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# Log on to **COMPUTER**



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Published by :

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First New Edition

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# PREFACE



Computer is the basic need of this modern era. Now-a-days it is using in very offices and houses. Computer has brought about drastic changes in our life. People in all fields of life use computers to perform multipurpose tasks.

The series of eight books for classes 1 to 8. The series has been delivered and designed in such a way that a child can understand the basic concepts of computer and its applications. We have tried to achieve our objective through interactive updated contents and activities presented in a learner friendly manner focusing on the activity - oriented computer education.

## Salient Features of the Books:

- ↪ Simple language, exciting and meaningful illustrations are provided to elucidate the concepts.
- ↪ **Let's Know** section is given at the start of each chapter to recapitulate the important points.
- ↪ **Did You Know** section presents interesting information to take learning beyond the given text.
- ↪ **Activities** within the chapter develops technical and cognitive skills.

The aim of our books is to make students understand the working and applications of computer on their own.

Every efforts has been made to keep the series worthwhile, but still the door is open for your valuable suggestions for the improvement of the series. Your suggestions will be gratefully acknowledged and will be given due consideration in the subsequent editions.

**Authors**



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# INTRODUCTION OF COMPUTER



## Let us Know



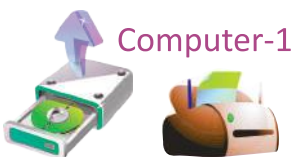
- What is a Computer?
- What is a Machine?
- Computer- A Smart Machine.

## ➔ What is a Computer?

Hi children! Do you know, what is this?



This is a **COMPUTER**.  
It is an electronic device.  
It stores data.



Computer-1





## Types of Computers:



Desktop  
Computer



Laptop  
Computer



Tablet



Smart  
Phone

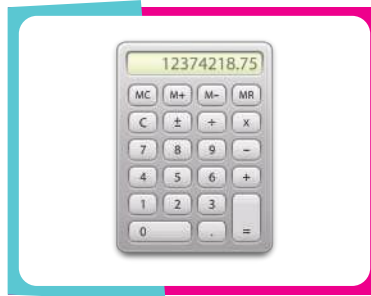
## What is a Machine?

A machine is a tool made by man. It makes our work easier and faster.

Let us know about some more machines.



Camera



Calculator



Geyser



Mobile Phone



Television

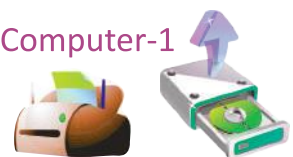


Refrigerator



## TEACHER'S CORNER

Explain the students how all these machines are helpful to us.





## ➔ Computer-A Smart Machine

Computer is a smart machine. Its main features are given below:

Computer is a machine made by man.



Computer works very fast.

It never makes mistakes.

It stores a large data.

1

2

3



It works on our ommand.

4

5

It performs many functions.

A computer can be used to count, add, write, draw and paint.







## Let's Recall



- ⊙ A machine is a tool made by man.
- ⊙ A calculator is a machine.
- ⊙ Computer makes our work easier.
- ⊙ A computer is an electronic device.

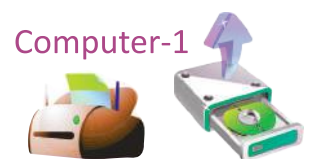
## EXERCISE

### A. Write these words and learn the spelling.

1. Computer .....
2. Machine .....
3. Electricity .....

### B. Fill in the blanks with the right words.

1. Computer is a ..... machine.  
(Slow / Smart)
2. .... are man made things.  
(Machines / Parrots)
3. Computer makes our work .....  
(Easy / Difficult)
4. A ..... can do many things.  
(Computer / Table)



Computer-1



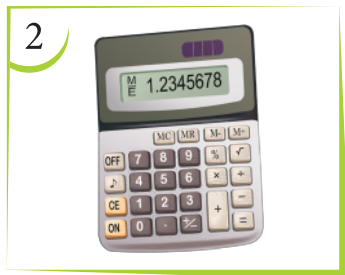
### C. Match the pictures of these machines to their names.



Refrigerator



Juicer



Computer



Iron



Calculator



TV

### D. Write 'T' for the True statement and 'F' for the False statement.

- 1. A black-board is a machine.
- 2. A calculator is a machine.
- 3. Computer stores large data.
- 4. Computer works on our command.
- 5. Computer does not have a memory.





# BASIC PARTS OF COMPUTER

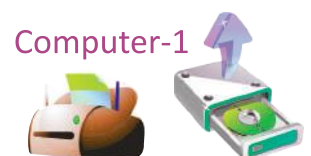


## Let us Know

- Main parts of a computer:
- Keyboard
- Mouse
- Monitor
- CPU

A computer has different parts. Each part has a special function.

Hi children! Monitor, CPU, Keyboard and Mouse are the main parts of the **Computer**.







## ➔ Monitor

This part of a computer is called **MONITOR**.



Monitor looks like a television.  
We can watch movie on it.  
It shows us all the input and output.

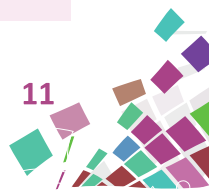
## ➔ CPU



This part of the computer is called **CPU**.



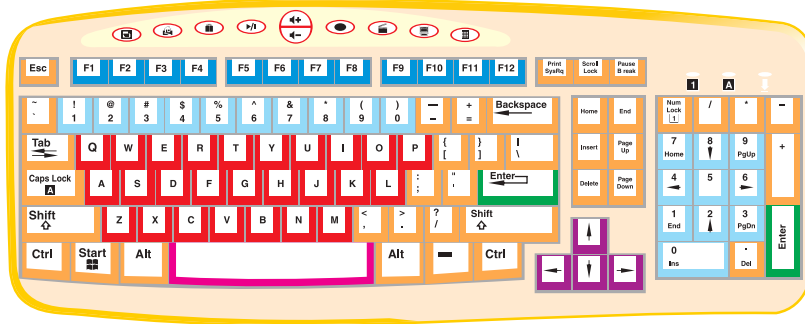
CPU stands for Central Processing Unit.  
CPU is the brain of the computer.  
It carries out the instructions of the computer.





# Keyboard

This part of the computer is called **KEYBOARD**.



Keyboard looks like a typewriter.

The Keyboard has many small buttons called Keys.

We use these Keys to type words and numbers.

## ➔ Mouse

This part of the computer is called **MOUSE**.



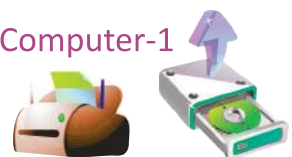
Wow! It also has a long tail like a real mouse.



Mouse is used to point and click on the computer screen.

It is used to play games on the computer.

It is used for selecting objects and drawing.





## Let's Recall

- ⦿ UPS stands for Uninterruptible Power Supply.
- ⦿ CPU stands for Central Processing Unit.
- ⦿ CPU is the brain of a computer.
- ⦿ Keyboard is used to type words and numbers.
- ⦿ Mouse is used to point and click.

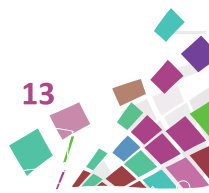
## EXERCISE

### A. Write these words and learn the spelling.

1. Monitor.....
2. CPU.....
3. Keyboard.....
4. Mouse.....

### B. Fill in the blanks with the right words.

1. The ..... is used to play games on a computer.  
(Tablet / Mouse)
2. The ..... is called the brain of the computer.  
(CPU / PCQ)
3. The ..... helps us to type on computer.  
(Mouse / Keyboard)







4. A ..... looks like a TV.

(Keyboard / Monitor)

5. The ..... shows pictures and movies.

(Monitor / Mouse)

### C. Match the parts of a computer to their names.



Keyboard



Monitor



Mouse



CPU

### D. Write 'T' for the True statement and 'F' for the False statement.

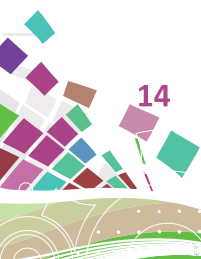
1. The CPU is the main part of a computer.

2. We can not watch movies on a computer.

3. The keyboard helps to draw on the computer.

4. CPU is the brain of a computer.

5. The mouse is used to point and click on the computer.



Computer-1



## SOME OTHER PARTS OF COMPUTER



### Let us Know



- More parts of a computer:
- UPS; Printer; Scanner; Microphone; Headphones; CD Drive; Jostick; Speakers

We have learned the main parts of computer. Now let us learn about some other useful of a computer.

### ➔ Joystick

This is a **Joystick**.

A JOYSTICK is used to play games on the computer screen.



### ➔ Microphone

This is a **Microphone**.



A MICROPHONE is used for recording voice music and sounds into the computer.





## ➔ Scanner

This is a **Scanner**.

A SCANNER is used to put paper work into the computer.

Scanner



Printer



## ➔ Printer

This is a **Printer**.

A PRINTER is used to print the computer work on paper.

## ➔ Speaker

This is a **Speaker**.

The SPEAKERS are used to listen to the music and sounds from the computer.

Speakers



Headphone



## ➔ Headphone

This is a **Headphone**.

The HEADPHONES are used to hear the music or sounds without disturbing others.



## ➔ UPS

This is a **UPS**.

Hi children! UPS Stands for Uninterruptible Power Supply.



UPS



The UPS keeps a computer ON for at least 15 to 30 minutes even after the electricity goes OFF.

## ➔ CD Drive

The CPU has a CD Drive.  
We put CDs into the CD Drive to play them.

This is a CD.



We can connect any of these parts to the CPU.

## Let's Recall



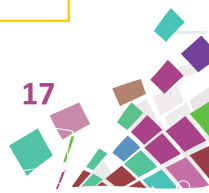
- ⦿ Scanner is used to put paper work into the computer.
- ⦿ A microphone is used to record voices and sounds.
- ⦿ A printer prints the computer work on paper.
- ⦿ A Joystick is used to play games on the computer.
- ⦿ We put CD into the CD Drive to play it.
- ⦿ Speakers and headphones let us hear music and sound.
- ⦿ UPS keeps computer ON when electricity goes OFF.



Computer-1



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# EXERCISE

## A. Write these words and learn their spelling.

1. Printer .....
2. Headphones .....
3. UPS .....
4. CD Drive .....
5. Speakers .....
6. Scanner .....
7. Joystick .....
8. Microphone .....

## B. Fill in the blanks by choosing correct word from the brackets.

1. A ..... puts paper work into the computer. (Printer / Scanner)
2. The ..... keeps the computer ON when electricity goes OFF. (UPS / CD Drive)
3. A ..... helps us to record our voice into the computer. (Speakers / Microphone)
4. We put the ..... in the CD Drive to play it. (UPS / CD)
5. We use ..... or headphones to listen to music on the computer. (Scanner / Speakers)



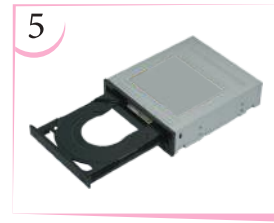


### C. Match the Computer parts to their names.



Speakers

Scanner



Headphones

UPS



Printer

CD Drive



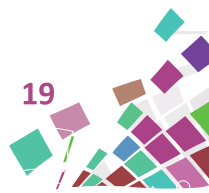
Joystick

Microphone



### D. Write 'T' for the True statement and 'F' for the False statement.

1. We put CD in the CD Drive to play it.
2. UPS stores electricity.
3. Microphone is used to record voice.
4. You use a joystick to play computer games.
5. Scanner helps to put pictures from paper into the computer.





# USES OF COMPUTER



## Let us Know



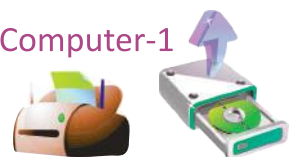
- Uses of Computers
- Watching Movies, Playing Games
- Drawing and Colouring, Solving Sums
- Listening to Music, Learning, Typing
- Sending and Receiving Messages

Do you know what these children are watching?

Hi children! These children are watching a cartoon movie.



In addition to watching movies, we can do many more things on the computer. Let us learn about them in this chapter.





## ➔ Playing Games

Computer is used to play many games on the computer like Chess, Car racing, Cricket, Football, Shooting etc.



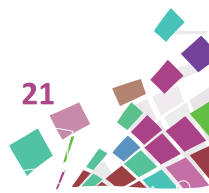
## ➔ Drawing and Colouring



We can draw and colour on the computer easily. We can also make greeting cards on the computer.

## ➔ Solving Sums

The computer is very fast in calculating the sums.







## Listening to Music



We can enjoy playing songs and listening to the music on the computer.

## Helpful in Studies

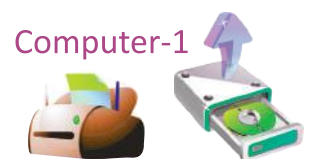
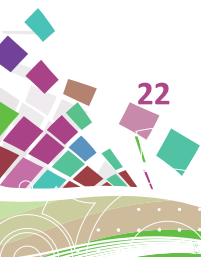
Computers are helpful in our studies. We can learn subjects like English, Maths and Physics on the computers.



## Typing Letters and Messages



We can use the computer to write letters and design greeting cards. We can also print letters and greeting cards with the help of a printer.





## ➔ Sending Messages

We can use the computer to send and receive messages to our friends and relatives anywhere in the world, very quickly.



We can also chat with your friends or relatives with the help of internet.



### Let's Recall

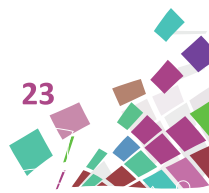
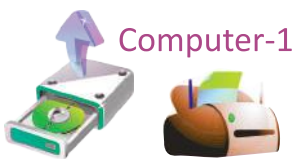


- ⊙ We can perform many functions on a computer.
- ⊙ We can watch movies and play games on the computer.
- ⊙ We can draw, colour and solve sums on the computer.
- ⊙ Computers are helpful in our studies.
- ⊙ We can write letters and design greeting cards using the computers.

## EXERCISE

### A. Write these words and learn their spelling.

1. Colours .....

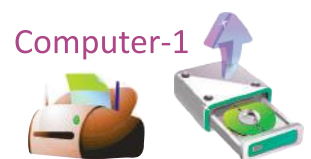
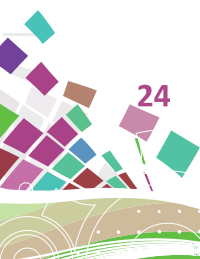




2. Drawing.....
3. Messages.....
4. Greeting Card.....
5. Movies.....

**B. Fill in the blanks with right words.**









1. A computer is used to send and receive .....  
(sums / messages)
2. We can use a computer to design ..... cards.  
(greeting / telephone)
3. The computer is used to solve the .....  
(drawings / sums)
4. We can watch cartoon ..... on the computer.  
(movies / music)
5. We can listen to the ..... on the computer.  
(messages / music)
6. We can use a computer to ..... our subjects.  
(learn / type)
7. We can ..... letters on the computer.  
(type / learn)
8. The computer is used to play the .....  
(games / colours)



Computer-1

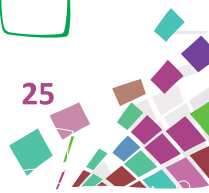


### C. Match the pictures with their names.

1. 	Sending Messages	5. 
	Listening to Music	
2. 	Solving Sums	6. 
	Typing	
3. 	Playing Games	7. 
	Drawing	
4. 	Learning Subjects	8. 
	Watching Movies	

### D. Write 'T' for the True statement and 'F' for the False statement.

1. A computer is used to type letters.
2. A computer does help us in our studies.
3. We cannot watch cartoon movies on the computer.
4. We can play games on the computer.
5. We can make video calls on the computers.







# THE KEYBOARD



## Let us Know



- Keyboard Keys
- Number Keys
- Enter Key
- Alphabet Keys
- Space bar Key



We use a pen or a pencil to write on a paper.



We use a keyboard to write on the computer.

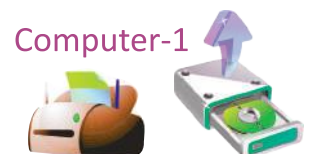


Hi children! Writing on the computer with the help of the keyboard is called **TYPING**.



## Keyboard Keys

We can type words or numbers on the computer by using the keys of the keyboard.



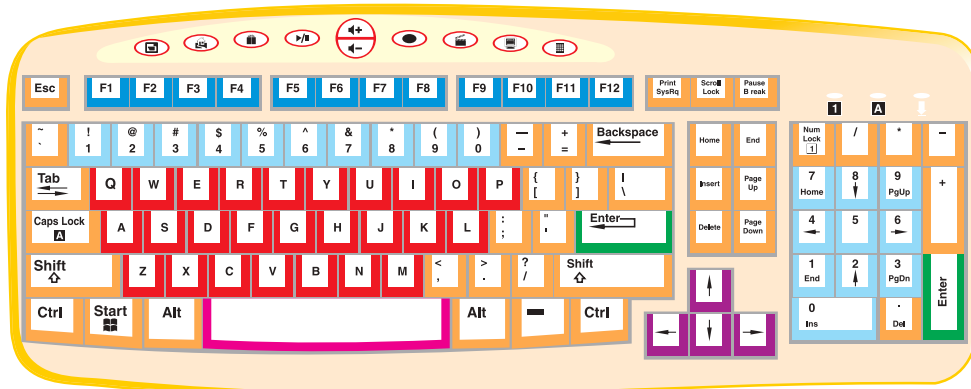
Computer-1



Hi children! Buttons given on the keyboard are called **Keys**.



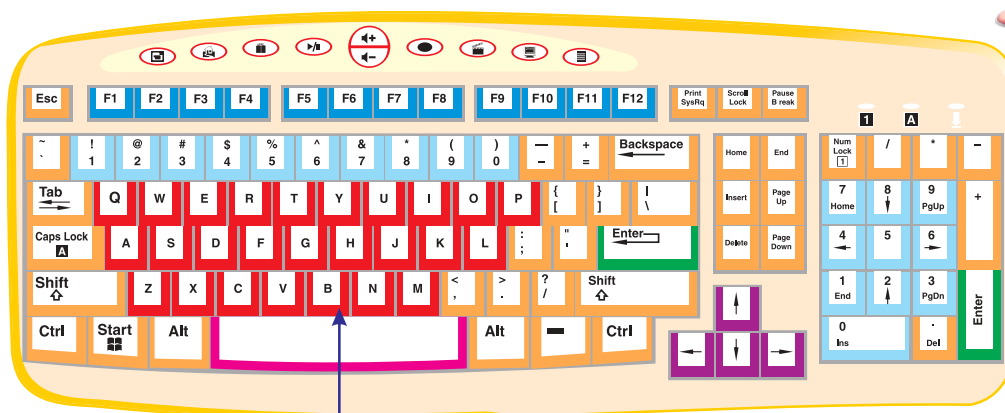
Hi children!  
Now let us learn about the keys given on the keyboard.



## ➡ Alphabet Keys

Words and sentences can be typed in the computer using **ALPHABET** Keys.

Hi children! The keys shown in blue colour are the alphabet keys.



These are alphabet keys.





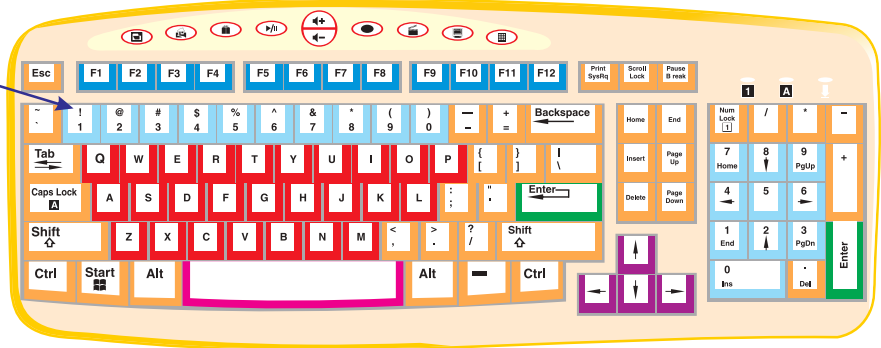
## Number Keys

To type numbers we use NUMBER keys.

Hi children! The keys shown in green colour are the Number keys.



NUMBER keys are given at the top and the right corner of the keyboard.



## Space Bar Key

SPACE BAR key is the longest key on the keyboard. It is used to give a blank space between two words.



Hi children!  
This is the SPACE BAR key.

Space Bar

## Enter Key

ENTER KEY is used to move the cursor to the next line while typing.

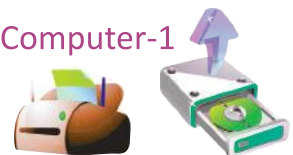
ENTER Key

Enter



## TEACHER'S CORNER

Explain the children all the keys given on the keyboard and their usage.





## Let's Recall



- ⦿ Writing words and sentences by using the keyboard is called typing.
- ⦿ Alphabet keys help us to type words and sentences.
- ⦿ The Number keys help us to type numbers.
- ⦿ We can give space between words and numbers with the help of a space bar key.
- ⦿ Enter key helps us to go to the next line while typing.

## EXERCISE

### A. Write these words and learn their spelling.

1. Alphabet keys .....
2. Number keys .....
3. Space bar .....
4. Enter key .....

### B. Fill in the blanks with the right word.

1. To type on the computer we need a .....  
(Keyboard / Key)
2. .... key is the longest key on the keyboard.  
(Enter key / Space bar)
3. The keys which is used to type words and letters are the ..... keys.  
(Number / Alphabet)











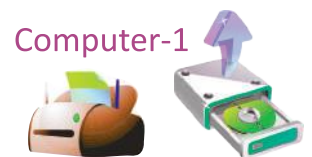
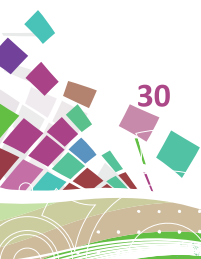
4. To go to the next line while typing we press the ..... key. (Enter / Space bar)
5. To type numbers on the computer we use the ..... keys. (Alphabet / Number)

**C. Match the keys correctly to their names by drawing lines.**

1 	3 
2 	4 
Enter Key	Space bar Key
Number Key	Alphabet Key

**D. Write 'T' for the True statement and 'F' for the False statement.**

1. We use Number Keys to type numbers only.
2. We can type words and sentences with the help of Alphabet keys.
3. We can not write on a computer with pen or pencil.
4. There are two enter keys on the keyboard.
5. Space Bar Key is the longest key on the keyboard.





# THE MOUSE

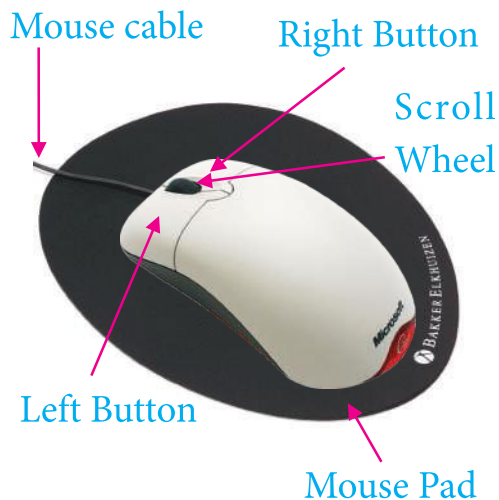


## Let us Know



- Mouse and Mouse Pointer
- Holding the Mouse
- Mouse Actions- Pointing, Clicking, Double Clicking and Dragging

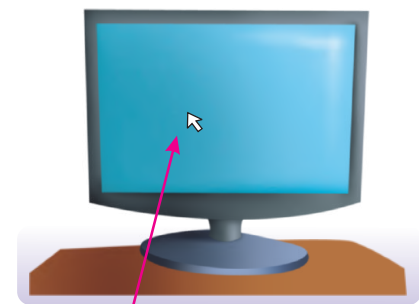
Hi children! A mouse has a small wheel in its centre known as the **scroll wheel**.



A mouse has two buttons- Left button and Right button. It is kept on a Mouse pad. Mouse cable connects the mouse to the computer's CPU.

## ➔ Mouse Pointer

A mouse pointer is an arrow that moves in the same direction as the direction of mouse movement.



Mouse Pointer





## Mouse Actions

A mouse is used to perform different actions like Pointing, clicking, double clicking and dragging.

### ➔ Pointing



Look at this small arrow on the monitor screen. Do you know what is this? This is a mouse pointer.

### ➔ Clicking

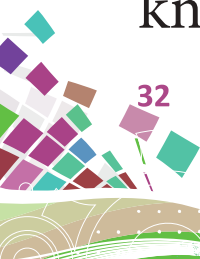


Pressing buttons on the mouse is called **clicking**.

Clicking action is used to select objects on the computer screen.

### ➔ Double Clicking

Two times clicking of the left button of the mouse is known as **double clicking**.





## ➔ Dragging

Dragging means to move the mouse while keeping one of its button pressed.

To drag we keep the left mouse button pressed and move the mouse.



## TEACHER'S CORNER

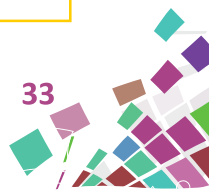
Please start the computer and open the Start screen. Then help the children to do these activities.



## Let's Recall



- ⦿ Mouse has two buttons - Left button and Right button.
- ⦿ Small arrow on the computer screen is called the mouse pointer.
- ⦿ A mouse pointer is an arrow that moves in the same direction as the direction of mouse movement.
- ⦿ Pressing buttons on the mouse is called clicking.
- ⦿ Two times clicking of the left button of the mouse is known as double clicking.







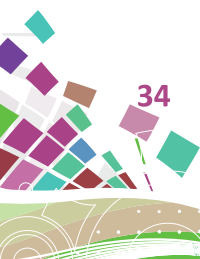
# EXERCISE

## A. Write these words and learn their spelling.

1. Pointer .....
2. Dragging .....
3. Clicking .....
4. Double Clicking .....
5. Pointing .....

## B. Fill in the blanks with the right word.






1. The mouse has two buttons-left button and ..... button. (right / fit)
2. Mouse is kept on a mouse ..... . (Pad / Board)
3. The small arrow on the computer screen is called the mouse ..... . (pad / pointer)
4. .... means to bring the pointer over a thing displayed on the computer screen. (Pointing / Clicking)
5. Two times clicking of the left button of the mouse is called ..... . (Dragging / Double clicking)



Computer-1

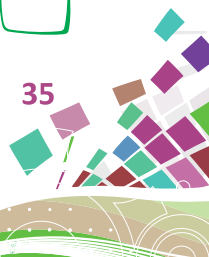


### C. Match the pictures correctly to their names by drawing lines.

1. 	Clicking	3. 
2. 	Double Clicking	4. 
	Dragging	5. 
	Pointing	
	Mouse Pointer	

### D. Write 'T' for the True statement and 'F' for the False statement.

- Pressing buttons on the mouse is called clicking.
- The small arrow on the computer screen is called the mouse pointer.
- When we move the mouse, mouse pointer also moves in the same direction.
- Two times clicking of the left button of the mouse is known as clicking.
- To drag means to bring mouse pointer over a thing on the computer.





# FUN WITH PAINT



## Let us Know



- What is Paint?
- Parts of the Paint Window
- Drawing and Colouring in Paint

### ➔ What is Paint?

Paint is used to draw and colour pictures on the computer screen.

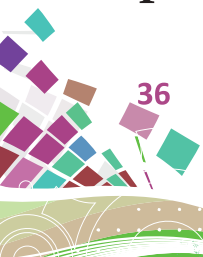
Hi children! We can draw and erase the wrong lines very easily in Paint.



### Did You Know?

MS Windows and MS Paint have been developed by the Microsoft Corporation.

We work in Paint with the help of the mouse by performing actions like pointing, clicking and dragging.





## ➔ Starting Paint

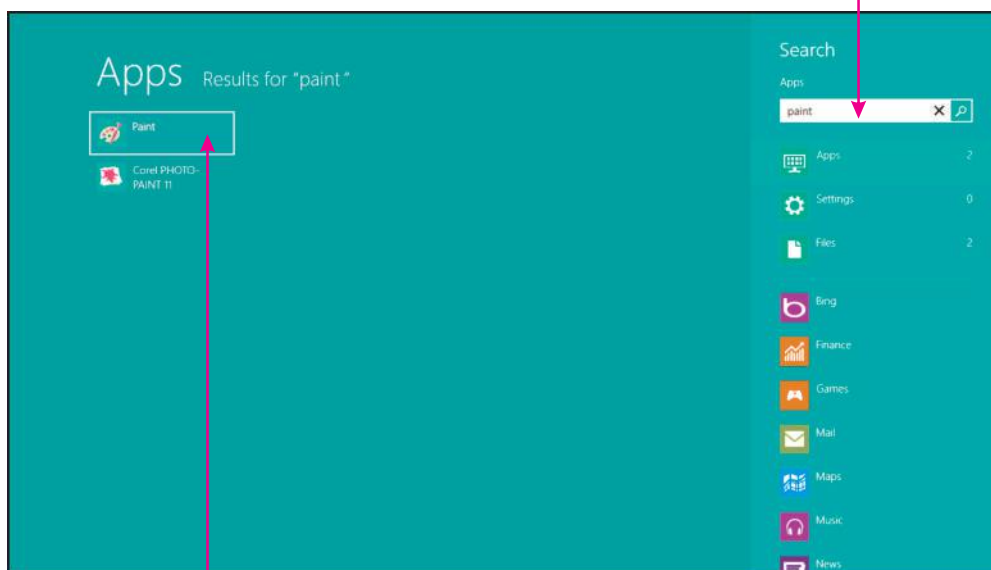
Follow the steps given below to open the Paint program:

1. Point at the upper right corner of the **Start** screen.



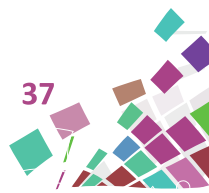
2. Click on the **Search** icon.

2. In the **Apps Search box** that appears type 'Paint'.



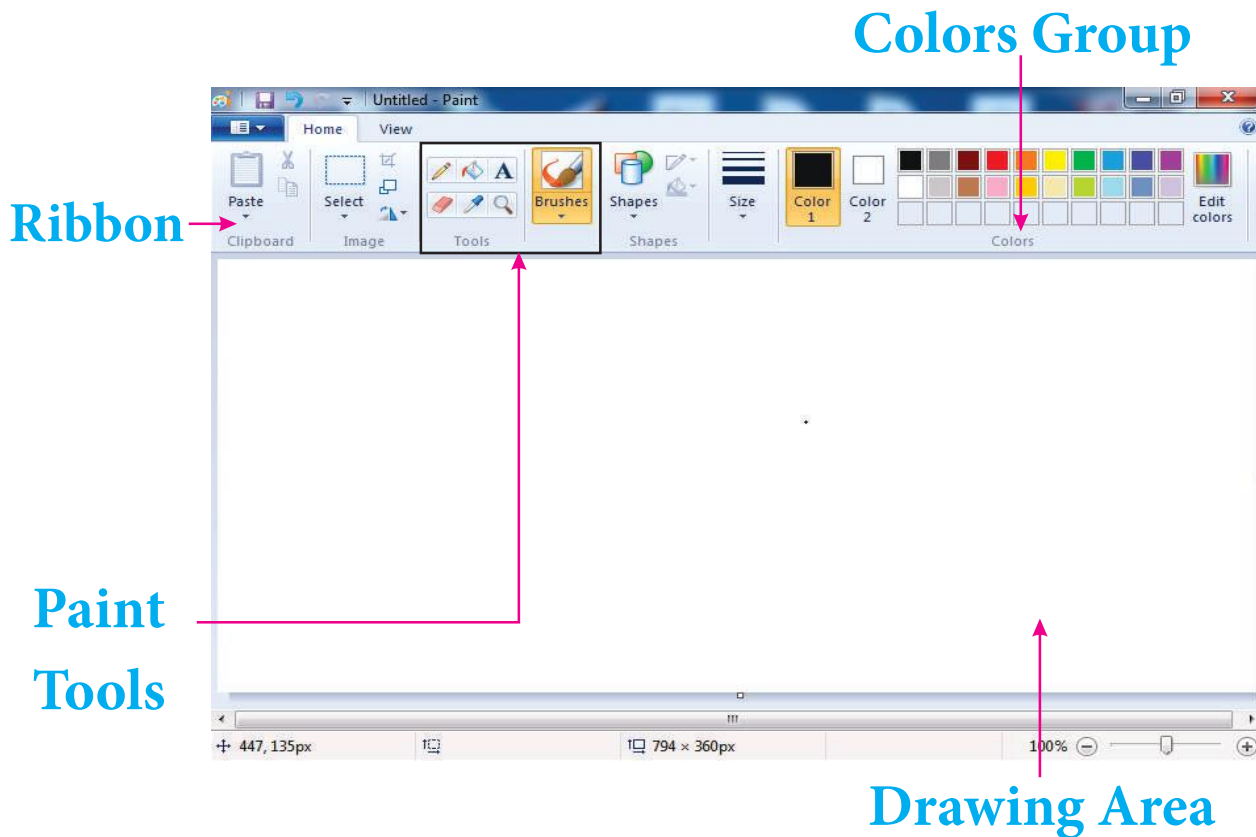
3. Click on **Paint**.

The Paint program will open.





Main parts of the Paint program window are shown below:

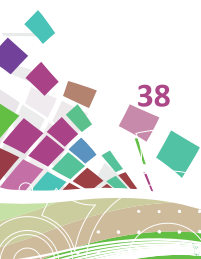


**Ribbon:** Ribbon area contains tools and colors which help us to draw and color.

**Colors Group:** From the Colors group we can select colors to fill in our drawings.

**Paint Tools:** Paint tools help us to draw, make corrections in the drawings and color the drawings.

**Drawing Area:** This is the area where we work to draw and color our pictures or drawings.







## ➔ Working With Paint Tools

### Pencil Tool ( )

The **Pencil Tool** is used to draw thin lines like you draw with a real pencil.

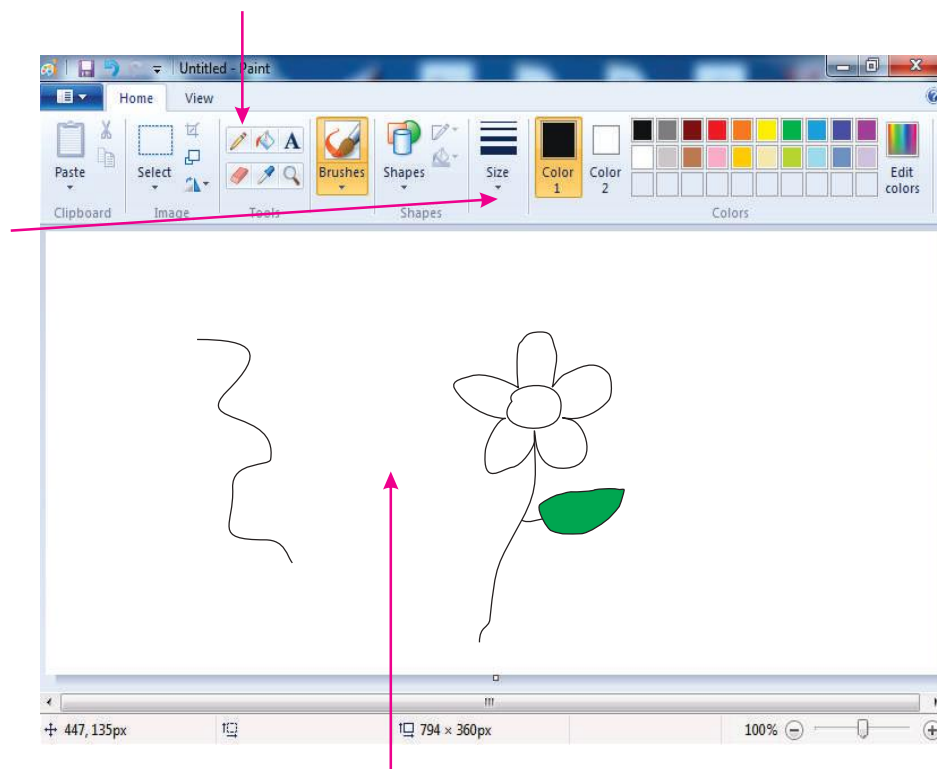


### Step by Step

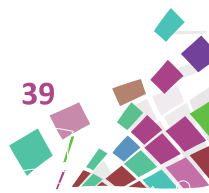
Use the Pencil tool to draw lines.

1. Click on the **Pencil tool** to select it.

2. Click on **Size box** and select a line size from the size list.



3. Bring the mouse pointer in the drawing area and drag the mouse to draw lines.





## Brushes ( )

The Brushes help us to draw thick and thin lines like the real paint brushes.

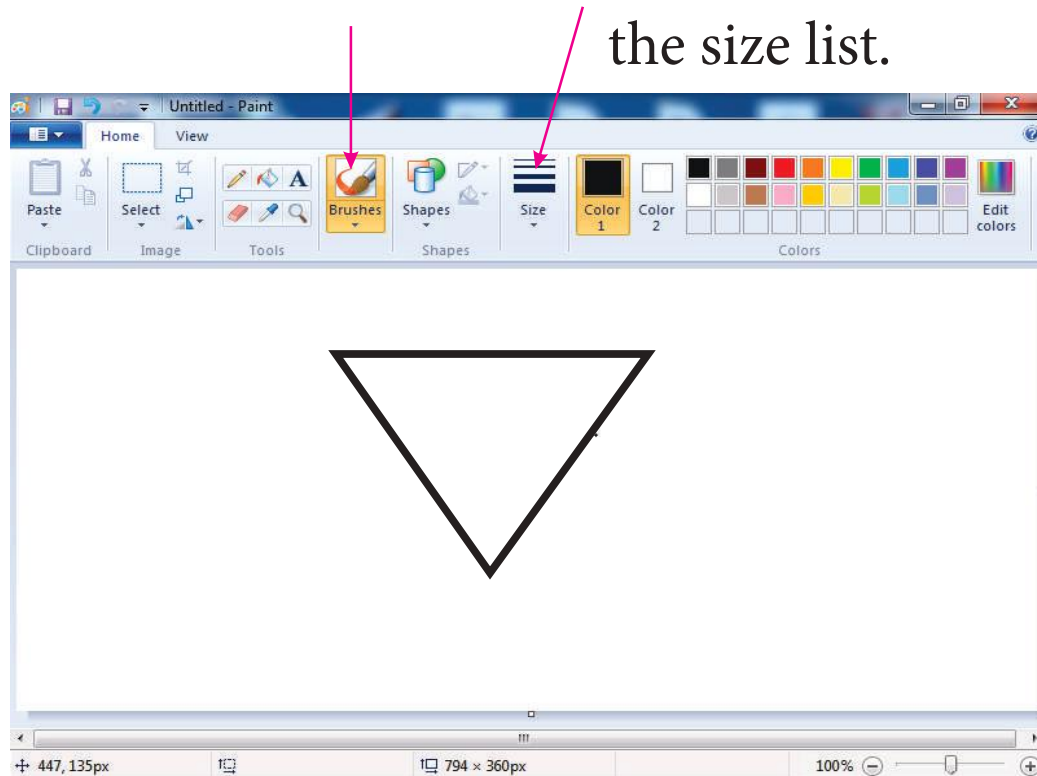


### Step by Step

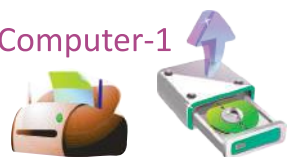
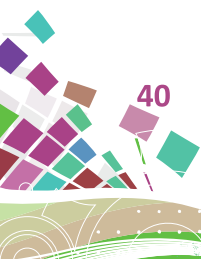


Use the Pencil tool to draw lines.

1. Click on the **Brushes tool** to select it.
2. Click on **Size box** and select a line size from the size list.



3. Bring the mouse pointer in the drawing area and drag the mouse to draw lines or shape as required.





## Eraser Tool ( )

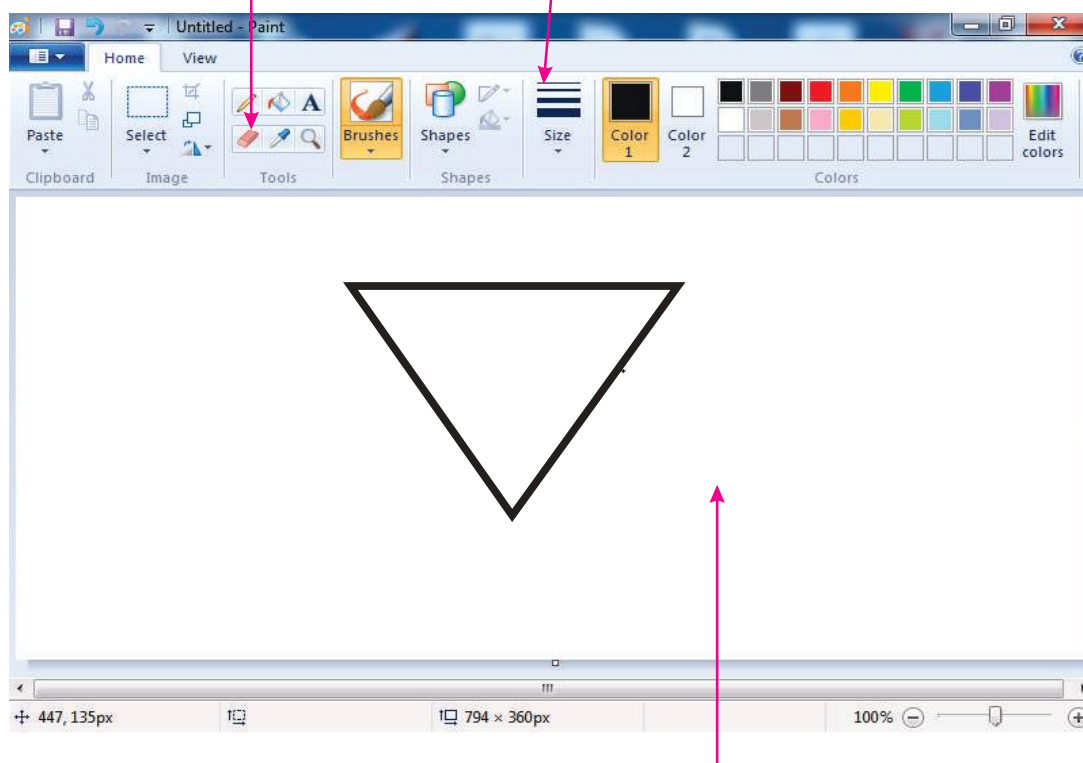
The **Eraser tool** is used to erase mistakes in our drawings.



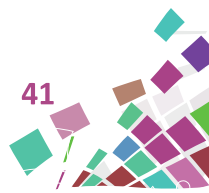
### Step by Step

Use the Eraser tool to erase mistakes.

1. Click on the Eraser tool to select it.
2. Click on Size box and select an Eraser size from the size list.



3. Drag the pointer over the area that you want to erase.





## Fill With Color Tool ( )

The **Fill With Color Tool** is used to fill colors in a drawing.

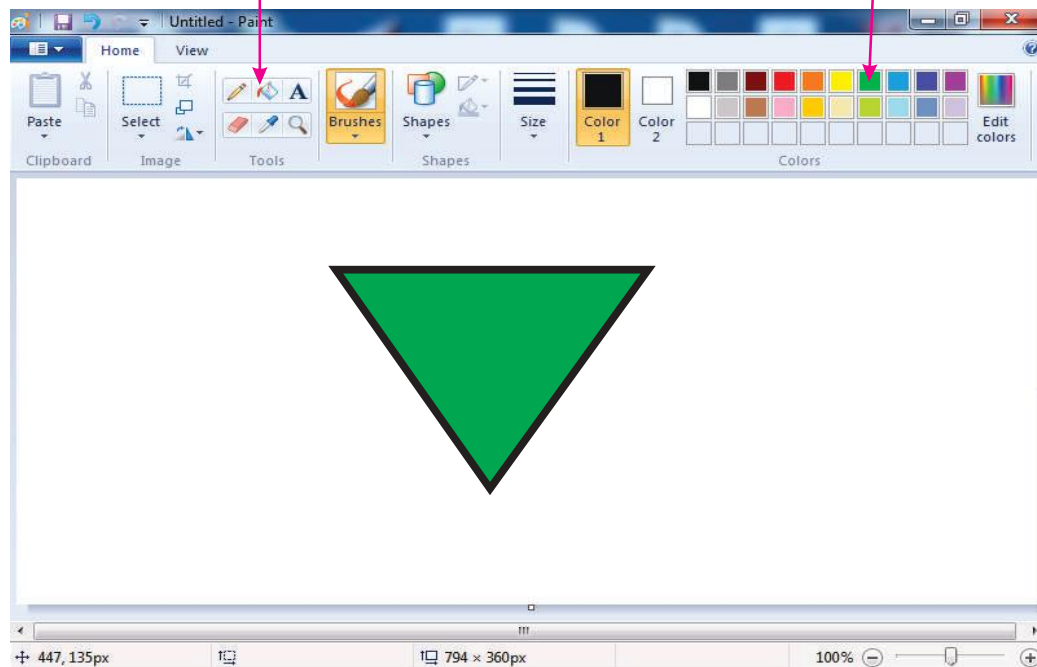


### Step by Step

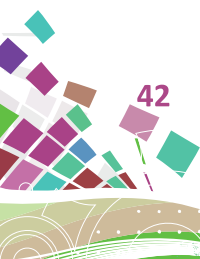
Use the Fill With Color tool to fill colors



1. Click on the **Fill With Color tool** to select it.
2. Click on the color, which you want to fill from the Colors group.



3. Bring the pointer inside the drawing and click the mouse. The selected color will get filled in the drawing.



Computer-1



## Let's Recall

- ⦿ Paint is used to draw and colour pictures on the computer screen.
- ⦿ The Pencil is used to draw thin lines like a real pencil.
- ⦿ The brushes help us to draw thick and thin lines like a real paint brush.
- ⦿ Eraser tool is used to erase an area of the drawing.
- ⦿ Fill With Color tool is used to fill colors in our drawing.

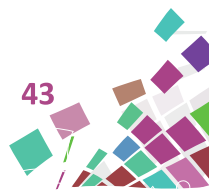
## EXERCISE

### A. Write these words and learn their spelling.

1. Paint .....
2. Program .....
3. Pencil Tool .....
4. Brushes Tool .....
5. Eraser Tool .....
6. Fill With Color .....

### B. Fill in the blanks with the right word.

1. .... is a program that is used to draw and color. (Paint / Brushes)
2. The ..... tool is used to draw thin lines. (Eraser / Pencil)







3. The ..... tools help us to draw thin and thick lines. (Brushes / Pencil)

4. The ..... tool is used to erase mistakes of our drawings. (Pencil / Eraser)

5. The ..... tool is used to color our drawings. (Fill With Color / Paint)

### C. Match the pictures correctly to their names by drawing lines.

1

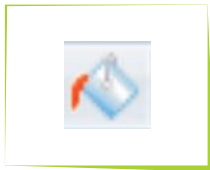


Fill With Color

4

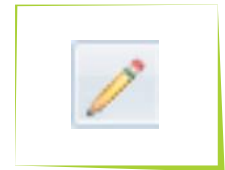


2

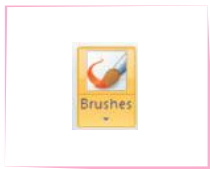


Pencil tool

5



3



Eraser tool

Paint Program

Brushes tool

### D. Help Tony to fill in the missing letters in the blanks and complete the names of the tools.



F \_ \_ L W \_ TH C \_ \_ \_ R TOOL



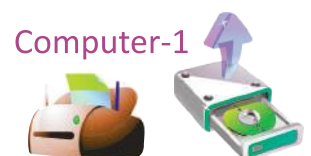
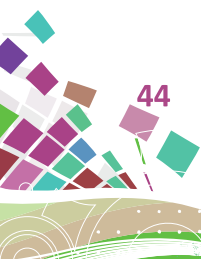
\_ R \_ S \_ \_ TOOL



P \_ N \_ I \_ TOOL



B \_ \_ S \_ \_ S





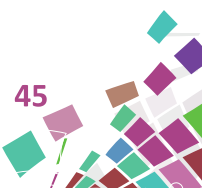
# AN OVERVIEW OF WINDOWS 10



## Let us Know

- An Overview of Windows 10
- Installation of Windows 10

Windows 10 is the latest version of the operating system from Microsoft. It was officially released in 2015 and was initially offered free of charge to legitimate users of Windows 7 and Windows 8.1. This new version combines features from those two previous installments to suit the users in a better way for both desktop/laptop computers as well as mobile devices.





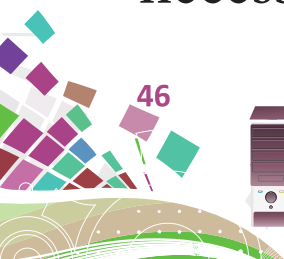
The most notable change in Windows 10 is that Microsoft replaced the Start screen tiles from Windows 8, and brought back the Start Menu. They also removed the vertical toolbars (or “charms”) that appeared from the sides of the screen. These changes make this Windows version easier to use for users of both desktop/laptops and mobile devices.

### ➔ **Installation of Windows 10**

There are two approaches you can take for installing Windows 10 in your computer: Upgrade or a Clean Install. Typically, when you upgrade your operating system, all your documents and applications remain unchanged, whereas with a clean install you would be starting again from scratch. But one important thing to verify first is if your computer has the necessary hardware to support Windows 10.

### ➔ **System Requirements**

Although most computers nowadays probably have the necessary requirements for Windows 10. It will certainly





be useful to know them in case you want to upgrade from an older system.

The main requirements are:

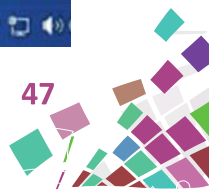
- ❑ A processor (CPU) with a clock rate of at least 1GHz.
- ❑ At least 1 to 2GB of memory (RAM), but Microsoft recommends 4GB.
- ❑ At least 16GB space in your hard disk.

One important thing to note is that the installation process itself will verify your computer hardware and let you know if it qualifies for a Windows 10 upgrade or not. If not, then you will need to upgrade your hardware.

## ➔ Upgrade

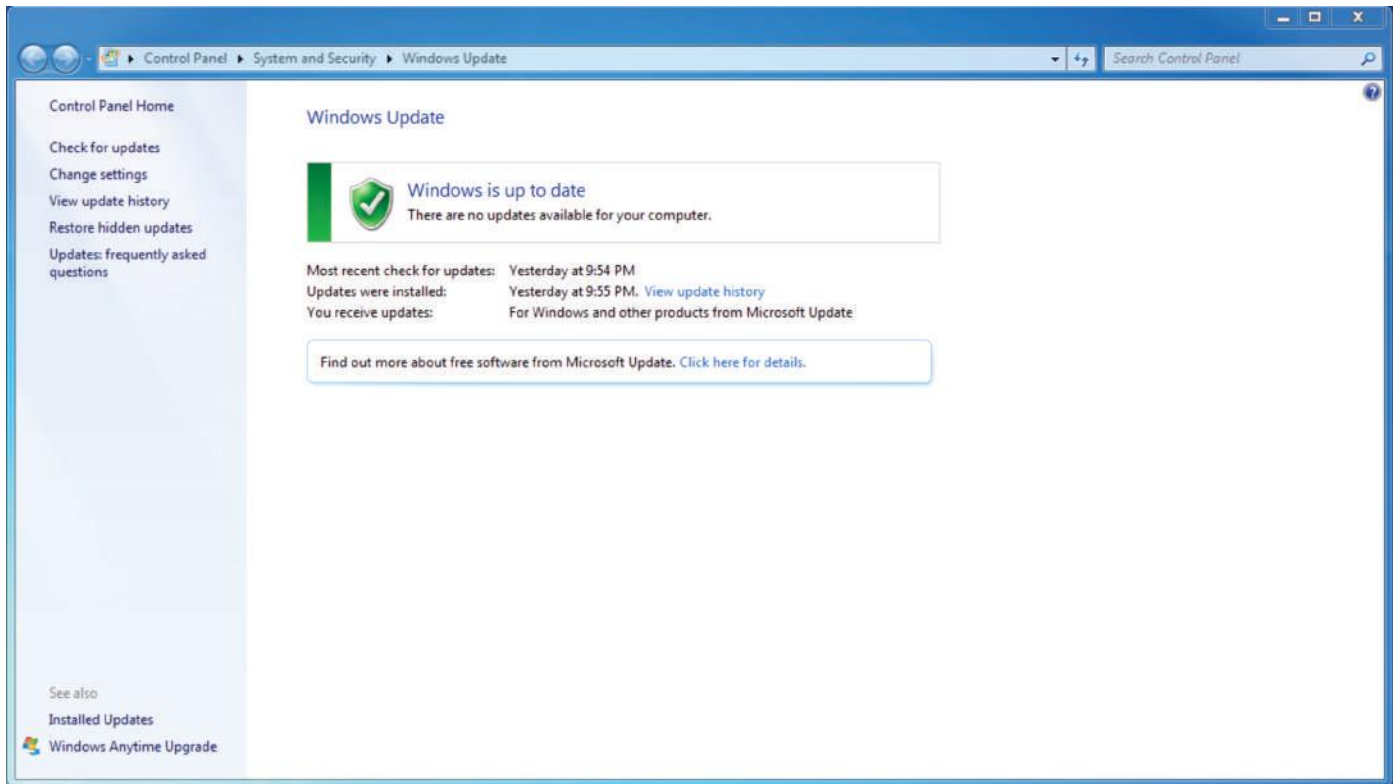
If your computer qualifies for a Windows 10 upgrade, then you can follow these steps to perform the upgrade:

Step 1: Look for the Windows 10 notification in the lower-right corner of the screen. This is a one-year-only offer that Microsoft is extending to valid users of Windows 7 and Windows 8.1.





Step 2: By clicking on the notification, it will start the download and installation process of Windows 10 in your system.

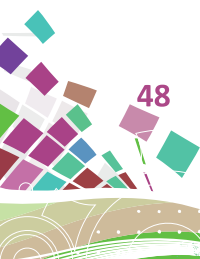


The download required for the upgrade is quite large, so make sure you have a stable Internet connection and continuous power for your computer to avoid interruptions during the process.

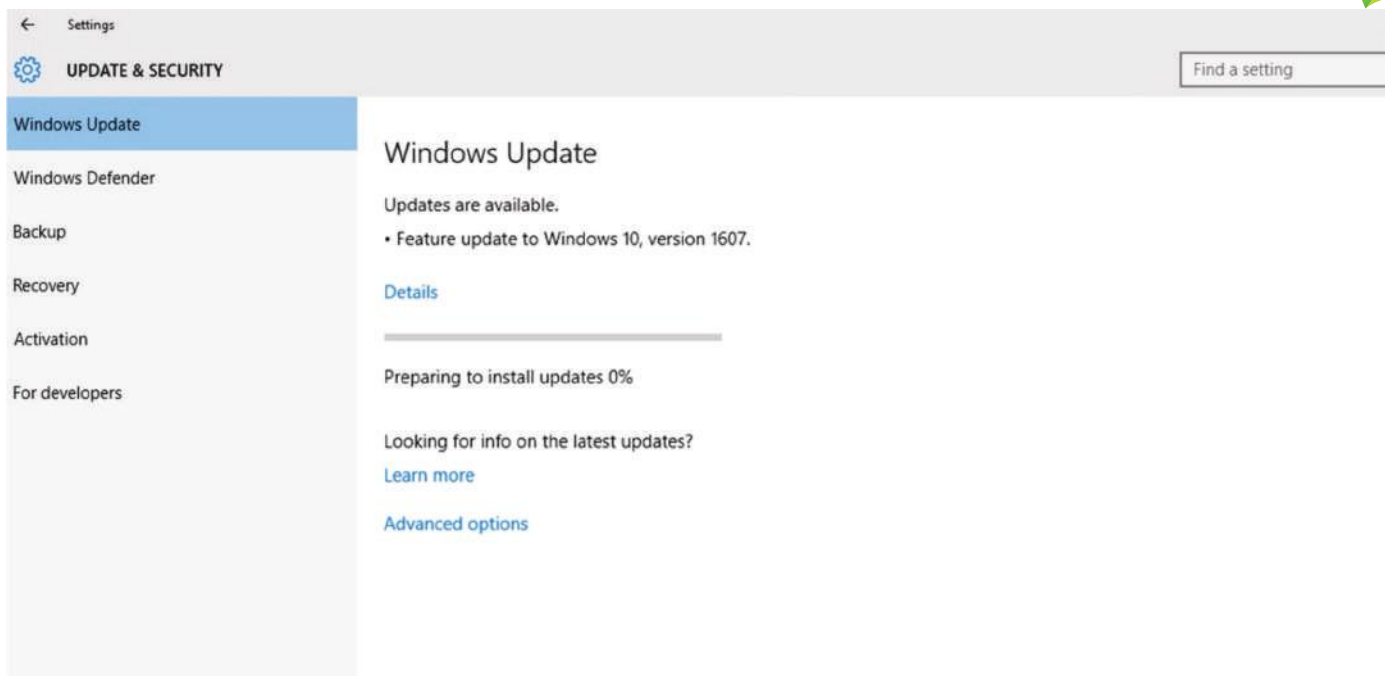
Step 3: After the download is complete, it will prompt you to accept Microsoft's license terms.

### Did You Know?

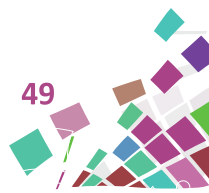
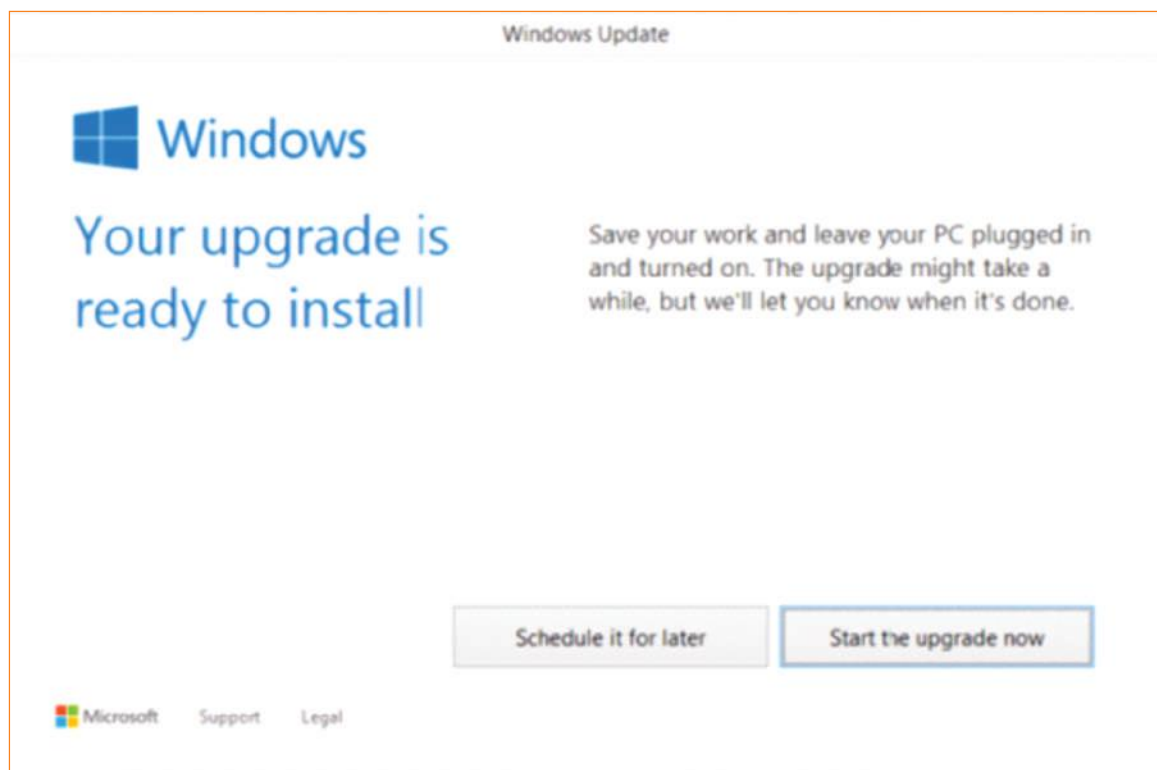
Windows 10 is the last windows.







Step 4: After agreeing to the terms, it will ask if you want to install the upgrade at that moment or schedule it for later.

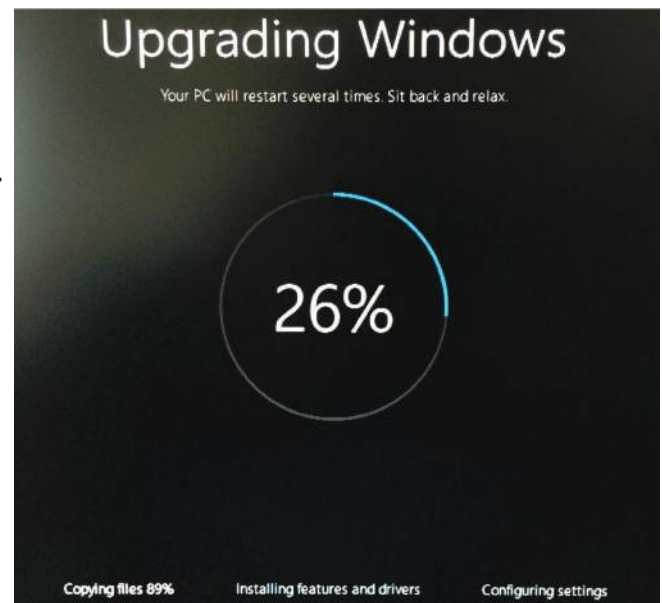




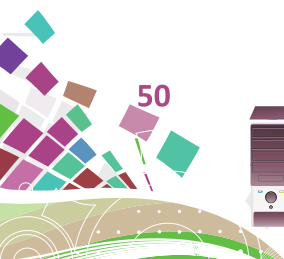
Since the upgrade process can take approximately 2 hours, it will be helpful to schedule it for a time, that will be more suitable to you.

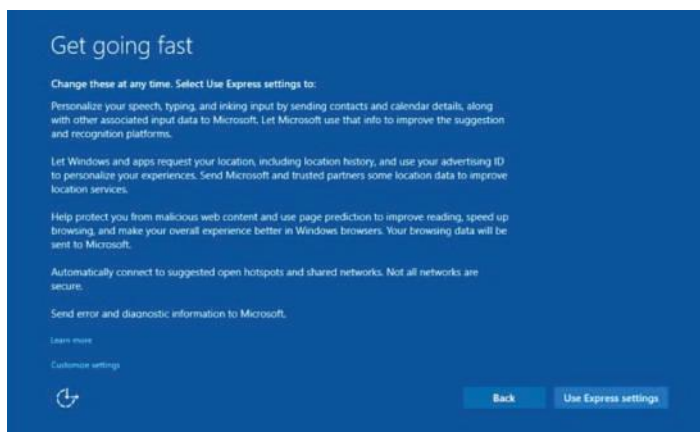
Step 5: Once the upgrade starts, the system will perform a series of tasks, during which you will see the following screen.

During this time, your computer will reboot a couple of times, so don't worry. The process itself will take you through the steps to complete the upgrade.



Step 6: As the upgrade approaches its end, it will ask you to configure some basic Windows settings. You can choose to use [Express settings](#), which will apply the most common or recommended settings, or you can choose to [customize the settings](#) as you please.





Step 7: After the upgrade finishes, you'll see the Windows welcome screen.

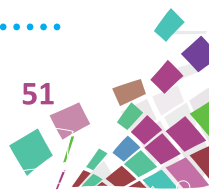
### Let's Recall

- ⦿ Windows 10 is the latest version of operating system from Microsoft.
- ⦿ Windows 10 was released in 2015.
- ⦿ The most notable change in Windows 10 is that Microsoft replaced the Start Screen titles from Windows 8 and brought back the Start Menu.
- ⦿ There are two approaches you can take for installing Windows 10 in your computer : Upgrade or a Clean Install.

## EXERCISE

### A. Write these words and learn their spelling.

1. Microsoft .....
2. Windows 10 .....
3. Upgrade .....
4. Clean Install .....





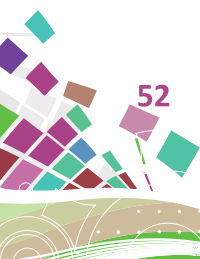
**B. Fill in the blanks with the right word.**

1. Windows 10 is the ..... version of the operating system from Microsoft. (oldest/latest)
2. Windows 10 was released in ..... (2010/2015)
3. There are ..... approaches you can take for installing Windows 10 in your computer.

(two/four)

**C. Write 'T' for the True statement and 'F' for the False statement.**

1. Windows 10 is the latest version of the operating system from Reliance.
2. Microsoft has replaced the Start screen files from Windows 8.
3. Your hard disc should have at least 16 GB space to upgrade Windows 10.





# Model Test Paper - 1

## A. Look at the pictures and name them.



## B. Write the names of the computer parts with the help of the clues given below.

1. I am called the Brain of the Computer.

.....

2. I work very fast and help you do many things.

.....

3. I look like a TV and show you everything that you do on the computer.

.....

4. I have two buttons and a long tail like wire.

.....

5. I help you type words and numbers on the computer.

.....







### C. Match the picture with their names.



Computer



Printer



UPS



Remote

### D. Answer the following questions.

1. What does a joystick help you to do?

.....

2. What is the use of UPS?

.....

3. What is the full form of CPU?

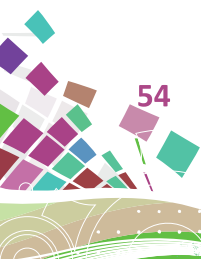
.....

4. What do you mean by Double Clicking?

.....

5. Write the four main parts of computer.

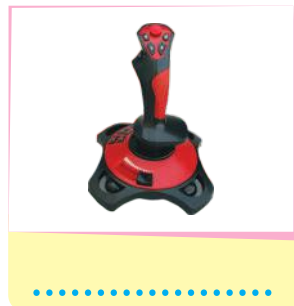
.....





# Model Test Paper - 2

## A. Write the names of the following.

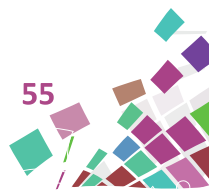


## B. Fill in the blanks.

1. The ..... help us to listen to the sound given by the computer.
2. We use the ..... to play games on the computer.
3. We can listen to the ..... on the computer.
4. We can play ..... on the computer.
5. The computer helps us to solve .....

## C. Read the clues and write their names of the computer parts.

1. I let you hear sounds from the computer.  
.....
2. It helps you print your computer work on paper.  
.....





3. It is used to play games on the computer.

.....

4. It keeps the computer ON when electricity goes OFF.

.....

5. It helps you put pictures from paper into the computer.

.....

**D. Answer the following questions.**

1. What does a joystick help you to do?

.....

2. Which part will you use to type letters on the computer?

.....

3. Which part of the computer helps us to print our work on paper?

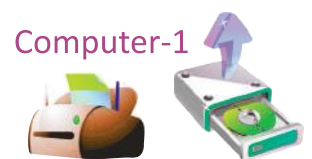
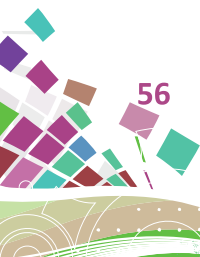
.....

4. Which part helps you to hear music in your ears only?

.....

5. Write any one use of the computer.

.....



Computer-1