QuickStart 3

Teacher's Resource Book





The Computer System



In this chapter you will cover the topic like Input device, Output device.

Teaching Objectives:

- Input processing and output cycle.
- Input devices (keyboard, mouse, scanner, Mic)
- How to input data with the help of Input device.
- About CPU. (ALU, CU, Memory)
- What is processing.
- Output devices (printer, plotter, monitor, speaker)



Teaching Tips:

While teaching this chapter, tell the student about input, processing and output. You can give example of input as wheat processing, as flour mill as processing and out put as wheat flour. Example 2, take bread as input, put it in a toaster as processing and you will get toasts as output.

Ask the students some questions about:

- Input device
- Output device
- Processing

Nar	ne:_		1	Class:		Date	e:	
Α.	De	fine the follo	wing	j terms:				
	1.	Data	2.	IPO	3.	CPU	4.	LCD
	5.	ALU						
В.	Wr	ite the use o	f the	following o	device	e:		
	1.	Scanner	2.	Joystick	3.	Speaker	4.	Monitor
	5.	Printer						
C.	An	swer in one	word	l:				
	1.	It is a kind of	port	able mobile o	compu	ıter _		
	2.	It is a pointing command to	_	_	ve	_		
	It is an input device that allow you to record your voice							
	4.	It produces t	he ou	itput on a pa	per	_		
	5.	The decision	mak	ing in compu	ıter is	done by _		



Name:			Class:	Date:			
A.	Ma	tch the followi	ng:				
		Α		В			
	1.	Joystick	Arithmetic and Logical	work			
	2.	ALU	use to record your voice)			
	3.	Microphone	use to play game on co	mputer			
	4.	Printer	it controls all the activity	in computer			
	5.	CU	it is use to take output o	on a paper			
B.	Cir	cle the correct	options:				
	1.	Keyboard is ar	input / output device.				
	2.	Scanner is use	to input picture / sound.				
	3.	Single click, do	ouble click is done by usin	g keyboard / mouse.			
	4.	It is responsib ALU / CU.	le to control all the activ	vities in a computer is			
	5.	CPU is called I	kidney / heart of compute	r.			
C.	Re	Rearranged the jumbled word:					

2.

5.

PALPOT

DKBAOREY

3. NERNCSA

1.

YMEMOR

4. UMSOE

- A. 1. Output device 2. Input device 3. Input device
- B. 1. CPU Central Processing Unit
 - 2. CRT Cathode Ray Tube
 - 3. LCD Liquid Crystal Device
 - 4. IPO Input Processing Output
- **C.** 1. The IPO stands for Input Processing and Output operations.
 - 2. The Input devices are mainly use to give command to the computer or to write something into the computer.
 - 3. The CPU stands for Central Processing Unit. The part of computer responsible for processing data.
 - 4. Input devices Keyboard, Mouse.
 - 5. Output devices Monitor, Printer.

Answers of Worksheet - 1

- **A.** 1. Data The collection of fact, figure, number, symbol are called data.
 - 2. IPO IPO stand for Input-Processing-Output operation take place inside a computer.
 - CPU The CPU stands for Central Processing Unit, the main part of computer. It is also known as Brain of the computer.
 - 4. LCD Stands for Liquid Crystal Display. It is a thin flat electronic visual display (monitor).
 - ALU Stands for Arithmetic and Logical Unit. The part of computer responsible for mathematic and logical work.
- **B.** 1. Scanner This input device is use to take any picture as input and convert it into digital form and store it in computer.
 - 2. Joystick This input device is use to play games on the computer.



- 3. Speaker To produce as a sound as output this is an output device.
- 4. Monitor This is an output device which is use to see output from the computer online.
- 5. Printer This is an output device use to take output on a paper.
- C. 1. Laptop 2. Mouse 3. Mic. 4. Printer
 - 5. ALU.

Answers of Worksheet - 2

- A. 1. Use to play game on computer
 - 2. Arithmetic and Logical work
 - 3. Use to record your voice
 - 4. It is use to take output on a paper
 - 5. It controls all the activity in computer
- B. 1. Input
- 2. Input picture
- 3. Mouse

- 4. CU.
- 5. Heart of computer.
- C. 1. Memory
- 2. Laptop

Scanner

- 4. Mouse
- 5. Keyboard



Hardware and Software



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:

In this chapter you will know about:

- Computer Hardware
- Computer Software
- Different types of Softwares



Teaching Tips:

While teaching this chapter tell the students that computer consist of many working parts which perform different works. Explain them briefly about the Hardware, Software and its importance.

Explain them in detail about the software and its types like application software, system software with examples.



Evaluation:

After the completion of chapter, let the students give assignment, tell them to solve the exercise given at the end of the chapter. Ask questions related to Hardware, software with different examples.



Na	me:	Cla	ss:		Date:			
A.	Rea	ad the clue and ans	swer the	following:				
	1.	The physical part of	the comp	outer that w	ve can see and touch			
	The data printed on a paper is called copy.							
	3.	They are the people	who work	on comput	er			
	4.	The part of computer	that we ca	ınnot see ar	nd touch is			
	5.	It is an interface	between	computer	hardware and user			
В.	Wr	ite True or false:						
	1.	Hard disk is the mair	n storage	device in th	e computer.			
	2.	The step by step ins task is called Hardwa		ven to the o	computer to perform a			
	3.	A computer can run	easily with	nout system	software.			
	4.	The software that software.	perform p	oarticular ta	ask is called system			
C.	Wr	ite down at least th	ree exam	ples of ea	ch:			
	Sys	stem Software	Α	pplication S	oftware			
		V	Vorkshe	et - 2				
Na	me:	Cla	ss:		Date:			
Λ	Wr	ite three examples	of each:					
Α.		rdware	oi eacii.	Softwa	rο			
В.		fine the following to	erms with	00				
	1. 4.	Hardware 2. Application Software		re 3.	System Software			

C. What is Hard copy and Soft copy.

Answers of the Textbook

- The physical and working parts of the computer that we can A. 1. see and touch are called hardware.
 - 2. Microphone (Mic)

- 3. Monitor
- 4. Pen drive, CD, DVD, hard disk
- 5. Windows 10

B. 1. Keyboard 2. Scanner b)

3. c) Monitor 4 a) Headphones

- 5. b) Paint Program
- C. 1. Hardware
- Motherboard, Ram 2.

Program

3. Light pen

- 4 5. Printer
- D. 1. Out side the CPU- Keyboard, mouse, monitor. Inside the CPU- Ram, motherboard, fan.
 - The mouse is a pointing device use to select anything by 2. pointing and clicking on it.
 - 3. The printer is an output device that is used to take out result on the paper.
 - 4. Hare Copy—The printout taken on a paper is called hard copy. Soft Copy-The result of anything stored in computer in the form of file is called soft copy.

System Software

Answers of Worksheet - 1

- **A.** 1. Hardware
- 2. Hard copy
- 3. Live ware

4. Software

True

False 2.

5.

3. False

4. False

B. 1.

C.

System Software

Application Software

1. **Operating System**

- 1. MS-Word
- 2. Language Processor

MS-Excel 2.

3. System Tools 3. Tally

Answers of Worksheet - 2

A. Hardware Software
1. Monitor 1. MS-Power point
2. Printer 2. Tally
3. Keyboard 3. Page Maker

- **B.** 1. Hardware: They are the working part of the computer that we can touch and feel are called Hardware.
 - 2. Software: They are the group of commands which makes the hardware to work properly. We cannot see or touch are called softwares.
 - System Software: They are those software that use as interface between user and Hardware. They control all the activity inside the computer.
 - 4. Application Software: These are the softwares that perform only a particular task. like if we need to add two numbers then we will open the calculator from the Start menu. The calculator is an application software as it performs only calculations. Like this, we have many application softwares that perform various tasks. For example Paint, Adobe, MS Word etc.
- **C.** Hard copy—The copy of text that are taken out as printout on a paper is called hard copy.

Soft copy— The text stored in the computer and can be see on monitor but not taken as print out is called soft copy.



More about the Keyboard



After completion of this chapter, we will be able to learn about different types of keys available on the keyboard like alphabet keys, numeric keys, special keys, function keys etc.

- Teaching Objectives:
- Use of alphabet keys (26 alphabets)
- Use of number keys (numeric keys) 10 keys
- Use of function keys and special keys.



Teaching Tips:

While teaching this chapter, tell your students that the keyboard consist of different types of keys like alphabet keys from A to Z, number keys from 0 - 9, function keys like f1, f2,.....f12, and some special keys like Alt, Ctrl, Enter, back space and many others.



Evaluation:

Give your students a assignment in which they will be using all the key on the keyboard. So that they can use and learn how to type capital letters, small letters, special signs.



Name:		Class: Date:
Α.	Fill	in the blanks:
	1.	Keyboard is an input device that are use todata.
	2.	key is use to give space between two letters.
	3.	Press the key to type capital letter.
	4.	Enter key is use to move the cursor line.
	5.	To remove character on the cursor key is used.
В.	Wri	ite any three keyboard manners.
C.	An	swer the following questions:
	1.	How many alphabets and numeric keys on a keyboard?
	2.	Which keys are use to move cursor on the screen?
	3.	Write the use of the following keys:
		i. Ctrl key
		ii. Alt key
		iii. Esc. key.

D. Circle the correct options.

- 1. A single/double click is for selecting an item.
- 2. Drag/drop is to release the button.
- 3. Escape/function key is placed at the top left corner in most of the key board.
- 4. These are 10/12 function keys at the top of the keyboard.
- 5. Shift/tab key is used with the other key for different purpose.

- A. 1. Keyboard.
 - 2. In the centre between numeric keys and special keys.
 - 3. Yes.
 - 4. Space bar key is use to move cursor 1 space forward.
 - 5. Left arrow, right arrow.
- B. 1. a) Alphabet

2. b) Space bar

3. c) Enter

4. b) Caps Lock

- C. 1. Alphabet keys 2. Numeric key pad 3. Space bar
 - 4. Cursor, Enter key 5. Shift key
- **D.** 1. The alphabet keys are the keys on keyboard that are use to type alphabets from A to Z.
 - 2. The number keys are use to type numbers from 0 to 9.
 - 3. Press the Caps lock key, then type the letter, it appear capital.
 - 4. Backspace is use to delete character before the cursor and delete key is use to erase character on the cursor.
 - 5. Enter key is use to move the cursor to the next line.
 - 6. a) Do not pull or push the keyboard too hard. It may damage the wire connected to the keyboard.
 - b) Do not keep anything on the keyboard such as books and Cds.
 - c) Do not press the keys of the keyboard too hard.

Answers of Worksheet - 1

- A. 1. Input data
- 2. Space bar
- 3. Caps lock-on

- 4. To Next
- 5. Delete (Del)
- B. 1. Use the keyboard manner.
 - 2. Press the keys very gently.
 - 3. Don't press the key for long time.
- C. 1. There are 26 Alphabet and 10 numeric key on keyboard.
 - 2. Left arrow, Right arrow, Up arrow, Down arrow.



- 3. i) Ctrl This is control key use for some special function (commands or short cut) Ctrl+s, Ctrl+v
 - ii) Alt This is Alternate key, it is a modifier like shift key and its function varies from prog to program.
 - iii) Esc This key is oftenly use to get out from any windows or dialogue
- D. 1. Single click 2. Drop 3. Escape
 - 4. 12 function keys 5. Shift



Features in Paint



In this chapter we will cover all the advance options available in Ms Paint.

Teaching Objectives:

Students will know:

- Adding text to the picture.
- Selecting objects.
- Copying and moving object.
- Rotating and flipping images.
- Set your paint image as desktop screen.
- Using different tools available in tool box.



Evaluation:

After the completion of the chapter tell your students to draw different shapes available in trigonometry. Also tell them to make a doll using different shapes like circle, triangle, oval. Then using tool of Ms paint make the hairs of the doll. Then colour it using colour bucket and colour pen. In this way the students will be able to use all the tools in paint.



Na	me:_	Class: Date:	
A.	Rea	ad the clue and answer the following:	
	1.	The software use by the kids to draw picture	
	2.	It is use to make curve shapes	
	3.	This tool is use to write text in the drawing area	
	4.	This tool is use to select a drawing or a part of it	
	5.	It is use to draw a closed figure.	
B.	Co	mplete the steps to draw square in paint:	
	Ste	ep 1 Click on Step 2 Click on	
	Ste	ep 3 Click on Step 4 Click on	
C.	Put	t a (P) for correct and (O) for wrong answer:	
	1.	Rectangle tool is use to draw square.	
	2.	Polygon tool is use to erase picture.	
	3.	Circlel tool is used to write text.	
	4.	MS-Paint is a program picture.	
	5.	Text tool is use to write name on picture.	
D.	lde	entify the following tools and write their name.	
4			
)A	

A. 1. b) Picture

2. a) image group

3. b) cut-paste

- 4. b) copy-paste
- **B**. 1. A paint is a software that is use to draw pictures.
 - 2. i. Text tool
- ii. pencil tool
- iii. eraser tool

- iv. brush tool
- v. colour bucket tool
- vi. pick colour tool
- 3. Selecting object means use or mark the object for further use.
- 4. Cut- means to remove the object from its place and make a copy of it in memory (clip board).

Copy- means to make copy of selected object without remaining from its place.

Paste- write the object which is in the memory or clip board on the place of cursor.

- **C.** a) Selecting the object
 - Step 1- Use the select tool to select that part of the picture which you want to change.
 - Step 2- Drag the pointer to select the part of the picture you want to work with.
 - Step 3- To click any irregular shape, click free from selection & to select any square or rectangle, click rectangular selection.
 - b) Adding the text
 - Step 1 On the Home tab, in the Tools group, click the Text tool.
 - Step 2 Drag the pointer in the drawing area where you want to add text.
 - Step 3 Under Text tool, choose the font size and style you desire and type the text.

Answers of Worksheet - 1

- **A.** 1. Ms-paint (paint brush)
- Curve tool
- 3. Text tool

4. Select tool

- 5. Polygon tool
- **B.** Step 1 click on Home tab.

Step 2 click on Square tool (hold the mouse button).

Step 3 click on palace where you want to draw and drag mouse as size, you want.

Step 4 Release mouse button.

C. 1. a 2. r 3. r 4. a 5. a

D. 1. Magnifier. 2. Eraser 3. Bucket 4. circle

5. Text tool



Let's Learn Logo



In this chapter, you will learn about Ms Logo.

Teaching Objectives:

- What is Logo?
- How to start Logo?
- Logo commands.
- Using Logo commands and draw picture.
- To exit from Logo.



Teaching Tips:

After learning this chapter, student will get knowledge about Logo software and its uses. While teaching about Logo, tell your students that Logo is a software programming language that is used to draw different shapes. It has a small pointer called turtle which move according to the command given by the user.

Logo means (Language of Graphics Oriented)

Open the Logo editor window and explain them about different part of Logo window like turtle, graphic area, command box, horizontal scroll, vertical scroll.

Explain them about various commands of Logo like Home, ST, HT, CT, CS, FD, RT, BK.

Ask some oral questions like:

- What is Logo?
- Put the finger and name different part of Logo window.
- What is the use of FD, RT, LT, Home command?
- What is a turtle in Logo?



Na	me:			_ Clas	s:			Date:	
A.	Cir	cle th	e corre	ct answ	/er:				
	1.	Logo / Map		grammin	ıg langua	.ge u	ise to dra	aw (Figure	s / Scener
	2.	Logo	has a si	mall per	called (Fish	/ Turtle /	Frog).	
	3.			_	o where Graphic			the figure	e is calle
	4.		e comma / Home /		•	rtle i	n the ce	ntre of th	e screen i
	5.	(BK direct		3S) con	nmand is	s us	e to mo	ve turtle	back war
B.	Но	w will	you dra	aw a sc	uare? V	Vrite	steps.		
	Ste	p 1	Step 2	Sto	ер 3	Sto	ep 4	Step 5	Step 6
C.	Wr	ite the	use of	the fol	lowing	com	mands	:	
	1.	FD	2.	RT	(3. L	_T	4.	CS

Na	me:			Class: _			Date		
A.	Re	ad the cl	ue and	answer	the foll	owing) :		
	1.		ımming la			used by	the kid	ds to dra	aw figure
	2.	By using	this con	nmand al	I the tex	t get c	lear		
	3.	This con	nmand is	used to	move th	ne turtle	e in bad	ckward o	direction.
	4.	This is	used to	come	out fro	m the	Logo	editor	window.
	5.	That will	display a	ll the con	nmands	written	so far.		
B.	Wr	ite Logo	comma	nds to d	draw fo	llowin	g:		
		50			40		_	40	
	50		50			30	40	40	40
		50	_	30			40		40
C.	Со	mplete t	he follo	wing:				40	
	1.	P R	G R	М	2.	т	RT	E	Ē
	3.	E	ı		4.	F			

ΜЕ

5.

A. 1. Logo a)

- 2. b) Turtle
- a) Recall 3.
- 4. b) FD
- 1. Language of graphic oriented. В.
 - 2. The turtle is a triangle at the centre of the graphic area.
 - 3. Click on the start button. Click on all program select and click on Microsoft logo, click on Ok.
 - 4. a) Graphic area
- b) Commander window.
- 5. The command that we give to logo turtle are called primitive.
- C. 1. This command is use to move the turtle in forward direction.
 - 2. CT - CT command clear all the contents of text box.
 - CS CS command clear all the contents of graphics area. 3.
 - 4. BK - BK command moves the turtle in backward direction.
- D. 1. CS **←**
- 2. FD 90 ← 3. BK 50 ← 4. CT ← 1

Answers of Worksheet - 1

- **A.** 1. Figure
- 2. Turtle
- 3. Graphic area.

- 4. Home
- 5. BK.
- B. Step 1 Home
- Step 2 FD 60
- Step 3 RT 90

- Step 4 FD 60
- Step 5 RT 90
- Step 6 TD 60

- Step 7 RT 90
- Step 8 FD 60
- This command is use to move turtle forward direction FD number of steps.
 - 2. RT -This command is use to turn turtle an given degree.
 - 3 LT - To turn turtle left side.
 - 4. CS - To clear scream, erase (clean) every Thing from scream.

FD 40

3. Exit

Answers of Worksheet - 2

Turtle

Home

2.

5.

Α.	1.	Logo	2.	CS	3.	BK
	4.	Bye	5.	List		
В.	1.	FD 50	2.	RT 90	3.	RT 90
		RT 90		FD 50		FD 40
		FD 50		RT 90		RT 90
		RT 90		FD 30		FD 40
		FD 50		RT 90		RT 90
		RT 90		FD 50		FD 40
		FD 50		LT 90		RT 90
		RT 90		FD 30		FD 40
						BK 80
						RT 90
						FD 40
						LT 90

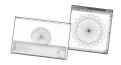
C. 1. Program

File

4.



Some more Commands



In this chapter we will cover some commands of Logo like PU, PD, Repeat etc.

- Teaching Objectives:
- Pen commands
- Repeat command
- Drawing circle, Polygon



Teaching Tips:

While teaching this lesson, explain your students that logo is a programming language that is use to draw different shapes. We can draw many shapes like square, circle, polygon etc. using a single command called Repeat Command.

Explain your students about square, polygon, circle and radius, etc.

- Ask some oral questions like:
- What is square?
- What is polygon?
- What is radius of circle?
- What is repeat command and how to use it to draw various shapes



Evaluation:

Let the students do the exercise given at the end of the chapter.

Na	me:	Class:	Date:
A.	Re	ad the clue and answer the following	:
	1.	A polygon is a geometrical figure with (fo	our/five/many) angles.
	2.	This command is used to repeat any com (home/ Repeat/PD).	nmand number of times
	3.	A circle covers (900/1800/3600) in one c	omplete run.
	4.	It reduce the number of lines of a comma	and. (PD/PU/Repeat)
	5.	This command make the pen up and e anything (PD/PU/PE).	nable the pen to draw
B.	Ma	tch the following:	
		A	В
	1.		Circle
	2.		Square
	3.		Pentagon
C.	Wr	ite logo command for the following:	
	1.	Turn head of the turtle 135 degree Left_	
	2.	Move the turtle backward by 70 step	
	3.	Turn the head of the turtle right by 60 ste	ep
	4.	Move the turtle forward bu 20 degree	
	5	Clean the screen	



Name:	Class:	Date:
	0.0.00	

- A. Enter the following commands and see what appears on the screen:
 - 1. Repeat 5 (FD 100 RT 72)
- 2. Repeat 6 (FD 100 RT 60)
- 3. Repeat 360 (FD 1 R+1)
- B. Write the use of the following command:
 - 1. Repeat
- 2. PD

3. PU

- 4. PE
- 5. CSCT
- C. Write Repeat commands to draw:

1.



2.



A. 1. a) RT 20 2. Pen Drive a)

3. b) Circle

- 4. a) Polygons
- 1. Repeat command repeat a given command for n number times. B.
 - 2. Arc is a part of circle to draw arc of 45, command is Repeat 45 [FDI RT2]
 - 3600 3.
 - Polygon is a regular figure with many straight side. Close polygon of equal sides are called regular polygon.
 - 5. PE- The full form is pen erase. It let the pen down and set the mode to erase.

PD- The full form is pen down. It put the pen down.

- C. Triangle Repeat 3 [FDI 100 R+120]
 - Repeat 6 [FDI 100 R+60] Hexagon
 - Pentagon Repeat 5 [FDI 100 R+72]
 - Repeat 8 [FDI 100 R+42] Octagon
 - Repeat 4 [FDI 100 R+90] Square

Answers of Worksheet - 1

- A. 1. five
- 2. Repeat
- 3. 360°

4. Repeat

Square

FD 20

- PΕ 5.
- 2. Pentagon
- 2. BK 70
- 3. Circle

R+ 60

3.

C. 1. L+ 135 4

B. 1.

- CS
- **Answers of Worksheet 2**

- A. Practical
- Repeat This command is use to repeat any command number **B.** 1. of times.
 - 2. PD - This command is us to pen down.



- 3. PU This command is us to pen up when pen is up one cannot write or draw any thing.
- 4. PE This command is us to Erase the picture draw by the turtle. This is pen erase.
- 5. CS/CT a) CS the full form is clear screen, it clear everything written on screen.
 - b) CT clear text. This command erase the text only.
- **C.** 1. Repeat 360 (FD2 R+1)

Repeat 360 (FD4 R+1)

Repeat 360 (FD6 R+1)

2. Repeat 360 (FD 60 L+120)



Know about MS Word 2007



In this chapter students will know about the MS Word and its uses.

Teaching Objectives:

- Introduction of MS Word
- How to start MS Word
- Components of MS Word
- Creating, opening and saving document
- Selecting, inserting, editing text
- Printing documents



Teaching Tips:

While teaching this chapter, explain your students that MS Word is a powerful word processing software which is used to create, edit, arrange and formating text.

Ask your students some oral questions like:

- What is word processor?
- Tell some more names of word process.
- What is the extension of word file?
- Different components of MS Word window.



Evaluation:

After explaining this chapter, let the students do the worksheet and exercise given at the end of the chapter. Tell the students to create a word document and save it. Then take a print out of that file and save that file with another name.



Nai	me:			Class:		Date:
A.	Wr	ite 'T' or 'F'.				
	1.	MS Word is	a po	werful sprea	dshee	et package.
	2.	Save as con	nmar	nd save the t	file wit	h another name.
	3.	Print comma	ınd is	s use to take	the p	rintout on a paper.
	4.	Ruler is four	id at	the bottom	of the	file.
B.	Wr	ite the steps	tos	save any fil	e with	n another name:
	Ste	p 1	St	ep 2	S	tep 3
C.	Ex	plain the fol	lowi	ng terms:		
	1.	Font	2.	Ruler	3.	Horizontal and vertical bar
	4.	Status bar				
D.	Wr	ite the name	of o	different co	mpor	nents of MS Word.
E.	Wr	ite the steps	to i	nsert text i	n a fil	e:

Step 3

Step 4

Step 1

Step 2

- A. 1. b) MS Word 2. c) Ribbon 3. a) Scroll bar
 - 4. c) None of these 5. a) Save
- **B.** 1. Ms word is a program that help you to type many different type of text such as poem, paragraph, letter.
 - We can create letter, essays, reports and notes in a attractive manner.
 - 3. Ribbon is a group of many tools and options which are related to each tab.
- C. 1. To open MS Word 2007 2. To save a file
 - i. Click on office button i. Click on office button
 - ii. Click on open optionii. Click save optionOpen dialog box appear
 - iii. Click on file name to open iii. Type the name of file
 - iv. Click on open button iv. Click on save button

Answers of Worksheet - 1

- A. 1. False 2. True 3. True 4. False
- **B.** Step 1 Click on file menu. Select 'Save as'.
 - Step 2 Provide new name to the file.
 - Step 3 Click on Save, press Ok.
- **C.** a) Font is a set of displayable, printable text character in a specific style.
 - b) Ruler The ruler is a measurement tool found which help the user to set margin, and align text and graphic.
 - c) Horizontal & vertical The horizontal scroll bar provide us facility to move Left to Right and vertical scroll bar help us to move up and down in a document.
 - d) Status bar The status bar is found of the bottom of the document, it shows line number, page number, number of character and so on.



- **D.** 1. Menu bar 2. Formating bar 3. Standard bar
 - 4. Ruler 5. Horizontal & vertical scroll bar
 - 6. Window button (close, ,maximize, minimize)
- **E.** 1. Step 1 open any file.
 - 2. Click on the place where text is to be inserted.
 - 3. Write the text from the key board.
 - 4. Save the file.



Know about Tux Paint



In this chapter we will discuss about tux paint.

Teaching Objectives:

- Introduction and feature of tux paint
- Starting tux paint
- Tools of tux paint (paint tool, fill tool, eraser tool)
- Saving and printing a picture
- Tux paint



Teaching Tips:

While teaching this chapter tell the students that tux paint is a free, award winning drawing program for small children. It has easy and simple tools that include fun sound effect and encouraging cartoon mascot 'Tux'.

Also tell them about other software utilities like paint brush and other software.

Ask them some oral questions based on this chapter:

- Name the different tools available in tux paint.
- What is canvas area in tux paint?
- How tux paint got its name?
- How will you start tux paint?



Evaluation:

After explaining the chapter, let the students do the exercise given at the end of the chapter. Tell them to draw various pictures.



Name:			Class	:	Date:
A.	Fill	l in the blanks:			
	1.	The tux paint is nof Linux OS.	amed	after tux the	the mascot
	2.	New tool is use t	o creat	te	_drawing area.
	3.	The tool use for t	free ha	nd shape is	
	4.	The tool use for t	fill colo	ur is	
	5.	Tux paint is a		softw	are.
В.	Wr	ite the use of th	e follo	wing tool:	
	1.	New tool	2.	Paint tool	3. Fill tool
	4.	Eraser tool	5.	Shape tool	
C.	De	fine the followin	g tern	n:	
	1.	Canvas area	2.	Colour Palette	3. Tux paint Mascot

- A. 1. Open source 2. Canvas area 3. Linux Penguin
- B. 1. Paint tool This tool is use to draw free hand shape.
 - New tool This tool is used to create a new blank drawing area.
 - 3. Eraser tool This tool is use to erase a part of drawing if you have committed any mistake.
 - 4. Print This button helps you to take the print out of your picture.
 - Quit

 This button helps us to close tux paint and come out.
 - 6. Save This tool helps us to store our picture in form of file.
- **C.** 1. Tux paint is a free, award winning software to draw picture.
 - The main part of tux paint is canvas area where you can draw and paint. The tool box which contain options like brush, lines, shapes and eraser. The colour palette which helps you to fill colours.
 - 3. Paint tool, New tool, Eraser tool, Print.
 - 4. Fill tool is available in the sub-tool of paint tool. It let you to fill colours in your drawing.
 - 5. The eraser tool is use to erase any part of drawing.

Answers of Worksheet - 1

- A. 1. Penguin 2. New blank 3. Paint tool
 - 4. Fill tool 5. Drawing program
- **B.** 1. New tool This tool is use to create new blank drawing area.
 - 2. Paint tool This tool is use to draw freehand shape.
 - 3. Fill tool This tool let you to fill color in your drawing.
 - 4. Eraser tool This tool help us to erase any part of drawing had allow us to correct the mistake.



- 5. Shape tool This tool help us to draw various shapes like circle, rectangle, square etc.
- C. 1. Canvas Area This is the area where you can draw and pain.
 - 2. Color palette This is the box from where you can select different color.
 - 3. Tux paint mascot The tux paint got it's name after the penguin, the mascot of the Linux operating system.



Introduction to the Internet



In this chapter we will discuss about Internet and its uses.

- Teaching Objectives:
- Internet and its terminology
- Collecting picture from Internet
- Browsing websites
- Collecting information from Internet



Teaching Tips:

While teaching this chapter tell your students that Internet is a technology by which millions of computers are connected to one another and can share information. Internet is connected to computer by means of cable, telephone or broadband or through some wireless media.

Discuss with them about uses of Internet requirement of Internet connection, Internet terminology. Also introduce them with Internet software like Google chrome, Mozilla, fire fox, Internet explorer.



Evaluation:

After explaining the chapter, let the students do the exercise given at the end of the chapter, do the course book and tell them to open Internet and explore few websites.



Name:		Class:		:	Date:		
A.	Answer the following:						
	1.	What is Internet?					
	2.	What are the advantages of using Internet in education and medical world?					
	3.	What things are required for Internet?					
	4.	What is Internet Ex	hat is Internet Explore?				
	5.	Write the name of f	rite the name of few email service providers?				
В.	Rearrange the following jumble words:						
	1.	ETISWEB	2.	ORKNETW	3.	WBROESR	
	4.	NETINTER	5.	EMMOD			
C.	Explain the following:						
	1.	Web browser	2.	Web site	3.	Modem	
	4.	Email					
D	Make a list of uses of Internet at different places						

E. Write the steps to collect pictures using Internet.

- A. 1. Internet 2. Internet Explorer 3. Web pages
 - 4. Address bar 5. Images
- **B.** 1. Internet is a web of computers where millions of computers are interconnected with each other and can share information among them selves.
 - 2. The web page is a single page full of information web site is the collection of many web pages.
 - 3. The web browser is a program use to view web pages and web sites on the Internet.
- C. 1. a) Double click on Internet explorer
 - b) Type the name of the website in address bar which you want to open.
 - c) Press (Enter Key) and click Go to.
 - 2. a) To get images open any web site using above mentioned steps.
 - b) Click on images tab.
 - c) Type the word (topic) on which you want to search images in search box.
 - d) Click on picture you want to collect.
 - e) Right click on the image to save, click on Save.
 - f) type the file name in file name box.
 - g) Click on Save button.

Answers of Worksheet - 1

- **A.** 1. The Internet is the net of computer connected with each other though out the world and can share information with other.
 - Through Internet students get any information within a click with the help of google.com. Thousands of videos are now available on every topic by watching them students problem can be solved easily.

Medical Science - In medical science users get remedies of all kind of disease and also get information about new inventions and new surgery technique and researches.

- 3. For Internet we need following things:
 - a) Computer.

b) Telephone line/Broad band.

c) Modem.

- d) Internet software.
- 4. Internet explorer is a software which provide us the facility to navigate Internet, open any website, to move to different pages in to the website.
- 5. a) Gmail.com.

b) Rediffmail.com.

- c) yahoo.com.
- **B.** 1. WEBSITE
- NETWOEK
- 3. WEB BROWSER
- 4. INTERNET 5. MODEM
- C. 1. Web browser The web browser is a software which help us to navigate throughout the Internet (open any website, move from one page to another with in the website) e.g. Internet explorer, Mozilla Firefox.
 - 2. Web site The collection of web pages is called website.
 - 3. Modem

 The modem is a device which help us to connect to the Internet through telephone line.

 It perform two work modulation & demodulation.
 - 4. Email The electronic form of mail send through Internet and computer.
- **D.** 1. Schools and colleges To get information and knowledge on various topics.
 - Railways and Airways To reserve tickets and get information about trains & planes and also about the route and timings.
 - 3. Weather forecast To get the information about natural calamities like earth guake, Rainfall.
 - Defence

 In defence agencies like air force military and navy. The Internet is use to control and use the weapons.
- **E.** Step 1 Click on Internet explorer or Mozilla Firefox.
 - Step 2 Open google.com. Click on images.
 - Step 3 Write the topic of images to search.
 - Step 4 select the image to be copies Right click ans select 'save as' and give the name to the image.