A. Encircle the correct answer:

- 1. Escape/Function key is placed at the top left corner of the keyboard.
- 2. There are 10/12 function keys at the top of the keyboard.
- 3. A keyboard contain 108/112 keys.
- 4. Single/Double click is for selecting an item.
- 5. Ctrl/Caps lock key is used to write all character capital.

#### B. Answer in one word:

- 1. It is use for typing, it contain 108 keys.
- 2. They are 12 in number from F1 to F12 and all are used for different purpose.
- 3. They are use to move UP, Down, Left and Right.
- 4. It is a pointing device having long tail.
- 5. This key is used to exit from any program.

#### C. Write True 'T' or False 'F':

- 1. Shift key is used to use upper character on any key.
- 2. Escape key is use to type all character capital.
- 3. The short form for Escape key is Est.
- 4. Drag and Drop means to move any objects.
- 5. By default the Caps lock is on.

#### D. Write the use of the following keys:

- Caps Lock
- 2. Escape
- 3. Function key
- 4. Shift key 5. Arrow key

#### E. Identify the following keys:

- 1. Ctrl
- 2. Del
- Caps Lock
- lab

Esc

- A. 1. Keyboard 2. Mouse 3. Mouse
- **B.** 1. Pointer 2. Double click 3. Drag and Drop
  - 4. Double click 5. Capital letters
- **C.** 1. There are two shift keys on the keyboard.
  - 2. We can move Up, Down, Left, Right using the arrow keys.
  - 3. Single click
  - 4. Right click
  - 5. By using drag and drop the object can be moved from one place to another across then screen.
- **D.** 1. Double click 2. Up arrow 3. Caps lock
  - 4. Function key

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

- Α. Escape (Esc) 2. 12 108 kevs 1. Double click 4. Caps lock 5. B. 1. Keyboard 2. Function keys 3. Arrow key Mouse Esc Key 4. 5. C. 1. True 2. False 3. False 4. True False 5. D. 1. Caps-lock This key is use to type all character capital, if it is on and all small if it is off. 2. This key is basically use to exit or escape Escape from program and task. 3. The function keys are from F1 to F2 and all Function kev having special function. 4. Shift key The shift key is mainly use to press upper character on such button where two character are present. It is also use type one character capital.
- E. 1. Control Key

Arrow Key

5.

- 2. Delete key
- 3. Caps lock

They are located at the bottom of keyboard.

They are used for moving up, down, left and

- 4. Tab key
- 5. Escape

right.



#### Fun with Paint



In this chapter, the student will learn about MS-Paint and different tool available in MS-Paint.

#### Teaching Objectives:

- How to paint.
- Playing with tools.
- Drawing with brush tools.
- How to make a scenery.
- Saving your work.
- Opening a saved work.



#### **Teaching Tips:**

While teaching this chapter, tell your students about MS-Paint which have studied in previous class. Tell them to revise then teach them some more important tools of MS-Paint like pencil tool, fill colour tool, colour picker tool, brush tool and how to save the work done in MS-Paint.

#### Ask some oral questions like:

- What is MS-Paint use for?
- Name some tools available in MS-Paint.
- What is the use of pencil tool?
- What is the use of colour picker tool and fill colour tool?



#### **Evaluation:**

IVa	me:_	Date:	_	
A.	Rea	ad the clue and answer the following:		
	1.	It is a program use to draw and paint images.		
	2.	It is use to close any open program.		
	3.	This tool is use to draw a free hand drawing.		
	4.	This tool is use to fill colour in the picture.		
	5.	It is use to draw images with different kinds of brushes.		
B.	3. Fill in the blanks:			
	1.	After completing the drawing we need to for feature use.	or	
	2.	is use to see a part of drawing in a bigger size.		
	3.	is use to pick colour from existing drawing and applit to another drawing.	ly	
	4.	button is use to enlarge the paint window on th whole screen.	е	
	5.	tool is use to write text on the image.		
C.	lde	ntify the following tools and write their name:		
	1.	2. 3.		
	4.	5.		

#### D. Write the steps for the following:

- 1. To open paint brush.
- 2. To save any file.



- A. 1. Click on file tab.
  - 3. Type the name of the drawing.
- B. 1. Pencil tool
  - 3. Erase
  - 5. Magnifier

- 2. Click on save option.
- 4. Click on save.
- 2. Colour tool
- 4. Save

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

- A. 1. Paint brush
- 2. Close button
- 3. Pencil tool

- 4. Fill colour tool
- 5. Brush tool

**B.** 1. Save

4.

- 2. Magnifier tool
- 3. Colour picker tool

- 4. Full screen view
- Text tool
- C. 1. Pencil tool
- 2. Colour tool
- 3. Magnifier
- 4. Colour picker tool 5. Brush tool
- D. (A) To start paint
  - 1. Click to start button
  - 2. Click on all program
  - 3. Click on accessories

Click on paint

Click on file tob

(B) To save a file

- Click on file tab
- 2. Click on save option, Save as dialog box appear
- 3. Type the name of the file in the file name text box
- 4. Then click on save.



### Knowing WordPad



In this chapter, the students will come to know about useful word editor i.e. WordPad and all its important features.

- Teaching Objectives:
- Opening WordPad (Start WordPad)
- Parts of WordPad
- Typing and formatting text in WordPad.
- saving files in WordPad.
- Printing a file in WordPad.
- Opening a new file.



#### **Teaching Tips:**

While teaching this chapter, discus with the students about WordPad. Tell your students that WordPad is a useful word editor utility. By usingWordPad we can enter text, edit text, save text and take the printout of any documents.We can use WordPad to write notes, reports, letters and essay.

- Ask some oral questions like:
- What is WordPad?
- What are the uses of WordPad?
- What are the different parts of WordPad?
- What is formatting of text?



#### **Evaluation:**



Na	me:	Class	:		Date:
A.	Fill	in the blanks:			
	1 is a typing software.				
	2.	We can te	text to make it look attractive.		
	3.	We can o	our file for feature use.		
	4.	is large w	is large white area where we can type text.		
	5.	On clickingdifferent options.	_ but	ton, a	menu appear which contain
В.	Ma	tch the following:			
	1.	Title bar		a)	WordPad window
	2.	Ribbon		b)	Insertion Point
	3.	Home and View tab		c)	A new feature
	4.	Vertical flashing line		d)	Topmost bar
C.	Rea	ad the clue and name	the	follov	ving:
	1.	It is a program used to	type	text in	the computer.
	2.	. It shows the name of current displayed document.			ayed document.
	3.	When click on it, a new	file v	will be	open.
	4.	It is a vertical flashing I	ine o	n the s	screen.
	5.	Click on this icon in for	t gro	up to r	nake text underline.
D.	Wr	ite the steps for the fo	ollow	/ing:	
	1.	To change font	2.	To ch	ange font size
	3.	To open a file			
		Answers	of t	he Te	xtbook
A.	1.	Click on file tab.	2.	Click	on print.
	3.	Select the printer.	4.	Click	on print.

B. 1. False 2. True 3. True 4. True

- **C.** 1. Word pad is a program used to type text in computer. We can type letters, poems, stories, report, articles etc.
  - 2. Bold Click on B icon to make text bold.

Italics - Click on I icon to make text Italics.

Underline - Click on U icon to make text underline.

- 3. We can make our text attractive by formatting text. In formatting text we can add effect like Bold, Italics, Underline. We can also change font, text size, text colour.
- 4. We must save a file. So that we get the file in the future. We can edit or print if we save that file.
- 5. Click on the file tab.

Click on new option.

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

- A. 1. WordPad 2. Format 3. Save
  - 4. Text area 5. WordPad button
- **B.** 1. Topmost bar 2. A new feature
  - 3. WordPad window 4. Insertion point
- C. 1. WordPad 2. Title bar 3. File new
  - 4. Insertion point 5. U option
- D. 1. a) Click on home tab
  - b) Select the text
  - c) Click on font drop button
  - d) Select the font you want to apply.
  - 2. a) Click on home tab.
    - b) Select the text.
    - c) Click on font size.
    - d) Select the font size you want.
  - 3. a) Click on file tab.
    - b) Click on new tab.
    - c) Select the file name to open.
    - d) Press OK (open).