

Drag and

Drop

Class - 2

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.

3. Three differences between a computer and a human being are:
- A computer is a non-living machine whereas a human being is a living being.
 - A computers cannot think whereas the human being can think on his/her own.
 - A computer does not have feelings whereas the human being has feelings.
4. A laptop computer is a portable computer which can be taken anywhere with us.

C. Match the words with the correct pictures.

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

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

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

Activity Time

The students will do it themselves.

Chapter 2 : Uses of Computer

Activity Time

The students will colour the given picture.

Name: It is CPU.

Uses: It controls all the activities of a computer. It manages and coordinates all of the computer's elements. It reads instructions from memory and interprets them.

Rapid Fire

1. A computer can be used many purposes such as to solve sums, to draw pictures, to sent and receive mails, to play games, to watch movies and cartoon films, play music. It can be used for teaching and preparing report cards of the students. It is used in banks to maintain customers's account and depositing or withdrawing money. It is also used in hospitals, shops or malls, police stations, railway stations, airports, research and development purposes, and publishing and designing.
2. At home, a computer helps us do homework, to keep records and calculate monthly expenses, to draw pictures, to sent and receive mails, to play games, to watch movies and cartoon films, and to play music.

3. The ATM stands for Automated Teller Machine.

Brain Teaser

Some places where computers are used are encircled in the grid.

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

Let's Review

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

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

B. Tick (✓) the correct words to complete the following sentences.

1. A computer helps in sending and receiving **emails**.
2. At **police station**, a computer is used for keeping records of criminals.
3. A computer helps the **doctors** to diagnose diseases.
4. A computer helps the **shopkeepers** to maintain records of items and prepare bills.
5. A computer enables us to **play games**.




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

1. A computer acts as a teaching **learning** material.
2. A computer is very **useful** machine.
3. A computer helps the **doctors** to scan and diagnose different diseases.
4. A computer helps in different labs for **research**.
5. A computer helps in maintaining records of arrivals and **departures** of trains and aeroplanes.

D. Tick (✓) the correct option.

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

Brain Teaser

1. (i)  (ii) 
- (iii) 
2. The students will do it themselves.

Activity Time

The students will do it themselves.

Chapter 3 : Parts of a Computer

Activity Time

The names of the pictures are given below.

M O U S E

M O N I T O R

C P U

K E Y B O A R D

Rapid Fire

1. CPU stands for Central Processing Unit.
2. A joystick is used to play games.
3. A microphone helps us to record sound.

Brain Teaser

The parts of a computer are circled in the alongside grid.

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

Let's Review

- A. Tick (✓) the correct option.
1. (c)
 2. (a)
 3. (b)
 4. (c)
 5. (b)
- B. Answer the following questions.
1. The main parts of a computer are the CPU, the monitor, the mouse and the keyboard.
 2. CPU stands for Central Processing Unit.
 3. A scanner helps us scan or copy text and picture printed on a paper. It stores them in the computer memory.

4. A microphone is used to record sounds and music.
 5. A pen drive is used for storage data and transferring it from one computer to another.
 6. A WebCam or web camera is a video camera which is used to catch and record video images to a computer or computer network. It is also used for video chatting.
 7. CD ROM stands for Compact Disc Read Only Memory.
- C. Write 'True' or 'False' for the following statements.
1. True
 2. False
 3. False
 4. True
 5. True

Activity Time

The students will colour the pictures. Names: joystick, printer

Model Test Paper — I

- A. Answer the following questions.
1. A computer is used for many purposes. It makes our work fast and easy. It does not tired like us. All these show that a computer is a wonderful machine.
 2. Four differences between a human being and a computer are:
 - A computer is a non-living thing whereas a human being is a living thing.
 - A computer cannot think whereas a human being can think on his/her own.
 - A computer does not feel whereas a human being has feelings.
 - A computer can work for hours with getting tired whereas a human being get tired after some time.
 3. A palmtop computer is very small in size and can be easily fitted in our palm.
 4. A computer has many uses. It can be used at home for many purposes. It is used in schools for teaching and preparing report cards of the students. It is used in banks to maintain customers's account and depositing or withdrawing money. It is also used in hospitals, shops or malls, police stations, railway stations, airports, research and development purposes, and publishing and designing.

- A joystick is used for playing games.
- A microphone is used to record sounds and music.
- A printer helps us take the print of images, photos and text.
- A hard disc is a storage device where data is stored permanently even the computer is turned off.

B. Fill in the blanks.

- A **desktop** computer cannot be easily moved from one place to another.
- A computer cannot work without instructions from a **user**.
- A computer allows teacher to prepare **record cards** of the students.
- ATM stands for **Automated Teller Machine**.
- A **printer** is used to print photos and text.
- A **mouse** is used to point and select any item on the monitor.
- A **WebCam** is used by the Internet users for video chatting.
- A **compact disk (CD)** is a round-shaped optical disk.

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

- False
- False
- True
- False
- True
- False
- False
- True

Chapter 4 : Working of a Computer

Activity Time

The given data is processed and output is given in the table alongside.

Input	Processing	Output
-, 9, 3	9 — 3	6
/, 25, 5	25 ÷ 5	5
×, 5, 9	5 × 9	45
14, 15, +	14 + 15	29

Rapid Fire

- Some input devices are: keyboard, mouse, scanner, microphone and web camera.
- The CPU is called the brain of the computer.
- The monitor shows the output.

Activity Time

M O U S E

M O N I T O R

S C A N N E R

S P E A K E R S

P R I N T E R

M I C R O P H O N E

Number of input devices: 3

Number of input devices: 3

Let's Review

A. Tick (✓) the correct option.

- (c)
- (c)
- (b)
- (a)
- (c)

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

- False
- True
- False
- False
- True

C. Match the pictures to the words correctly.

- (b)
- (c)
- (d)
- (a)

D. Answer the following questions.

- Input means any information, or data, that is given to a computer for processing.
- The output of a computer is the information that displays on a screen as a result after processing input.
- A processing device is a component responsible for the processing of information within the computer system.
- The four storage devices are: hard disk, CD, pen drive and DVD.
- We get output on the monitor and printer.

Brain Teaser



O P I



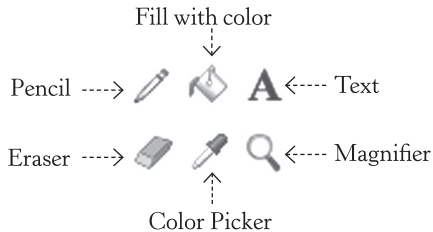
I P O



Chapter 5: More about MS Paint

Activity Time

Picture of Tools group with labelled components is given alongside



Rapid Fire

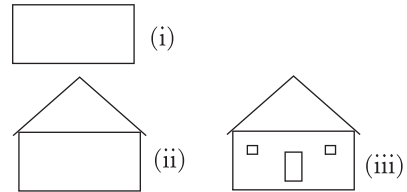
- The Magnifier tool is present in Tools Group.
- The Eraser tool helps to erase the wrong part of drawing.
- The Save As dialog box appears when we click the Save option.

Let's Review

- A. Tick (✓) the correct option.
 1. (c) 2. (c) 3. (b) 4. (c)
- B. Write 'True' or 'False' for the following statements.
 1. True 2. False 3. True
 4. False 5. True
- C. Answer the following questions.
- A paint program is a simple program that allows us draw, colour, or paint images on a computer.
 - The Shapes group is found in Ribbon. We get it by clicking the Home tab.
 - The steps to draw a hut are:
 - Click the Home tab.
 - Click the Rectangle tool from the Shapes group.
 - Bring the mouse pointer in the Drawing Area and drag it to draw a rectangle as shown in the alongside figure (i).
 - Click the Line tool from the Shapes group.

Step 5 Click the Line tool from the Shapes group and draw lines as shown in the alongside figure (ii).

Step 6 Draw the door and windows using the Rectangle tool from the Shapes group as shown in the alongside figure (iii).



- The steps to open a saved drawing are:

Step 1 Click the Home tab.

Step 2 Click the Open option. The Open dialog box appears.

Step 3 Select the file you want to open and click the Open button.

The selected file will be opened on the screen.

- D. Match the tools to their names.

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

Chapter 6: More About a Keyboard

Activity Time

- Alphabet keys: 26
- Number keys: $10 + 10 = 20$
- Shift keys: 2 4. Space bar: 1
- Caps Lock keys: 1 6. Num Lock keys: 1

Rapid Fire

- The Enter key places the cursor to the next line.
- The Symbol keys have different symbols marked on them.
- The Caps Lock key is used to type capital letters.

Let's Review

- A. Tick (✓) the correct option.
 1. (b) 2. (c) 3. (b)
 4. (a) 5. (c)
- B. Write 'True' or 'False' for the following statements.
 1. True 2. False 3. False
 4. True 5. False

C. Fill in the blanks by using the words given below.

1. The buttons on the keyboard are called its **keys**.
2. The Delete key **removes** any typed character on the right side of cursor position.
3. The Spacebar is the **longest** key on a keyboard.
4. A keyboard is like a **typewriter**.
5. The Enter key helps to take you to the next **line**.

Brain Teaser

1. The students will do it themselves.
2. The students will do it themselves.
3. Names of things in pictures are:

Kite	Ear	Egg
Balloon	Orange	Apron
Rabbit	Doctor	

The name of the computer part is **keyboard**.

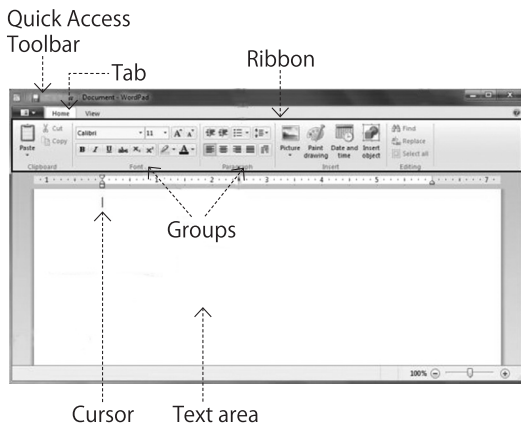
Activity Time

1. Blue colour keys are alphabet keys.
2. Orange colour keys are number keys.
3. Green colour keys are special keys.
4. Yellow colour keys are cursor keys.
5. Pink colour keys are function keys.

Chapter 7 : WordPad

Activity Time

1. The students will do it themselves.
2. The complete labelled WordPad window is given below.



Rapid Fire

1. The WordPad Button provides different menus to work.
2. The Quick Access Toolbar is located above the Ribbon.

Let's Review

1. Tick (✓) the correct option.
 1. (b) 2. (c) 3. (b)
2. Answer the following questions.
 1. WordPad is a basic word processing program that we can use to create documents such as letters, notes, and posters.
 2. The Quick Access Toolbar is a toolbar that contains frequently used tools and a set of shortcut features, options, commands, or option groups.
 3. The cursor is a small blinking vertical line on the computer screen that indicates the position of the text to be typed.
 4. To save a file in WordPad, we follow these steps.
 - Click the WordPad button. A menu appears.
 - Click the Save option. The Save As window appears.
 - Type the name of the document in the File name box.
 - Click the Save button.

The file is saved at that location.

Model Test Paper — II

1. Number these steps in order to save your drawing in Paint.

Steps for starting a computer

- 2 Click on the Save option.
- 1 Click on the Paint button.
- 4 Click on the Save button.
- 3 Type the name in the File name box.

2. Answer the following questions.
 1. The two special keys are the Shift key and the Caps Lock key.
 2. The five different types of keys on a keyboard are:
 (a) Alphabet keys (b) Number keys

