



# Teacher's Manual

Book-1 ...02

Book-2 ...05








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Computer Activity Book Based on  Windows 10

# Computer Expert

A book of **Computer Knowledge**

-  Project Work
-  Lab Activities
-  Online Links
-  Cyber Security
-  Computer Glossary

## Computer-1



### Computer : A Useful Machine

- A. 1. (a); 2. (b); 3. (c); 4. (c)  
B. 1. (✓); 2. (✗); 3. (✗); 4. (✓)  
C. 1. machine; 2. time; 3. fast; 4. tired  
D. Toaster – Bread Slice; Washing Machine – Dirty Clothes;  
Juicer – Fruits;  
Music System – CD  
E. 1. Juicer; 2. Sewing Machine; 3. Car; 4. Computer



### Parts of A Computer

- A. 1. (b); 2. (a); 3. (c)  
B. 1. (✓); 2. (✗); 3. (✗); 4. (✗)  
C. 1. monitor; 2. CPU; 3. keyboard; 4. printer  
D. 1. (c); 2. (e); 3. (d); 4. (b); 5. (a)  
E. 1. Keyboard; 2. Mouse; 3. Speakers



### Computer and Its Applications

- A. 1. (✓); 2. (✓); 3. (✗); 4. (✓)  
B. 1. Computer; 2. games; 3. diagnose; 4. bills  
C. 1. It helps the doctor to diagnose the diseases.  
2. Computers are used in market to prepare computerized bill.  
3. It is used to make report cards in school.  
4. Bank, Hospital, Market.



## The Keyboard

- A. 1. (b); 2. (a); 3. (a)  
B. 1. Numeric; 2. Enter; 3. 2; 4. 26  
C. 1. (c); 2. (a); 3. (e); 4. (b); 5. (d)  
D. 1. Alphabet keys are used for typing words and sentences.  
2. It is used to erase the letters one by one, from left side of the cursor.  
3. Caps Lock key is used to type the words in capital letters.



## The Mouse

- A. 1. (a); 2. (a); 3. (b)  
B. 1. (✗); 2. (✓); 3. (✗); 4. (✓)  
C. 1. quickly; 2. clicking; 3. pointing; 4. Double clicking  
D. 1. Yes  
2. A mouse is a pointing device. It looks like a real mouse, It has a wire which looks like the tail of real mouse.  
3. Gentle press and release the mouse left button once it is called single click.  
4. When we press the right button of a mouse once, it is called right click.



## Operating A Computer

- A. 1. (b); 2. (a); 3. (a); 4. (c)  
B. 1. (✗); 2. (✗); 3. (✓); 4. (✗)  
C. 1. UPS; 2. power; 3. Shut Down; 4. program; 5. Desktop  
D. 1. (b); 2. (e); 3. (d); 4. (c); 5. (a)  
E. 1. Windows is the most popular program that makes the computer work.

2. Start button
3. Desktop is the first display screen when we switch on a computer.
4. The desktop holds many small pictures, known as Icons.

## Computer-2



### Computer : A Smart Machine

- A.** 1. (a); 2. (b); 3. (b); 4. (c)
- B.** 1. (X); 2. (✓); 3. (X); 4. (✓)
- C.** 1. orders; 2. records; 3. cars; 4. tickets
- D.** 1. (c); 2. (e); 3. (a); 4. (b); 5. (d)
- E.** 1. Desktop computer, Laptop, Tablet.  
 2. (a) A computer does not make any mistake.  
 (b) A computer stores a large amount of information and never forgets it.  
 3. Schools and hospitals.  
 4. Tablet computer.  
 5. Smart phones



### Parts of A Computer

- A.** 1. (b); 2. (a); 3. (b); 4. (a)
- B.** 1. (✓); 2. (✓); 3. (X); 4. (✓); 5. (X)
- C.** 1. CPU; 2. output; 3. input; 4. joystick; 5. UPS
- D.** 1. (c); 2. (a); 3. (d); 4. (b)
- E.** 1. Printer; 2. Mouse; 3. Floppy; 5. Monitor; 6. Keyboard
- F.** 1. All the calculations and processing are performed by the CPU.  
 2. Alphabet keys, Numeric keys, Function keys, Special keys.  
 3. A printer is an output device. It is used for printing pictures, graphics and text output on paper. There are different types of printers available in the market.  
 1. Inkjet printer      2. Laser printer



### Caring and Sharing

- A.** 1. (X); 2. (✓); 3. (X); 4. (✓)
- B.** 1. (a) Take off your shoes.  
 (b) Maintain Silence.  
 (c) Do not touch the wires and cables.  
 (d) Do not keep eatables near the computer.  
 (e) Do not touch the computer without permission of your teacher.  
 (f) Cover the computer after use.



### MS Paint

- A.** 1. (b); 2. (a); 3. (b); 4. (c)
- B.** 1. (✓); 2. (X); 3. (✓); 4. (X)
- C.** PAINT, TOOLS, OVAL, COLOR
- D.** 1. Size button  
 2. Fill with Color tool

4. A monitor looks like a television screen.
5. Headphone is used to listen to the sounds without disturbing others.



### Storage Devices

- A.** 1. (a); 2. (b); 3. (c)
- B.** 1. (✓); 2. (✓); 3. (✗); 4. (✗); 5. (✓)
- C.** 1. CPU; 2. Floppy disk; 3. Compact disk; 4. Flash drive
- D.** 1. Storage means to keep or save something.
2. Pen drive is a small and very popular high capacity storage device.
3. We need storage devices which stored data permanently. So that it is not lost.
4. Computer stored data in Hard Disk.
5. Two types of floppy disk are –
- (a) 3.5", known as Micro floppy.
  - (b) 5.25", known as Mini floppy.



### History of Computers

- A.** 1. (a); 2. (b); 3. (c); 4. (c)
- B.** 1. (✓); 2. (✗); 3. (✓); 4. (✓); 5. (✗)
- C.** 1. first computer; 2. Blaise Pascal; 3. difference engine; 4 Charles Babbage; 5. Napier's Bones.
- D.** 1. The abacus was the first known machine developed to help perform mathematical calculations. The abacus is a wooden or metal frame that has a horizontal central rows or wires above and below.
2. In 1842, Blaise Pascal, the 18 years old son of a French tax collector, invented a numerical wheel calculator to help his father with his duties. This was the first calculator in history.

3. Charles Babbage is known as “the father of Modern Computers” because he was the first person to design a general purpose computing machine.
4. In 1944, Howard H. Aiken developed one of the first computers the Automatic Sequence Controlled Calculator (ASCC). Later it was renamed the Harvard Mark-I and given to Harvard University.



### Application Of A Computer

- A.** 1. (c); 2. (a); 3. (c)
- B.** 1. (✓); 2. (✗); 3. (✓); 4. (✗)
- C.** 1. Computers; 2. games, spellings; 3. records, reservations; 4. hospitals
- D.** 1. (a) At school, (b) At home, (c) In bank, (d) In hospital, (e) In market (f) In space and research
2. Computer is widely used in schools :
1. It is used for teaching purpose.
  2. It is used to make time tables.
3. Computer is used in hospitals to diagnose and cure diseases and preparing medical reports.
4. At Home :
1. Playing games, 2. Learning spellings
- At Transport :
1. Computer informs passengers about the arrival and departure time of aeroplanes and trains., 2. It maintains records and allot reservations to various passengers.
5. Do yourself.



### More About Keyboard

- A.** 1. (c); 2. (a); 3. (b)
- B.** 1. (✓); 2. (✓); 3. (✗); 4. (✓); 5. (✓)

- C. 1. alphabet; 2. spacebar; 3. Backspace; 4. arrow; 5. Enter
- D. 1. A keyboard is an input device used to enter information into the computer.
- 2. Arrow keys help us to move the cursor up, down, left and right.
- 3. It is used to see the result of the work done.
- 4. Some special keys are – \$, #, @, &, etc.
- 5. It is used to print the letter in upper case when Caps Lock key is off.



### Using MS Word 2016

- A. 1. (a); 2. (b); 3. (c); 4. (a)
- B. 1. (X); 2. (X); 3. (✓); 4. (✓); 5. (X)
- C. 1. word processing; 2. document 1; 3. Title; 4. Status; 5. Horizontal
- D. 1. (c); 2. (a); 3. (d); 4. (b)
- E. 1. Microsoft word is a word processing software. As we use a notebook to write words and sentences, similarly in a computer we use MS Word to type the text in a document.
- 2. MS Word is useful to us because we can–
  - 1. Type, format, edit text and picture in a document.
  - 2. Save the document for future use.
- 3. 1. Horizontal ruler, 2. Vertical ruler
- 4. It contains the document name followed by the program name.
- 5. Title Bar, Quick Access Bar, Ribbon, File Tab, Ruler, Working Area, Status Bar, Scroll Bar, Zoom Slider.



### More On MS Paint

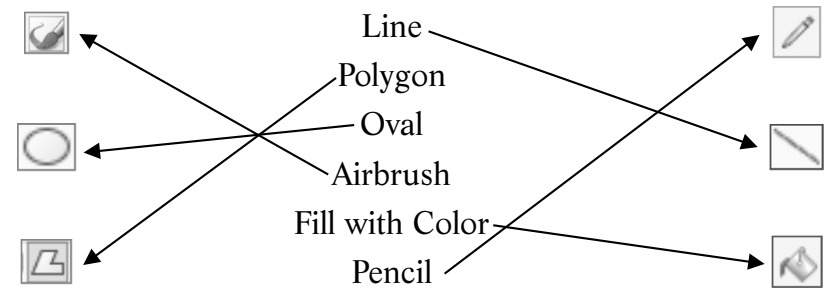
- A. 1. (a); 2. (b); 3. (a); 4. (d)

- B. 1. (✓); 2. (X); 3. (✓); 4. (X); 5. (✓)
- C. 1. group; 2. tab; 3. Drawing Area; 4. pencil; 5. Fill with Color
- D. 1. Title Bar
- 2. Ribbon
- 3. Drawing Area
- 4. A curve can be modified only two times.



### Draw And Colour The Shapes

- A. 1. (d); 2. (a); 3. (c); 4. (b); 5. (a)
- B. 1. (X); 2. (✓); 3. (X); 4. (✓); 5. (✓)
- C. 1. Brushes; 2. Size; 3. Shapes; 4. file
- D.



- E. 1. Size option
- 2. Colors group
- 3. Polygon tool
- 4. Airbrush tool
- 5. Save button