

Drag and

Drop

Class - 1

Chapter 1: Machines and Computers

Activity Time

The students will do it themselves.

Brain Teaser

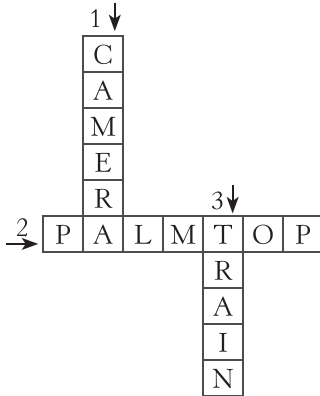
The machine in the given picture is a laptop computer.

Rapid Fire

1. While travelling, people can carry laptop computers.
2. A calculator is used to calculate numbers.
3. A fan gives us cool air in summer.

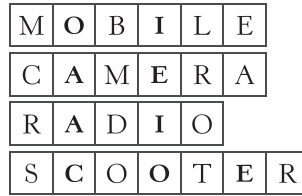
Brain Teaser

The complete word puzzle is given alongside.



Let's Review

- A. Write 'True' or 'False' for the following statements.
1. False
 2. True
 3. True
 4. False
 5. False
- B. Fill in the blanks by using the following words.
1. **Machines** help us to save time.
 2. A **palmtop** computer uses a pen rather a keyboard.
 3. **Desktop** computers are kept at one place.
 4. A computer works on your **instructions**.
 5. A **train** runs on a railway track.
- C. Match the following pictures with their names.
1. (c)
 2. (b)
 3. (a)
- D. Fill in the blank boxes with missing letters with the help of pictures given below.



Activity Time

The students will do it themselves.

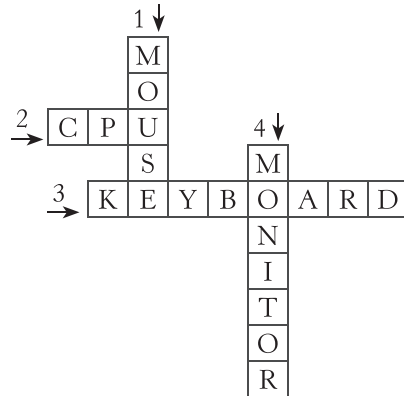
Chapter 2: Parts of Computer

Activity Time

The students will do it themselves.

Brain Teaser

The complete word puzzle is given below.



Rapid Fire

1. VDU stands for Vidual Display Unit.
2. The CPU does all the activities of a computer.
3. The mouse is used to create drawings.

Let's Review

- A. Answer the following questions.
1. (a) keyboard (b) mouse
 2. The monitor displays all the things we do on the computer.
 3. The full form of CPU is Central Processing Unit.
 4. The CPU controls all the activities of a computer.
- B. Write 'True' or 'False' for the following statements.
1. False
 2. False
 3. True
 4. True
 5. True

C. Fill in the blanks by using the following words.

1. A **monitor** is like a television set.
2. CPU is also called the **brain** of a computer.
3. A keyboard has many buttons called **keys**.
4. A mouse helps to **point** at the computer screen.
5. CPU stands for Central Processing Unit.

D. Rearrange the letters to name a computer part.

1. MOUSE
2. CPU
3. MONITOR
4. KEYBOARD

E. Fill the boxes with missing letters given below.

M	O	U	S	E				
K	E	Y	B	O	A	R	D	
C	P	U						
M	O	N	I	T	O	R		

Chapter 3 : Uses of Computer

Activity Time

Computers are used at **home**, to solve sums, to draw pictures, to sent and receive mails, to play games, to watch movies and cartoon films, to play music, and for many more purposes.

Brain Teaser

Three things that we can do on a computer are:

1. Shopkeepers can make a bill on a computer.
2. Doctors can prepare medical reports of patients in a computer.
3. In schools, students' records can be kept in a computer.

Rapid Fire

1. At home, computers can be used for many purposes such as to solve sums, to draw pictures, to sent and receive mails, to play games, to watch movies and cartoon films, and to play music.
2. In shops, computers are used to make and keep records of bills. In addition, shopkeepers can get slips of items in their shops, sale and purchase records, etc.
3. In schools, computers are used for teaching students, keeping records of students' performances, fee records, and many other official works.

Let's Review

A. Answer the following questions.

1. (a) doing sums (b) playing games
(c) watching movies
(d) listening to music
2. (a) Puzzlers and party games
(b) Dwarf Giant
3. Computers are used at home, in schools, in railway stations, malls, banks, ets. Take any tow.

B. Write 'True' or 'False' for the following statements.

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

Activity Time

1. The students will do it themselves.
2. watching movie doing sums
drawing picture listening to music

Brain Teaser

The complete puzzle is given below.

A	U	T	H	F	C	Z
I	V	M	O	H	A	P
R	S	C	H	O	O	L
P	H	U	R	U	B	C
O	O	Q	M	S	O	V
R	P	E	P	E	K	S
T	A	Z	B	A	N	K

1. AIRPORT
2. SHOP
3. SCHOOL
4. BANK
5. BANK

Model Test Paper — I

A. Write 'True' or 'False' for the following statements.

1. True
2. True
3. False
4. True
5. True
6. True
7. False

B. Answer the following questions.

1. A television is an electric device used for watching movies, serials, news and many other programs.
2. A computer is an electric machine that makes our work easy and fast.
3. Two features of a computer are:
 - A computer works on electricity.
 - It has a memory to store data or information.

4. The full form of CPU is Central Processing Unit.
5. The monitor displays every thing we do on the computer.
6. In banks, the computers are used to deposit, withdraw money and keep all these records.
7. The VDU stands for Vidual Display Unit.
8. Two places where computers are used are schools and shops.
9. At home, computers can be used for many purposes such as to solve sums, to draw pictures, to sent and receive mails, to play games, to watch movies and cartoon films, and to play music.
10. People can carry a laptop with them while travelling.

C. Fill in the blanks.

1. A **fan** gives us cool air.
2. A **calculator** is used to calculate the numbers.
3. **Laptop** computers are small enough to fit on one's lap.
4. A mouse has **two** or **three** buttons on it.
5. A **monitor** is like a television screen.
6. The **CPU** is also called the brain of computer.
7. Computers are used in **hospitals** to prepare medical reports.
8. A keyboard has many buttons called **keys**.

D. Match the following.

- | | | |
|--------|--------|--------|
| 1. (c) | 2. (e) | 3. (b) |
| 4. (d) | 5. (a) | |

Chapter 4 : Using a Mouse

Brain Teaser

Mango Owl Umbrella Sunflower Elephant
The computer part is M O U S E.

Activity Time

The students will do it themselves.

Rapid Fire

1. A mouse pad is a flat surface on which a computer mouse rests and moves around.
2. The left mouse button is used to select an option from a menu.

3. A mouse usually has three buttons.
4. The releasing the mouse button after dragging is called dropping.

Let's Review

A. Answer the following questions.

1. A mouse is a hand-held device that is used to point and select any thing on the monitor.
2. Clicking means to press and release the mouse button.
3. Double-clicking is pressing and releasing the mouse button twice.
4. Dragging the mouse refers to move its position while holding the left mouse button pressed.

B. Write 'True' or 'False' for the following statements.

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

C. Write the names of the mouse buttons in the boxes provided.

The complete labelled picture is given below.



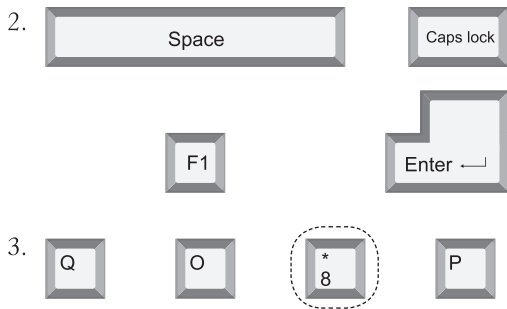
Activity Time

The students will do it themselves.

Chapter 5 : Using a Keyboard

Brain Teaser

- 1.



Rapid Fire

1. The spacebar key is used to give space between letters or words.
2. The Enter key is also called the Return key.
3. A keyboard has 104 or 107 keys.

Let's Review

A. Tick (✓) the correct option.

1. (ii)
2. (i)
3. (ii)
4. (i)
5. (ii)

B. Answer the following questions.

1. The buttons on a keyboard are called keys.
2. A standard keyboard has 104 or 107 keys.
3. There are 26 alphabet keys on a keyboard.
4. Alphabet keys are used to type letters.
5. Caps Lock key is used to type letters in capital.

C. Write 'True' or 'False' for the following statements.

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

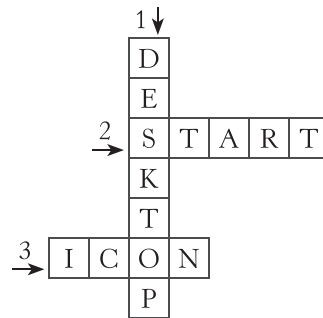
Activity Time

1. The students will do it themselves.
2. The number of:
 - (a) Enter keys: 2
 - (b) Alphabet keys: 26
 - (c) Number keys: 10
 - (d) Cursor keys: 4
 - (e) Function keys: 12
 - (f) Caps Lock keys: 1

Chapter 6 : Using the Computer

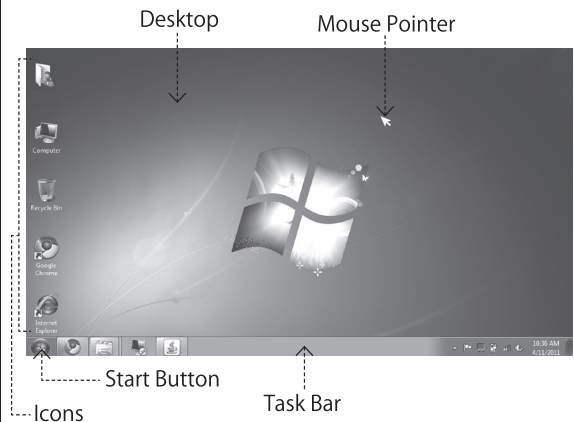
Brain Teaser

The complete cross word puzzle is given alongside.



Activity Time

1. The complete labelled picture is given below.



2. (a) Steps for starting a computer

- 4 Turn on the monitor.
- 2 Turn on the UPS.
- 1 Switch on the main electricity button.
- 3 Switch on the CPU.

(b) Steps for starting a computer

- 4 Turn off the UPS.
- 1 Click the Start button.
- 3 Switch off the monitor.
- 5 Switch off the main electricity button.
- 2 Click the Shut Down option.

Rapid Fire

1. Windows is an operating system that allows us use a computer.
2. UPS (Uninterruptible Power Supply) is a electric device that provides emergency power when the main electrical power goes off.
3. The first screen of a computer is the Desktop.

Let's Review

A. Answer the following questions.

- The steps to start a computer in order are:
 - Switch on the main electricity button.
 - Turn on the UPS.
 - Switch on the CPU.
 - Turn on the monitor.
- The steps to shut down a computer in order are:
 - Click the Start button.
 - Click the Shut Down option.
 - Switch off the monitor.
 - Turn off the UPS.
 - Switch off the main electricity button.
- Located at the bottom of the desktop, the taskbar is a narrow strip of icons. It is used for many purposes.
- Icons are graphical symbols on the screen that represents various programs.
- The program used to type text is the WordPad program.
- The program used to draw picture is the Paint program.

B. Write 'True' or 'False' for the following statements.

- False
- True
- True
- True
- False

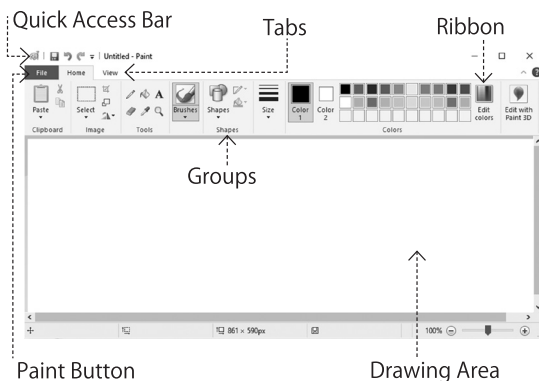
Chapter 7 : Fun With MS Paint

Brain Teaser

The students will do it themselves.

Activity Time

The complete labelled picture is given here.



Rapid Fire

- The Drawing Area in MS Paint is a rectangular blank white area which we use to draw in.
- We find the Line tool in the Shapes Group.
- The Oval tool is used to draw a circle or an oval.

Let's Review

A. Tick (✓) the correct option.

- (iii)
- (ii)
- (i)
- (ii)

B. Answer the following questions.

- MS Paint, also known as Paint, is a basic graphics, painting utility, that allows us to create basic graphic art on a computer.
- The steps to open Paint in a computer in order are:
 - Click the Start button.
 - Click the All Programs.
 - Click the Accessories.
 - Click the Paint program. The Paint windows will appear on the screen.
- We use **Fill with Color** tool from the Tools group to fill colour in a picture.
- The two parts of the Ribbon are **Tabs** and **Groups**.
- The steps to draw a straight line in order are:
Step 1 Click the Home tab.
Step 2 Click the Line tool from the Shapes group.
Step 3 Click in the Drawing Area.
Step 4 Draw the straight line by dragging the mouse.

C. Fill in the blanks by using the following words.

- Quick Access** toolbar helps to do common tasks in one click.
- Paint** button is just below the Quick Access toolbar.
- The Shapes group is present on the **Home** tab.
- The Ribbon contains **two** parts.
- Drawing area** is blank white area to create your drawing.

Activity Time

The tools used to draw the given figure are:

1. The Line tool
2. The Oval tool
3. The Triangle tool
4. The Rectangle tool
5. The Color tool
6. The Fill with Color tool

Model Test Paper — II

A. Write 'True' or 'False' for the following statements.

1. False
2. True
3. False
4. False
5. True
6. True

B. Answer the following questions.

1. A mouse is a pointing device used to point or select anything on the computer screen.
2. Dragging the mouse means to move the mouse while holding the left button pressed.
3. There are 26 alphabet keys on a keyboard.
4. The two parts of the Ribbon are Tabs and Groups.
5. The tool which fills the colour in a picture is Fill with Color tool.
6. A standard keyboard has 104 or 107 keys.
7. The steps to draw a triangle in Paint are:
 - Click the Home tab.
 - Click the Triangle tool from the Shapes group.
 - Click in the Drawing Area.
 - Drag the mouse to draw the triangle.

C. Fill in the blanks.

1. A mouse **Pad** is a flat seat on which the mouser rests and rotates.
2. A mouse has **three** button.
3. A keyboard has many buttons called **keys**.
4. **Alphabet** keys are marked with letters of English alphabet.
5. The computer screen is called the **Desktop**.
6. **Paint** button is just below the Quick Access toolbar.

D. Label the components of Paint window.
See labelled picture on page 8.

Cyber Olympiad

Tick (✓) the correct option for each question, which carries two marks.

1. (d)
2. (d)
3. (b)
4. (a)
5. (a)
6. (a) ✓ (b) ✓ (c) ✗ (d) ✗
7. (b)
8. (d)
9. (c)
10. (b)
11. (b)
12. (b)
13. (a)
14. (d)
15. (c)

Class 2

Chapter 1 : A Wonderful Machine

Brain Teaser

The things that can be done on a computer are circled in the grid below.

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

Rapid Fire

1. The laptop computer is also called a notebook.
2. A palmtop computer can be easily fitted in our palm.
3. A tablet computer is similar to a mobile phone.

Activity Time

1. The students will do it themselves.
2. The two companies that make tablet computers are: (i) Apple iPad and (ii) Samsung Galaxy.

Let's Review

A. Tick (✓) the correct option.

1. (c)
2. (b)
3. (b)
4. (a)
5. (b)

B. Answer the following questions.

1. A computer is an electric machine that can be used to do various tasks. It makes our work easy and fast.
2. On a computer we can do sums and play games.