

Log on to **COMPUTER**



2



Log on to **COMPUTER**

2

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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

CONTENTS



S. No.	Chapter Name	Page No.
1.	What is Computer	5
2.	Parts of Computer	9
3.	Other Parts of Computer	13
4.	Uses of Computer	18
5.	About a Keyboard	21
6.	Switching on and off a Computer	26
7.	MS Paint	30
8.	Windows 10-Getting Started	49





WHAT IS COMPUTER?



Let us Know



Computer is a Machine



Uses of Computer



Humans and Computers



Types of Computer

A computer is an electronic machine. It needs electricity to work. It works very fast and makes our work easy.

We give instructions to the computer to make it do our work.

Computer works on our Instructions.



Computer is a Machine

Some machines can do only a single type of work.



A Fan is used to stay cool in summer.

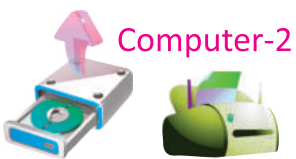
A Car is used to go from one place to another.



A Camera is used to take pictures.



Computer is a multitasking machine. because it can do different work at a same time.



Computer-2





➔ Uses of Computer

A Computer can be used for doing many different things.



A computer does different types of work at same time so it is a multitasking machine.

➔ Humans and Computers

A computer is a wonderful machine made by humans. We know that a computer helps do many different things but it cannot work on its own. Let us see how a computer different from a human being.

- | | |
|--------------------------------------------|-------------------------------------------|
| 1. Computer can work at a very high speed. | 1. Humans cannot work fast as a computer. |
| 2. A computer never get tired. | 2. Humans get tired after sometime. |
| 3. A computer never make mistakes. | 3. Humans can make mistakes. |

➔ Types of Computers

Computers come in various types and sizes.



6



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Desktop computer is big in size and kept on desk.

Laptop computer is small in size and can be operated on a battery.



Tablet works by touch and is smaller than a laptop computer.

Palmtop is small like a Tablet. We can hold palmtop in our hands.



Did You Know?

Smartphones work like a computers.

Laptops, Tablets, Palmtops and Smartphones are PORTABLE computers because we can easily carry from one place to another place.



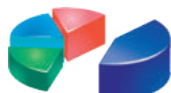
Let's Recall



- ⦿ A computer is an electronic machine. It needs electricity to work.
- ⦿ Computer works on our instructions and makes our work easy.
- ⦿ Computer is a multi-tasking machine. It can do many things.



Computer-2



7





EXERCISE

A. Fill in the blanks using the words given in the help box.

Smart phones, electricity, portable, desktop, laptop

1. A tablet is a computer.
2. Computer needs to work.
3. work like a computers.

B. Answer the following questions.

1. Define computer.
2. What is multitasking?
3. Write any five things that you can do with the help of a computer.
4. Which computer is smallest- a desktop, a laptop or a tablet?

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

1. A laptop computer kept on desk.
2. Man cannot make mistakes but computer can.
3. Computer needs electricity to work.





PARTS OF COMPUTER



Let us Know

- CPU and the System Unit
- Mouse, Speakers

- Monitor, Keyboard

Our body, has many parts like eyes, ears, brain, hands. Just like that a computer also has many parts. These parts work together to make a computer function.

The basic parts of a computer are:

Now let us learn about these parts one by one.



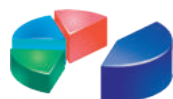
➤ CPU and System Unit

CPU stands for Central Processing Unit.

The CPU is called the brain of a computer. It controls other parts of a computer. It is present inside the CPU box. CPU helps a computer do different things quickly and easily.

➤ Monitor

- ❑ A Monitor looks like a television screen.
- ❑ It shows you what the computer is doing. You can watch movies on the monitor.





Monitors come in different shapes and sizes.

Did You Know?

The Monitor is also called a Visual Display Unit (VDU).

➔ Keyboard

- ❑ A keyboard is a device through which information is entered into the computer. It has many buttons called keys on it.
- ❑ These keys are used to type numbers, alphabets and other symbols. Whatever you type on the keyboard gets displayed on the monitor.

It helps you to give commands to the computer.

Life Skills

Always press the keys on the keyboard softly. Otherwise keys can break.



➔ Mouse

- ❑ A Mouse is known as a pointing device. It is used to point out the items present on the computer screen.





- You give commands using the mouse too.
- You create drawings and play games using a mouse.

➔ Speakers

- Speakers help us to listen recorded songs, speech, voice and sounds.
- Speakers are an output device. It produces the output in the form of music and sound.

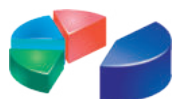
You can listen to the music with the help of speakers.

Did You Know?

The Laptop computers have inbuilt speakers. You need not to attach any external speakers to a laptop for hearing the sound and music.

Let's Recall

- ⦿ Monitor, CPU, Keyboard, Mouse and Speakers are the basic parts of a computer.
- ⦿ On the monitor you can see words, pictures, movies and cartoons.
- ⦿ CPU is called the brain of the computer. It controls other parts of a computer.
- ⦿ A keyboard is a device through which information is entered into the computer.





EXERCISE

A. Fill in the blanks using the words given in the help box.

VDU, television screen, mouse, brain

1. The monitor is also called a
2. A is known as a pointing device.
3. A monitor looks like a screen.
4. The CPU is called the of a computer.

B. Answer the following questions.

1. What are the four main parts of computer?
2. Which part of the computer looks like a television?
3. What does CPU stand for?

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

1. We cannot listen to music on a computer.
2. Computers are not used to play games.
3. You give commands using the mouse too.

D. Read the clues and name the part of the computer.

1. I am used to play games. Who am I?
2. I am used to watch movie. Who am I?
3. I am used to create drawing. Who am I?





OTHER PARTS OF COMPUTER



Let us Know



- Printer, Scanner, Headphones, Microphone
- Web Camera, Joystick, UPS
- Storage parts – Hard disk, CD, DVD, Pen Drive

Our body has many parts. Computer also has many parts. A computer has a Monitor, CPU, Keyboard, Mouse. These four parts are very useful for a computer. A computer will not work properly if any of these parts are missing. A computer also has various other parts.



We can attach many other parts to the computer. Which increase its usefulness. Now let us learn about some of these parts.

➔ Printer

A printer is used to print the information on paper. This Information is called data. It is an output device.

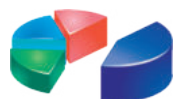


➔ Scanner

Scanner is a device that reads words, pictures or numbers printed on a sheet of paper and



Computer-2





changes them into a form that a computer can understand. Scanner is an input device.

➔ Headphones

By using headphones, a person can hear the sound generated by a computer without disturbing others.



Did You Know?

Earphones are also a type of headphones. They are smaller in size and do not fully cover the ears.

➔ Microphone

Microphone is used to record voice, music and sound into the computer. It is sometimes called a mic or mike.



Microphone

These days microphones come attached with head-phones and the whole unit is called a HEADSET.

➔ Joystick

Joystick is used to control movement of the object on a computer. It is used for playing games on a computer.



A joystick has many buttons, which can be used to give input to the computer.

➔ Web Camera

Web camera or web cam is used to capture pictures and video images from outside and store



Computer-2





them into the computer or transfer them on the Internet.

➔ UPS

A UPS protects the computer from sudden power failures. A UPS is a battery that keeps your computer on when the electricity goes OFF.



➔ Storage Parts of the Computer

Storage devices are used to store data and instructions entered into a computer system through input devices and before being passed onto the output devices. Now let us learn about some common storage devices.

Hard Disk

- ❑ A hard disk is another part of a computer. It is inside the CPU, it is used to store the work done by you.
- ❑ The hard disk is the largest external memory. It can store very large amount of data. It also stores all the software that run on the computer.



CD (Compact Disc)

- ❑ A CD is a storage device which is round in shape.
- ❑ It has storage capacity of about 650 MB to 700 MB.

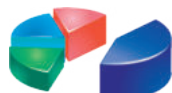


DVD

- ❑ DVD means Digital Video/Versatile Disc.



Computer-2



15





- ❑ It is similar to a CD but can store much more computer work.
- ❑ It has sufficient space to store movies more than one. You need a DVD drive in your computer for play DVD disc.

Pen Drive



- ❑ Pen drive is also a storage device which stores more information than a CD/DVD.
- ❑ It enables easy transport of data one computer to another.
- ❑ It has a very high storage capacity. Its storage capacity ranges from 2 GB to 256 GB.

Did You Know?

SD/MMC means Secure Digital and MultiMediaCard. These are also used in digital cameras and mobile phones, can also be used as storage device.



Let's Recall



- ⦿ A printer helps us to print the computer work on paper.
- ⦿ A scanner is used to put text and pictures from paper into the computer.
- ⦿ Speakers help us to listen recorded songs, speech, voice and sounds.
- ⦿ Microphone helps us to record our voice into the computer.





EXERCISE

A. Fill in the blanks using the words given in the help box.

Compact Disc, Scanner, Information, Joystick

1. A printer is used to print the on paper.
2. The full form of CD is
3. The is used to play games on the computer.
4. The is used to put photographs from paper into the computer..

B. Answer the following questions.

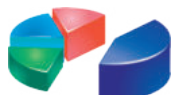
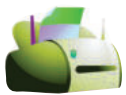
1. What is printer?
2. What is a Hard Disk?
3. What is the meaning of the term 'storage parts'?
4. What is a UPS?

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

1. Headphones contain speakers and microphones.
2. UPS stands for Uninterruptible Power Supply.
3. The term DVD stands for Digital Video Disc.
4. The joystick is used to play games.



Computer-2



17





USES OF COMPUTER



Let us Know



Uses of computer at various places.

We use a computer to do different kinds of work. These are some of the uses of a computer.

➔ In the Office

A computer is useful in office. We can type letters and record office files. We can send and receive e-mails. We can store important office records.

I am sending a mail for the customers of our company.



➔ In the Bank

A computer is useful in bank. It handles customer records, accounts. A computer handles customer transactions.

Please deposit ₹ 900 and tell me the balance in my saving account.

Your balance is ₹ 25,000



➔ At the ATMs

At the ATM booths, computers help us to withdraw money from our bank account.

I just have taken out ₹ 5000 from my account at this ATM.



Computer-2





➔ In the Shop

Computers are used in the shops to prepare bills and maintains records.

➔ In the Hospital

A computer is useful in hospitals. The doctor can prepare medical reports on the computer. He can maintain medical records of patients on the computer.

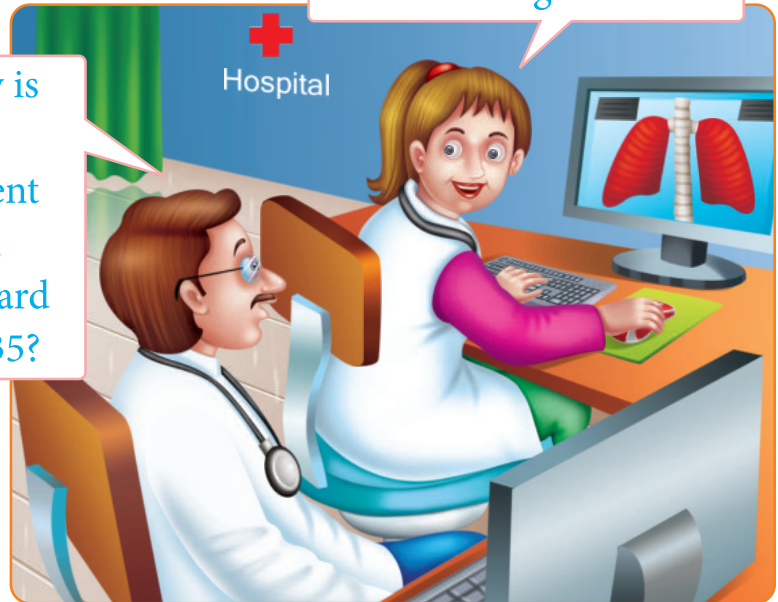
₹ 1500 only Sir



How much should I pay for these books?

He is now in good health.

How is our patient now, in ward no. 35?



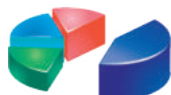
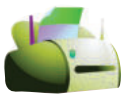
Let's Recall



- ⦿ Computers are used every where around us.
- ⦿ In offices, computers are used to type letters send e-mail and record office files.
- ⦿ In banks, computers handles customer transations. Computers also help us to withdraw money from the ATMs.
- ⦿ In shops, computers are used to prepare bills and maintain records.



Computer-2



19





EXERCISE

A. Fill in the blanks using the words given in the help box.

letters, ATMs, bills, banks

1. Computers are used in offices to type
2. We withdraw money at the with the help of the computers.
3. Computers also help in controlling satellites and help in
4. Computers are used in the shops to prepare

B. Answer the following questions.

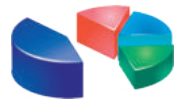
1. What are computers used for doing in the shops?
2. Name some places where computers are used.
3. What is the use of computers at a railway station?

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

1. Computers are used in offices to keep records.
2. Computers are used in hospitals to give treatment to the patients.
3. Computers help in space research.

D. Read the clues and identify where computers are used.

1. I help you to type letters and record files.
2. I maintain money accounts.
3. I help to prepare bills.



Computer-2



ABOUT A KEYBOARD



Let us Know



- Keys on the keyboard.
- Alphabet keys, Number keys, Enter key, Spacebar key, Backspace key, Delete key, Caps Lock key, Shift key and Num Lock key

Yes children, you are right. She is typing on the computer using the Keyboard.

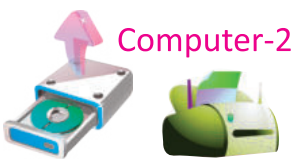
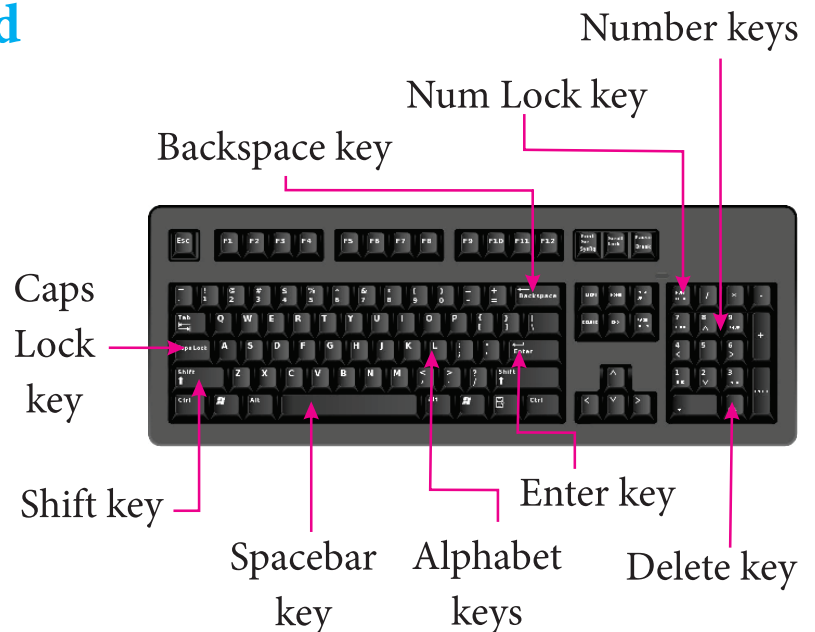
A keyboard has many buttons. These buttons are called keys. You can write on a computer with the help of these keys. Writing on a computer is called typing.

Do you know what Sonia is doing in the picture?



➤ The Keys on a Keyboard

A keyboard is an input device. It helps to write on the computer. You can type your name, address, numbers or anything else that you want on the computer





with the help of the keyboard. A standard keyboard has 104 keys. A keyboard has different types of keys. We will learn about the some various keys in this chapter.

Did You Know?


The keyboards which we commonly use are known as the QWERTY Keyboards.

The Keys on the Keyboard

In the previous class we learnt about some important keyboard keys like Alphabet keys, Number keys, Spacebar key and Enter key.

1. **Alphabet keys:** The alphabet keys help us to type words and letters. Alphabet keys have all the twenty- six letters of the english alphabet from A to C.
2. **Number keys:** The number keys help us to type numbers like 21, 32 etc. They are marked with number 0-9.
3. **Enter key:** We press the Enter key to go to the next line or paragraph. Sometimes we use the Enter key to give commands to the computer.
4. **Spacebar key:** The spacebar is the longest key on the keyboard. It leaves space between words and numbers when it is pressed.

Did You Know?

In some computers, the Enter key is also known as the Return key. () is the symbol for the ENTER KEY.





Cursor Control Keys

The **Cursor** is a small blinking marker on the screen. It shows the position where the next character (letter, number or sign) typed from the keyboard will appear on the monitor screen.

Did You Know?

You cannot type on the computer directly. You can type only when the CURSOR is visible on the screen.

➔ Backspace Key

- The Backspace key works like an eraser.
- This key is used to remove the typed character to the left of the cursor.

➔ Delete Key

- The Delete key is also used to erase text.
- This key is used to remove any character at the cursor position.

Did You Know?

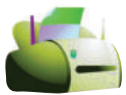
We generally use the Backspace key to erase mistakes while we are typing. The Delete key is used for erasing mistakes after typing the complete text.

➔ Caps Lock Key

- We can press the Caps Lock key to type the letters in capital.
- When the Caps Lock is ON, the letters appear on screen in upper case continuously.



Computer-2



23





- ❑ When the Caps Lock key is OFF, the letter appear on screen in lower case continuously.

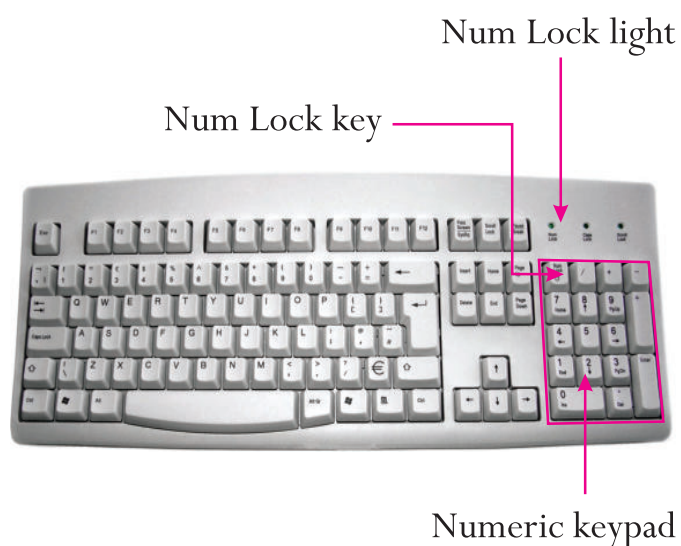
➔ Shift Key

- ❑ This key is used in combination with letters to type them in capital. It turns only the letters in capital which pressed along with it and special symbols on the keyboard.
- ❑ The Shift key is also used to type symbols printed on the upper half of some keys.

➔ Num Lock Key

- ❑ When you press the **Num Lock key**, the Num Lock feature turns ON.
- ❑ You can then type from the Numeric Keypad.

When the Num Lock is ON, a light glows on the keyboard.



Let's Recall



- ⦿ A keyboard has many keys. These buttons are called keys. You can write on a computer with the help of these keys.
- ⦿ The alphabet and number keys help us to type words and numbers respectively.
- ⦿ The Num Lock key helps to use the keys on the Numeric Keypad.





EXERCISE

A. Fill in the blanks using the words given in the help box.

Para, Spacebar, Keys, Alphabet

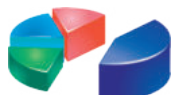
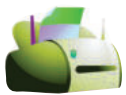
1. The keys help us to type letters and words.
2. The buttons of the keyboard are called
3. The is the longest key on the keyboard.
4. Enter key helps to move to the next

B. Answer the following questions.

1. What type of a device is a keyboard?
2. What is the use of the Num Lock key?
3. What is the use of the Shift Key?
4. Which key is the longest key on the keyboard?

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

1. You can use the Caps Lock key to type in capitals.
2. The Spacebar key is used to give spaces between the words.
3. The Number keys are marked with numbers 0-9.





SWITCHING ON AND OFF A COMPUTER



Let us Know



Switching ON a computer.



Switching OFF a computer.

There is a proper way to switch ON and switch OFF computer. If you do not switch ON or switch OFF a computer in the proper way, it may get damaged. So, let us learn how to switch ON a computer and how to switch OFF it.

➔ Switching ON a Computer

It is a right way of switch ON a computer.

1. Switch ON the main power switch.



2. Switch ON the UPS.

3. Switch ON the CPU.



4. Switch ON the Monitor.





5. Wait till the Start screen appears on your computer.



Desktop icon



This is the Desktop screen.



You can now work from the start screen or click on the Desktop icon to open the Desktop screen.

➔ Switching OFF a Computer

After you have finished working on the computer, you can use these steps to Shut Down the computer.

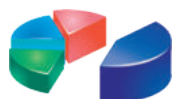
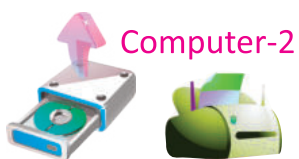


1. Take the pointer to the upper right corner of the monitor screen. A menu will appear.
2. Now take the pointer to the Settings icon and click the mouse.

3. This will open up the settings menu. Take the pointer to the Power icon and click the mouse.



Power icon





4. This will open up another menu. Click on the Shut Down option in this menu.

The computer will start to shut down or close itself. Wait till the lights of monitor and CPU turn OFF. Turning OFF of the lights indicates that the computer has shut down.

5. Switch OFF the UPS.

6. Switch OFF the main power switch.



Let's Recall

- ⦿ There is a proper way of switching ON and switching OFF a computer.
- ⦿ To switch ON a computer, the steps are:
 - Switch ON the main power
 - Switch ON the UPS
 - Switch ON the CPU
 - Switch ON the Monitor





EXERCISE

A. Number the pictures to indicate the correct order of steps for starting a computer.



B. Number the pictures to indicate the correct order of steps for switching OFF a computer.

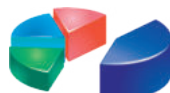


D. Write 'T' for the True statement and 'F' for the False statement.

- We should always switch OFF a computer directly.
- When the settings icon is clicked, it opens up the Desktop screen.
- Shut Down button is used to switch OFF a computer.
- The Shut Down option is situated in the Brightness icon menu.



Computer-2





MS PAINT



Let us Know



Opening MS Paint



Opening the Paint Window



Using the Colour Box

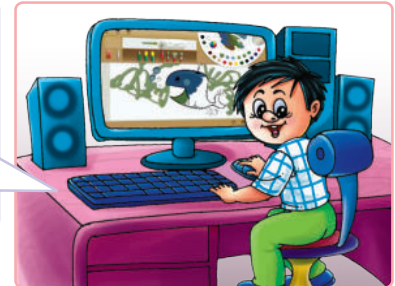
Hi, children! Do you like to draw and colour? Paint is a very interesting application of Microsoft Windows. It can be used to create drawings on a blank drawing and can also be used for editing pictures.



We need pencil, colours and eraser to draw on paper.



To draw on a computer, we need only the Paint program.



Paint is a software program, which helps you to draw and colour on the computer. In Paint, drawings are made with the help of a computer mouse. Paint is a program in MS Windows.

➔ We Use a Mouse to Work in Paint

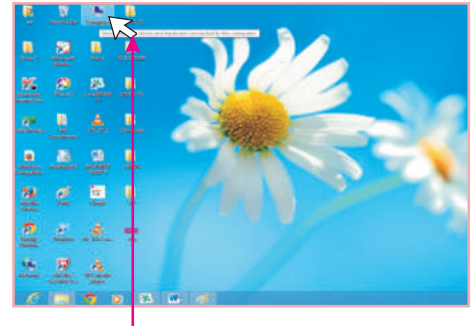
We need a mouse to work in Paint. Let us briefly learn about some mouse actions which you need to perform for working in Paint.





Pointer

Mouse pointer is a small arrow that appears on the screen. When user moves the mouse on a mouse pad, then Pointer moves on the computer screen.



Pointer on the Computer icon

Single Click

By using left mouse button user can click once. For this just moves mouse cursor on the specified position and click once. We generally use the click action of the mouse to select an on screen objects.

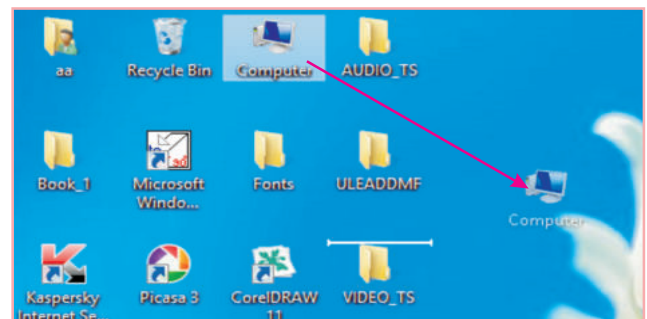
Double Click

Double Click means to press and release the left mouse button twice quickly. We generally use the double click action to open a program window.

Dragging

Dragging means to move the object from one position to another. Move the mouse cursor on the object and click once and hold down the button, then move to the desired position and drop the object by releasing the mouse button.

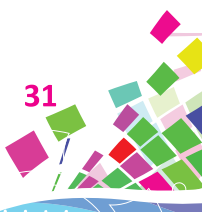
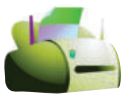
We will use the dragging action to draw on the computer.



Leave the mouse button to drop the icon at another place



Computer-2





Right Click

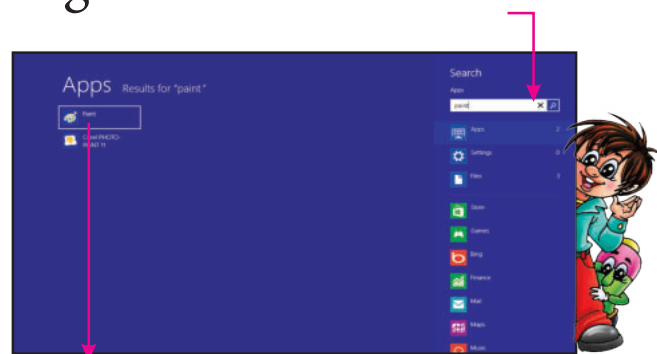
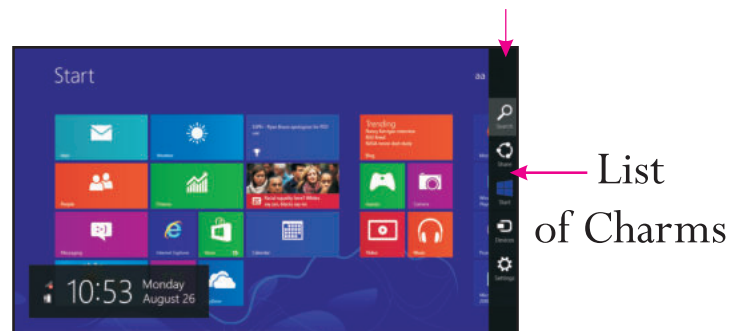
Click the right mouse button on an empty area or over an item on the screen. A list of options appear on the screen.

➔ Opening Paint

To open the Paint program, follow these steps:

1. Open the Start screen.
2. Take the mouse pointer to the upper right corner of the screen.

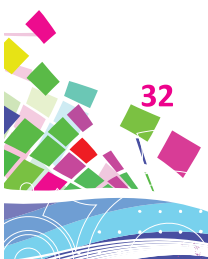
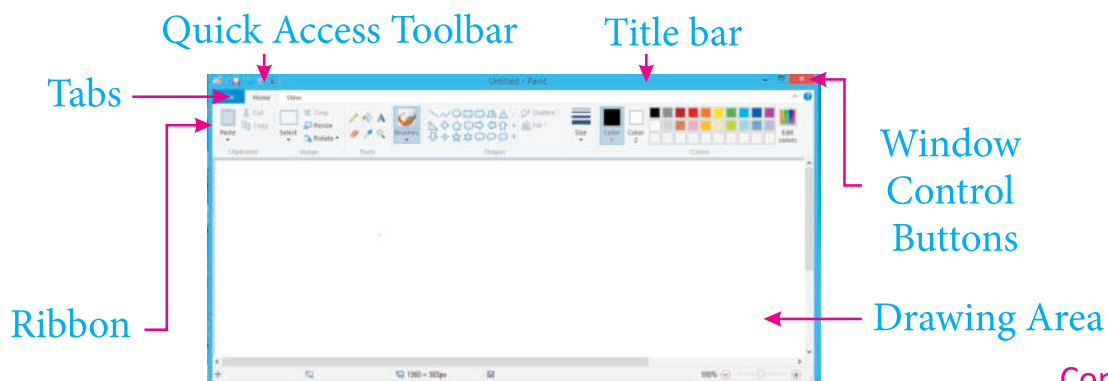
A list of options known as **Charms** will appear to the Right side.



3. Click the Search icon. The Search Apps box opens.
4. Type PAINT in the Search Apps box.

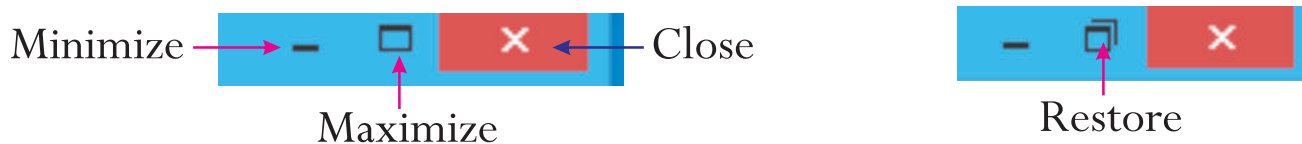
5. Click on Paint icon. This will open up the Paint program on your screen.

Main parts of the Paint program window are shown below:





1. **Title Bar:** Title bar at the top shows the name of the program and the file that you are working in.
2. **Quick Access Toolbar:** The top lines of the window is a Quick Access Toolbar. It includes page title, undo, redo, save and open button.
3. **Ribbon:** Wide area below the Title bar which shows Tabs, Groups and Command buttons.
4. **Tabs:** File, Home and View are three tabs at the top of the ribbon. Each tab contains a set of command groups and command buttons. These are displayed in the ribbon area when you click on the tab.
5. **Window Control Buttons:** Title bar has four control buttons-Minimize, Maximize, Close and Restore, but you can see only three at a time. Once you click on the Maximize button, it changes to Restore button.



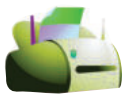
6. **Drawing Area:** This is the big white area in the middle where we draw.

➔ Understanding the Home Tab

We work in the Paint program using the Paint tools and colors. The Paint tools and Colors lie in the Home tab.



Computer-2

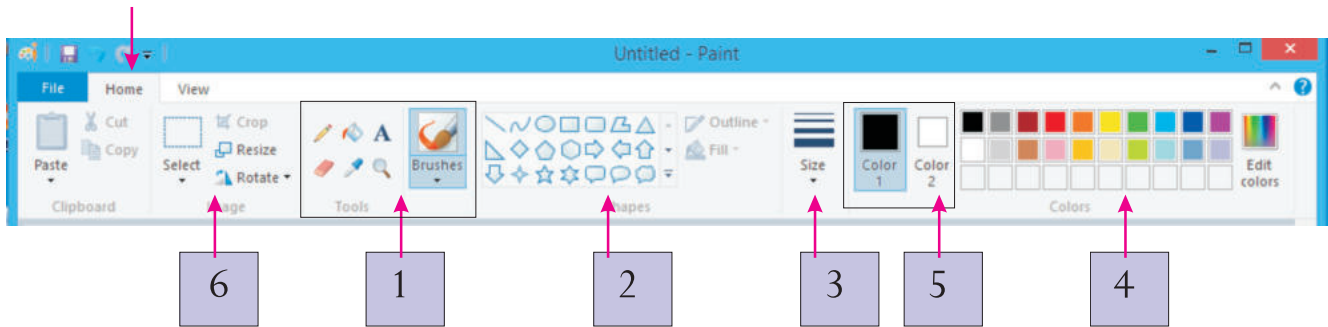


33





Click on the Home tab to see the buttons and options it has



1. **Tools:** This group shows Tools you can use for drawing, coloring and correcting mistakes in your drawings.
2. **Shapes:** This is a group of tools which lets you draw different types of ready-made shapes in the drawing area.
3. **Size:** This box lets you choose a size for the tool selected from the Tools or Shapes group.
4. **Colors:** This group is like your color box. You can click on any color to select it and use it to draw or fill in your drawing.
5. **Color 1 and color 2:** Color 1 is the foreground color. Color 2 is the Background color.
6. **Image:** This group contains tools to let you select your drawing or a part of the drawing and manipulate it in some interesting ways.

➔ Drawing in Paint

Let us now learn to use different Paint tools for drawing and coloring in Paint.

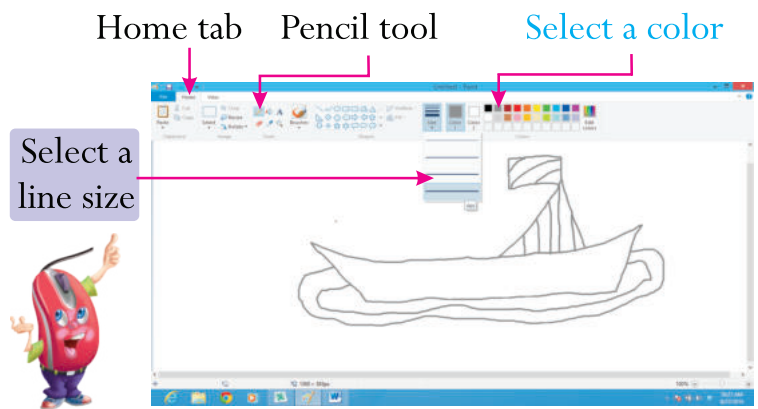




Pencil Tool

This tool is used for drawing freehand lines like you draw with a real pencil. Follow these steps to draw using the Pencil tool.

1. Click on the Home tab.
2. Click on the Pencil tool in the Tools group.
3. Click on Color 1 button.
4. Click on a color from the Colors group to select the Pencil color.
5. Click on the Size box. From the size list, select a Pencil size.
6. Bring the mouse pointer in the drawing area. Click and drag to draw the required figure.



Did You Know?

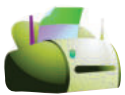
- ❑ To draw using Color 1, drag the mouse by using the left mouse button.
- ❑ To draw using Color 2, drag the mouse by using the right mouse button.

Eraser Tool

What do you do when you make a mistake while writing? Yes! you use an eraser. The eraser tool also helps to erase or rub a part of the drawing. The steps to use the Eraser tool are:



Computer-2

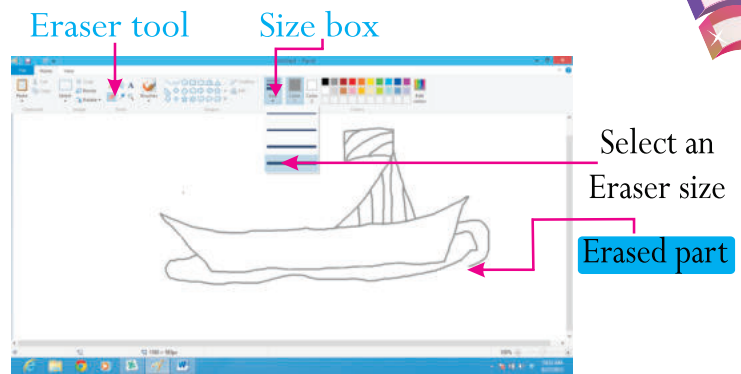


35





1. Click on the Home tab.
2. Click on the Eraser tool in the Tools group.
3. Click on the Size box and select an Eraser Size.
4. Drag the pointer over the part you want to erase.

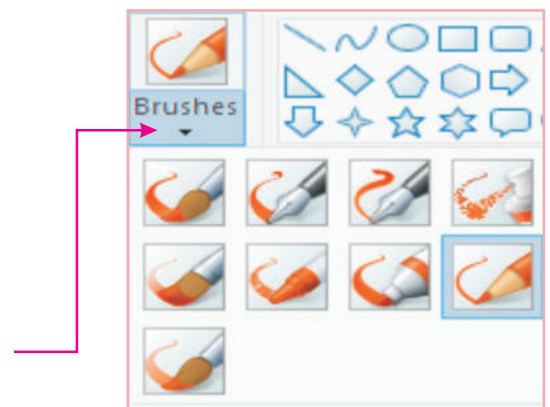


Brushes Tool

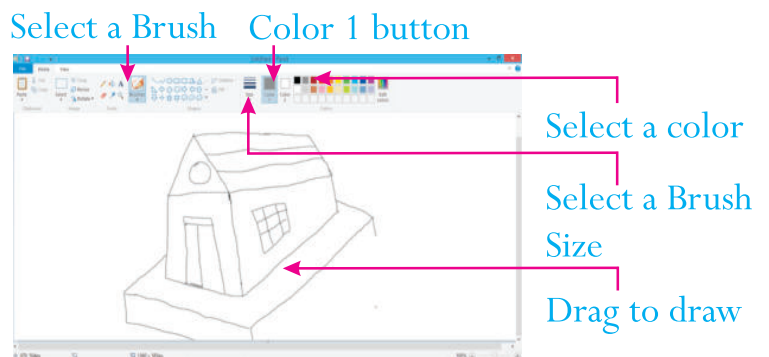
The Brushes tool works like a real brush. You can use it to draw freehand thick and thin lines. There are many different types of brushes you can use for drawing in Paint.

The steps to use a Brush tool are:

1. Click on the Home tab.
2. Then click on the lower part of the Brushes tool button.
3. A list of Brushes appears. Click on a Brush to select it.
4. Click on the Size button. Select a width for your brush from the drop down menu.
5. To select a color for your brush, click on the Color 1 button and then click on a color in the Colors group.



Different types of Brushes





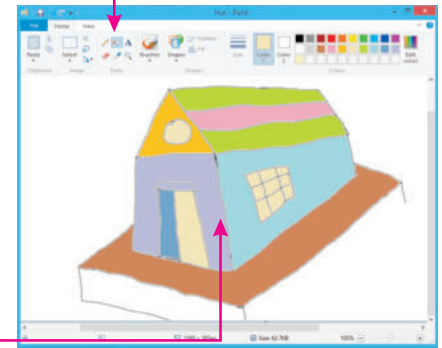
6. Bring the pointer in the drawing area and drag to draw lines as required.

Fill With Color Tool

The Fill With Color Tool is used to fill colors in the shapes you draw.

1. Click on the Home tab and select the Fill With Color tool.
2. Click on Color 1 button and select a color that you want to fill from the Colors group.
3. Bring the pointer inside the shape and click the mouse. The colour will get filled in the shape.

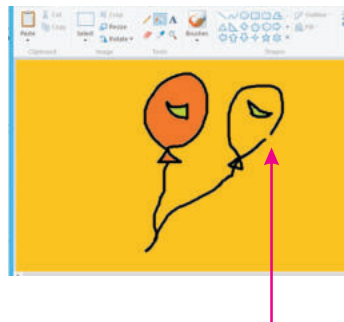
Fill With Color Tool



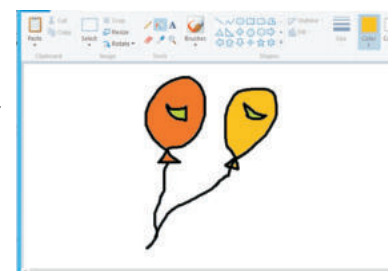
Sometimes when you fill color in a shape, it comes out and fills the entire drawing area. This shows that the outline of your shape is broken. If this happens to you also, then:

1. Just press Ctrl + Z keys to reverse color fill.
2. Find the broken edge in the drawing and close it.
3. Then fill the color again. This time the color will not leak out.

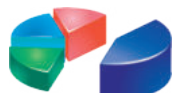
Color leaking from the broken edge



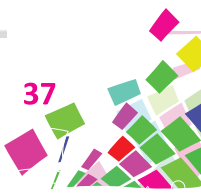
Color filled after closing the edge



Computer-2



37





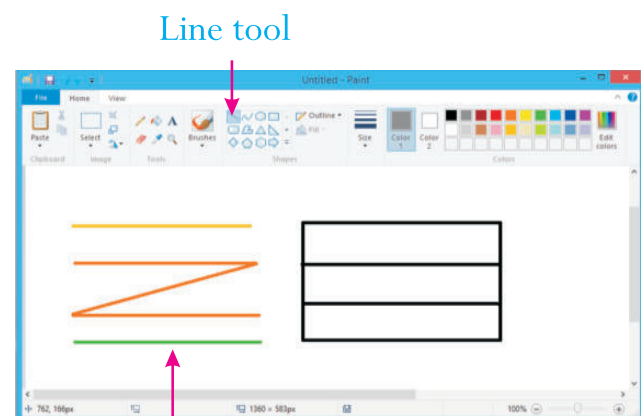
Whenever you do something wrong in Paint, press the Ctrl + Z keys (hold down the Ctrl key and then press the Z key). Your wrong step will be reversed.

Line Tool

The Line tool is used for drawing straight and diagonal lines.

Steps to use the Line tool are as follows:

1. Click on the Home tab. Click on the Line tool in the Shapes group.
2. Click on Color 1 button. Click on a color from the Colors group to select a Line color.
3. Click on the Size box and from the list, select a line thickness.
4. Drag the mouse in the drawing area. A line will be drawn.
5. After drawing a line, deselect the line by clicking slightly away from it so that you can draw another line.

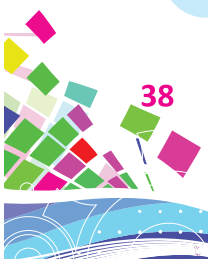


Drag to draw straight and diagonal lines

To draw straight lines easily using Line tool, hold down the Shift key while dragging.



Computer-2



38

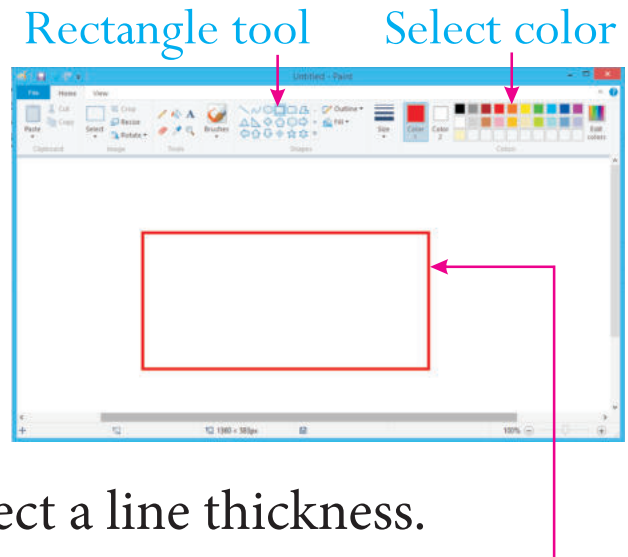




Rectangle Tool

The Rectangle tool is used for drawing rectangles and squares.

1. Click on the Home tab and select the Rectangle tool from the Shapes group.
2. Click the Color 1 button and select a color from the Colors group.
3. Click on the Size box and select a line thickness.
4. Drag the mouse diagonally to draw a rectangle.
5. When finished, click in an empty area to deselect the shape.



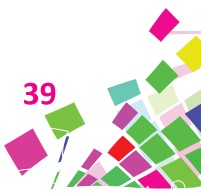
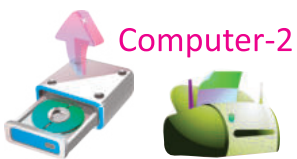
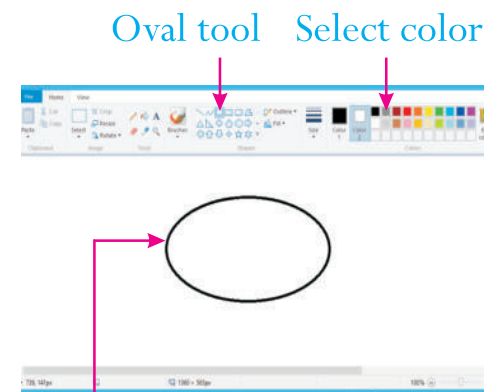
Did You Know?

To draw a SQUARE using Rectangle tool, hold down the Shift key while dragging.

Oval Tool

The Oval tool is used for drawing ovals and circles.

1. Click on the Home tab and select the Oval tool from the Shapes group.





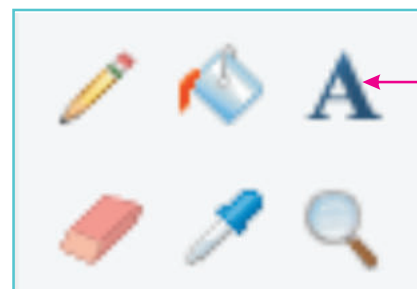
2. Click the Color 1 button and select a color from the Colors group.
3. Click the Size box and select a line thickness.
4. Drag the mouse to draw oval shapes.
5. When finished, click in an empty area to deselect the shape.

Did You Know?

To draw a CIRCLE using Oval tool, hold down the Shift key while dragging the mouse.

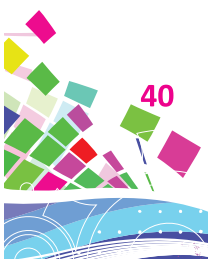
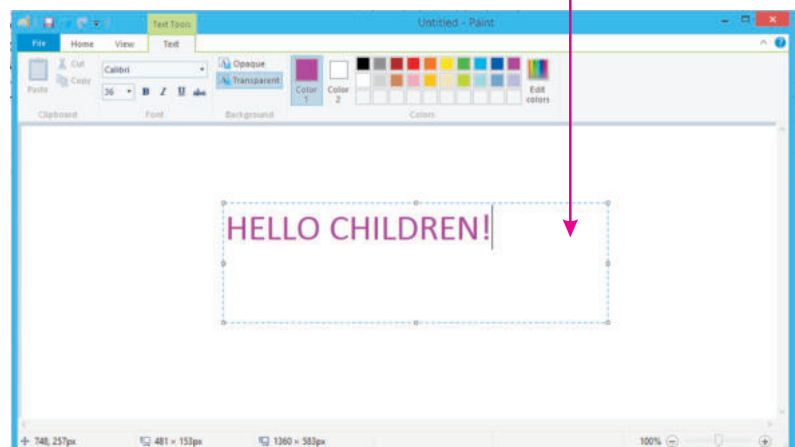
Text Tool

The Text tool is used to type text in the drawing area. Use the Text tool to give a title to your drawing or type a message in drawing area.



Text tool

1. Click on the Home tab and select the Text tool from the Tools group.
2. Click the Color 1 button and select a text color.
3. Drag the mouse diagonally to draw a rectangular text box.



Computer-2



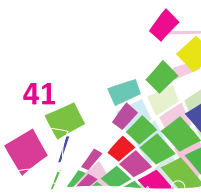
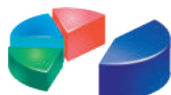
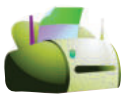
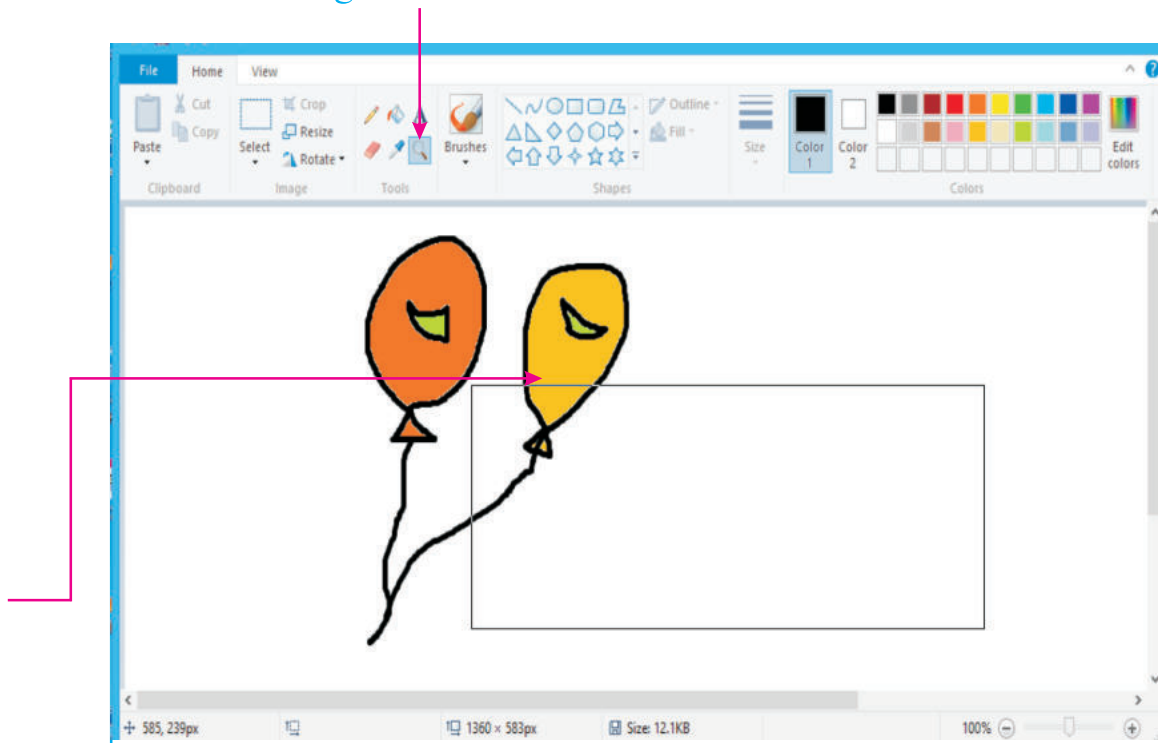
4. Start typing the text at the cursor's position. Click outside the text box to finish.

Magnifier Tool

The Magnifier tool is used to make an area of the drawing bigger in size.

1. Click on the Home tab and select the Magnifier tool from the Tools group.
2. Click the Box pointer over the area that you want to magnify.
3. To bring back the drawing to the original size, right click anywhere on the drawing.

Magnifier tool





Let's Recall



- ① Paint is a software program that helps us to draw and color on the computer.
- ① We work in Paint using different mouse actions like pointing, clicking, double clicking, dragging and right clicking.
- ① Ribbon area contains all the tools, which help us to draw and color.
- ① Pencil tool lets us draw freehand lines like a real pencil.
- ① Using the Eraser tool, we can erase mistakes in our drawings.
- ① Different types of Brushes help us to draw like the real brushes do.
- ① Fill With Color tool fills colors in the drawings.
- ① The Rectangle tool helps to draw rectangles and squares.
- ① The Oval tool helps to draw ovals and circles.
- ① The Text tool lets us type text and messages in the drawing.
- ① The Magnifier tool makes an area of the drawing bigger for us.





EXERCISE

A. Fill in the blanks using the words given in the help box.

Shift, Paint, Rectangle, Text, Dragging, Fill With Color

1. The action of the mouse is also called drag and drop.
2. The program comes as part of the Windows Accessories.
3. Using the tool, we can fill colors in the drawing.
4. The tool helps to draw rectangles and squares.
5. The tool lets us type text and messages in the drawing.
6. To draw straight lines easily using the line tool, we should hold down the key while dragging.

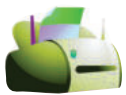
B. Answer the following questions.

1. How do you 'click' with Mouse?

.....

2. What is the meaning of dragging?

.....





3. What is the use of the Text tool?

.....

4. What is the use of the Rectangle tool?

.....

5. What is the use of the Ctrl+Z keys?

.....


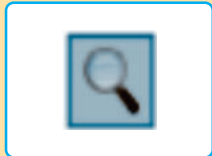



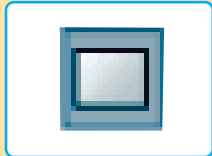
6. What does the Magnifier tool help you to do?

.....

7. How can you draw circles using the Oval tool?

.....

C. Match the pictures of tools with their names:

1. 	a. Fill With Color tool	4. 
2. 	b. Oval tool	5. 
3. 	c. Eraser tool	6. 
	d. Rectangle tool	
	e. Magnifier tool	
	f. Text tool	





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

1. To draw ovals using the Oval tool, you need to hold down the Shift key while dragging.
2. The Color 1 button shows the Background color.
3. The Color 2 button shows the Foreground color.
4. The dragging action is also known as drag and drop.
5. When you draw a shape like rectangle, oval or a line, it automatically gets selected as soon as it is drawn.
6. We cannot type colored text using the Text tool.
7. The Colors group is shown on the Quick Access toolbar.

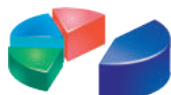
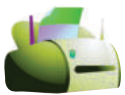


Activity Time

A. Open the paint program and using the Text tool and Oval tool, draw the following shapes shown on next page.

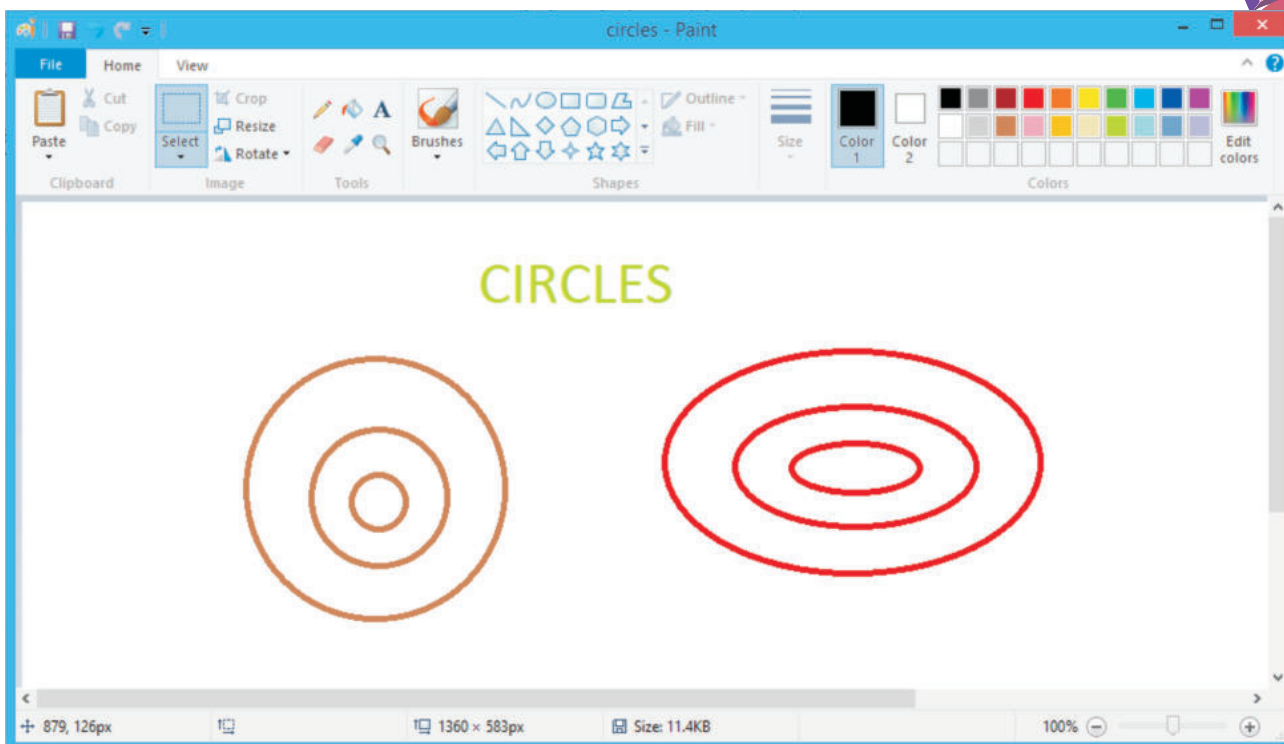


Computer-2

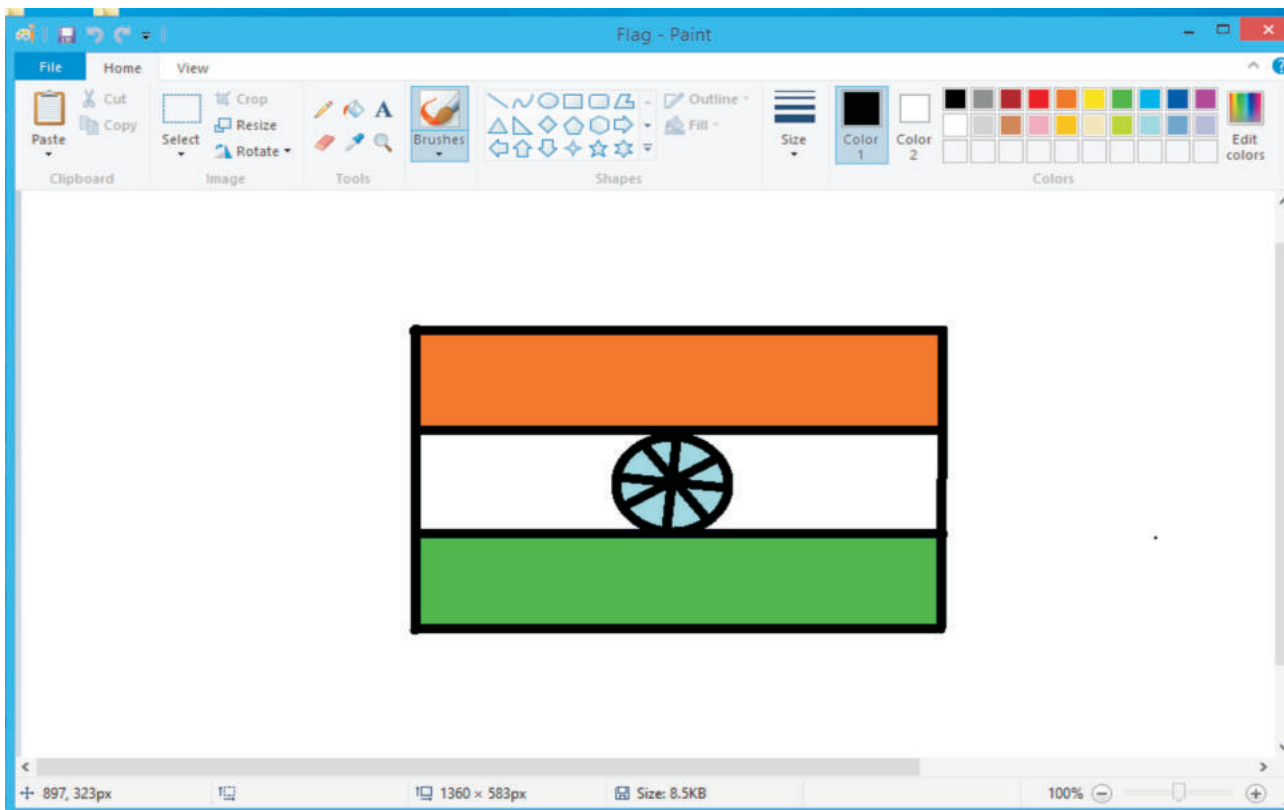


45



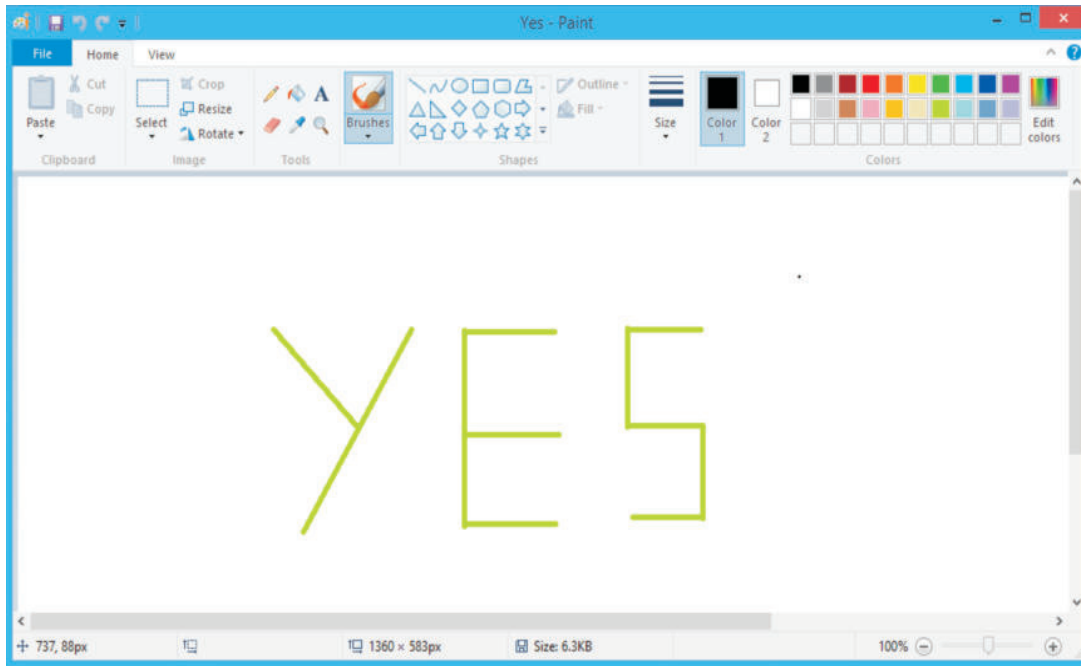


B. Draw the national flag of India using the Line, Oval and Fill With Color tools.

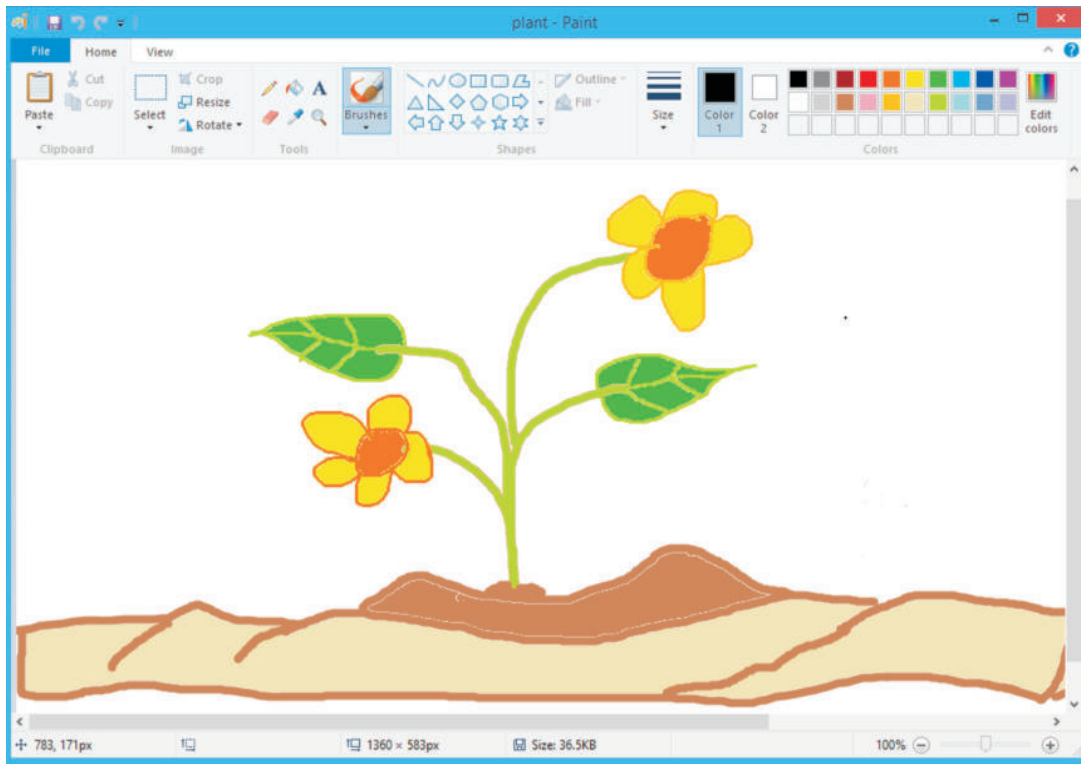




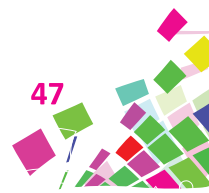
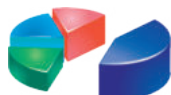
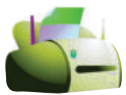
C. Open the Paint program and using the Line tool, draw the following words.



D. Use the tools learnt in the chapter to create a drawing similar to the one shown below.

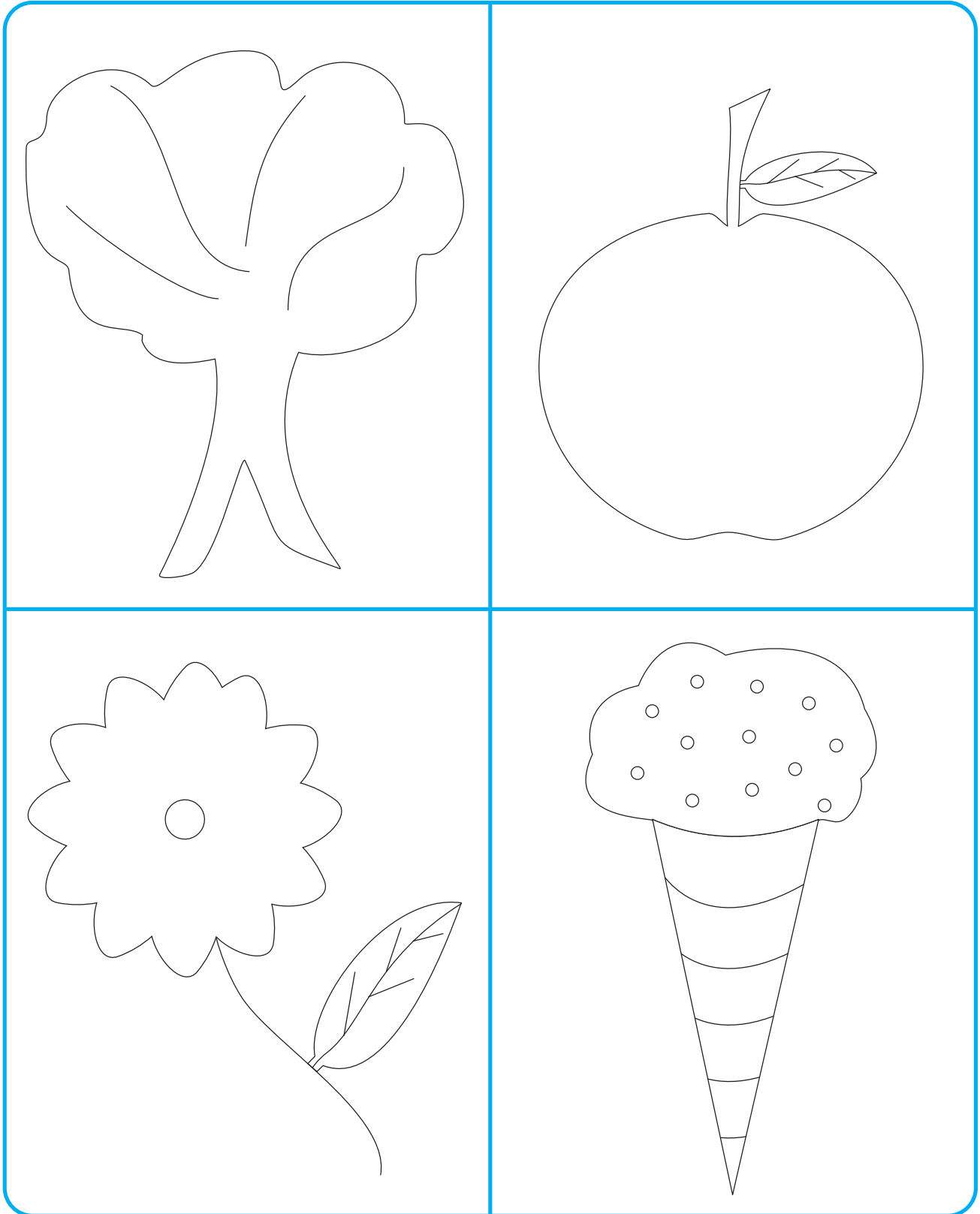


Computer-2





E. Draw the following pictures on the computer colour them and write the name of the object using text tool.





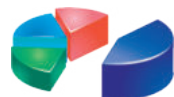
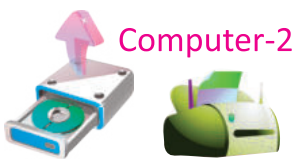
WINDOWS 10 — GETTING STARTED



Let us Know

- GUI Basics of Windows 10
- Icons
- Windows
- Desktop Background

You will get a Welcome Screen with the time and date after installing and upgrading your windows. Just click anywhere to go to the User Accounts Screen.





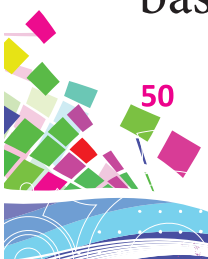
This screen lets you choose which user you want to log in to from the lower-left corner. You will see the Windows Desktop after choosing the right use. You can also enter a password if necessary.



The Windows Desktop is simply your operating system main screen. Here you have access to an array of tools like the Start Menu, Taskbar, and other icons. Windows 10 also introduces a search box in the Taskbar, which facilitates browsing both your computer and the Web.

➔ GUI Basics of Windows 10

Once you get to the Windows Desktop screen, here are some basic features you will see.

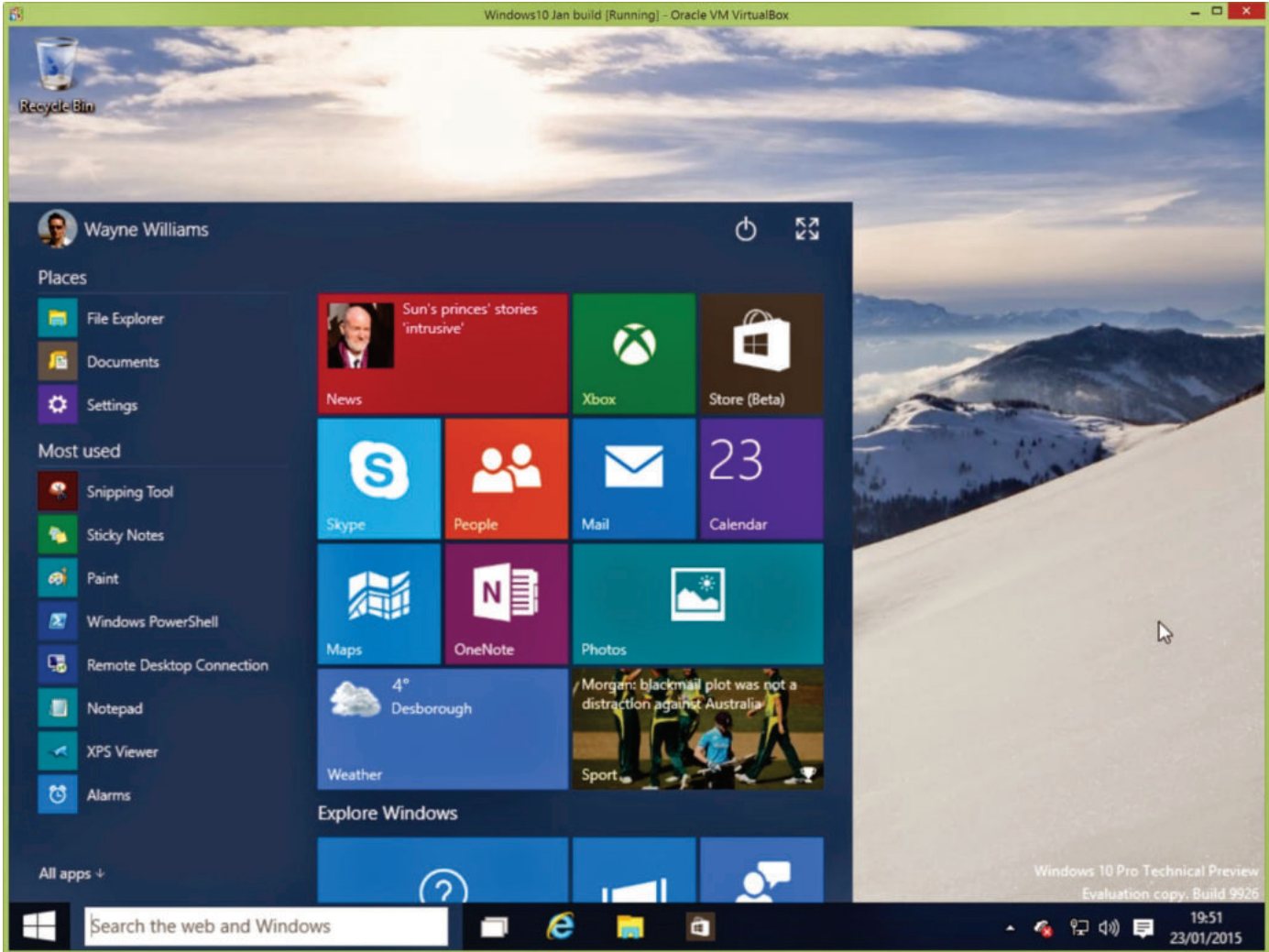


50



Computer-2





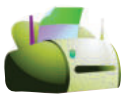
One of the most important parts of your Desktop is the Taskbar. By default, it sits at the bottom of your screen giving you access to the Start Menu, several application icons, and the Notification Area.

➔ Windows

In Windows 10, if an application is active or opened, you will see a green line below its icon. Clicking the icon will bring the application window up.



Computer-2



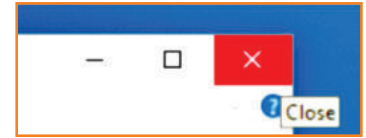
51





Every open window features three buttons in the upper-right corner. These are used to minimize, maximize, or close the window:

- ❑ Minimizing means that the window will hide in the Taskbar.
- ❑ Maximizing will bring the window to a full-screen size.



Windows can be moved around or resized as you please:

- ❑ To move a window, just click on its Title Bar on the upper side of the window and drag it.
- ❑ To resize a window, move your mouse to any corner until you see a double-sided arrow. Then click and drag until you reach the desired size.

➔ Icons

Most Windows versions will feature different icons on the background. An icon is simply a graphic representation of an application or a file. To open or access an icon, just double click on it.

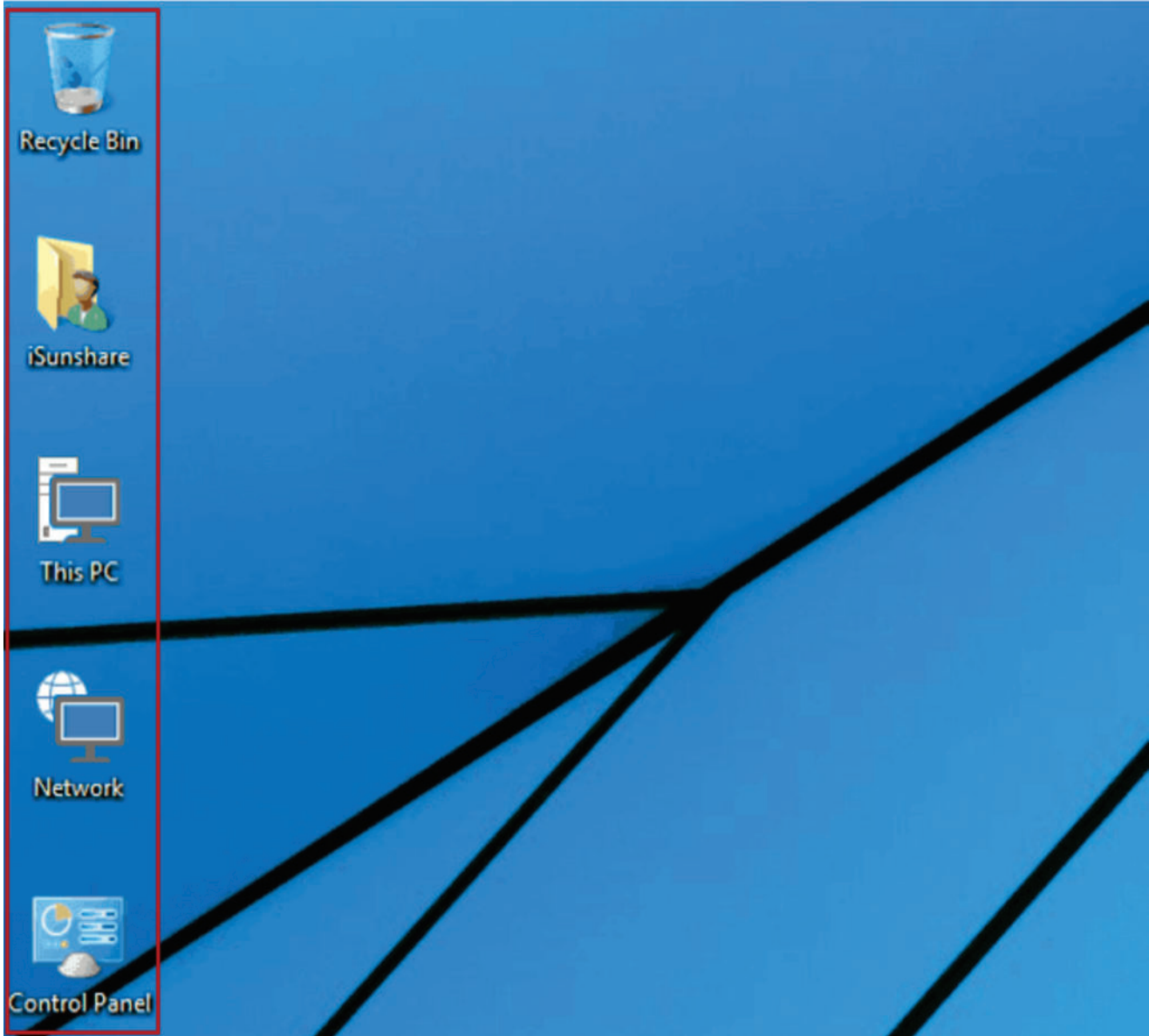
Although the amount and type of icons will vary, depending on the computer, you can add more icons by using these steps:



52



Computer-2



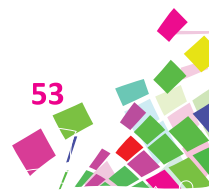
Step 1: Right-click on the Desktop Background

Step 2: Choose “New” and “Shortcut”.

Step 3: Browse for the application or file you want to create a shortcut to.

Step 4: Assign a name to the shortcut and click “Finish”.

Icons can also be moved around by clicking on them and dragging them to another place in the screen.





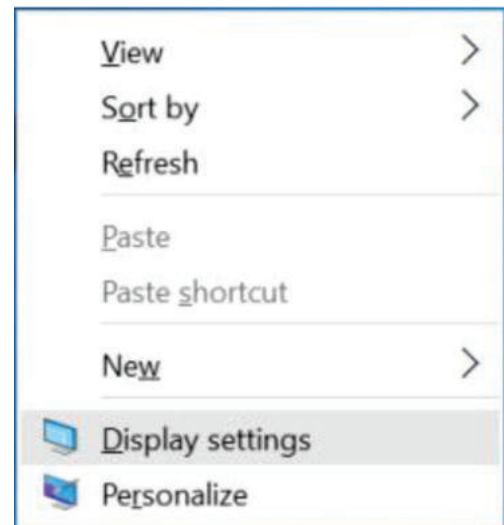
➔ Desktop Background

Another component of your Desktop is the Background. This is simply an image that appears at the back of your screen. Most computers come with a pre-selected background, but you can change it to any image you want.

To change the background, follow these steps:

Step 1: Right-click on the background and choose “Personalize”.

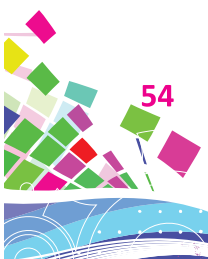
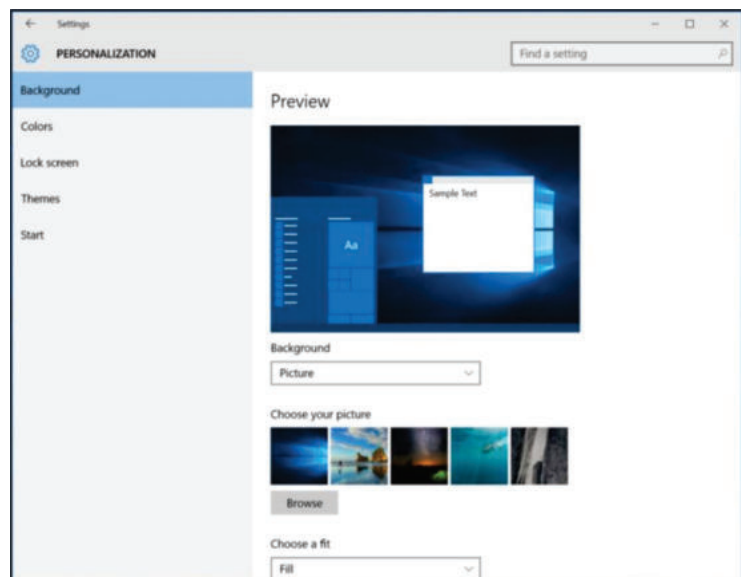
Step 2: From the Personalization window, choose from a series of pre-selected pictures or browse for your own.



Did You Know?

If you are going to some places without an Internet connection, you can use the maps app to download any maps you need and then use them offline.

After choosing a picture, the Background will change automatically.





Let's Recall



- ⦿ The Windows Desktop is simply your operating system main screen.
- ⦿ Every open Window features three buttons in the upper right corners.
- ⦿ Windows can be moved around or resized as you please.

EXERCISE

A. Fill in the blanks using the words given in the help box.

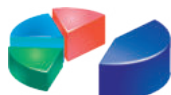
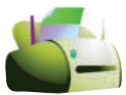
Screen, Desktop, Taskbar

1. You will see the Windows after choosing the right user.
2. The Windows Desktop is simply your operating system main
3. One of the most important parts of your Desktop is

B. Answer the following questions.

1. When will you get a Welcome screen with the time and date in Windows?

.....





2. What does Search box in the Taskbar facilitate?

.....

3. Where can you find the Taskbar?

.....

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

1. Every open window features three buttons in the upper-right corner.

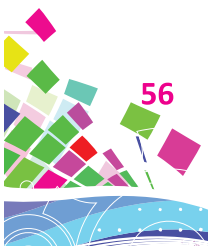
2. To open or access an icon, just single click on it.

3. Background is an image that appears at the back of your screen.



Activity Time

Here is the Windows Desktop Screen, here are some basic features you will see. Observe the basic features and note down in your scrapbook.



Computer-2



Model Test Paper - 1



A. Write the names of these pictures in the blanks.



.....



.....



.....



.....

B. Fill in the blanks.

1. Computer needs to work.
2. The helps us to click and double click onscreen objects.
3. A tablet is a computer.
4. The CPU is called the of a computer.
5. Enter key helps to move to the next

C. Answer the following questions.

1. What is multitasking?
.....
2. Write any five things that you can do with the help of a computer.
.....
3. What is the use of keyboard in a computer?
.....





4. What is the use of Shift key?

.....

5. Which part is called the main storage device of the computer?

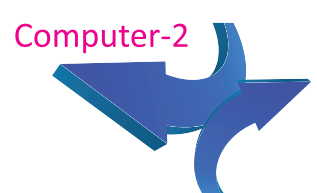
.....

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

- 1. A laptop computer kept on desk.
- 2. Computers are not used to play games.
- 3. The CPU is also known as the brain of the computer.
- 4. We can use a web camera to record our voice into the computer.
- 5. Computer helps the scientists to maintain records of the criminals and in matching fingerprints.

E. Read the clues and name the part of the computer.

- 1. I am used to play games. Who am I?
- 2. I am used to watch movie. Who am I?
- 3. I let you hear sound from the computer.
Who am I?
- 4. I look like a TV. Who am I?
- 5. I am used to create drawing. Who am I?





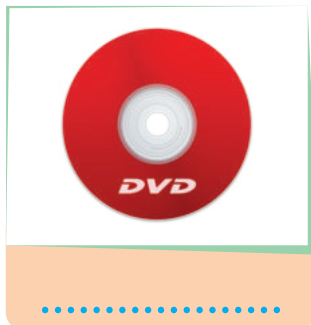
Model Test Paper - 2



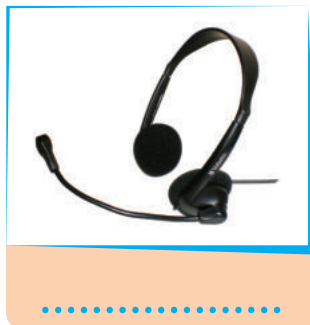
A. Write the names of these pictures in the blanks.



.....



.....



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.....

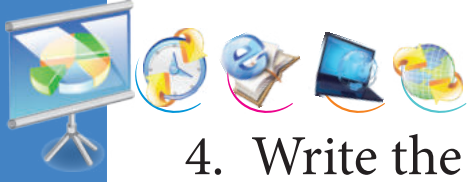
B. Fill in the blanks.

1. The full form of CD is
2. The is the main storage device of the computer.
3. The department uses the computers for keeping records of the criminals.
4. Using the tool, we can fill colours in the drawing.
5. The tool lets us to type text and messages.

C. Answer the following questions.

1. Write any two difference between printer and scanner.
.....
2. Name some places where computers are used.
.....
3. What are storage parts? Name any two.
.....





4. Write the steps to Switch ON the computer in brief?

.....

5. What is the difference between Delete key and Backspace key?

.....

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

1. The dragging action is also known as drag and drop.

2. The colors group is shown on the Quick Access toolbar.

3. We should always switch OFF a computer directly.

4. You can use the Caps Lock key to type in capitals.

5. We cannot type colored text using the Text tool.

E. Read the clues and name the keys of the keyboard.

1. We are used to type letters and words.

2. We are used to give commands to the computer.

3. I take the cursor to the next line.

4. I erase text to the left of the cursor.

5. We are used to give spaces.

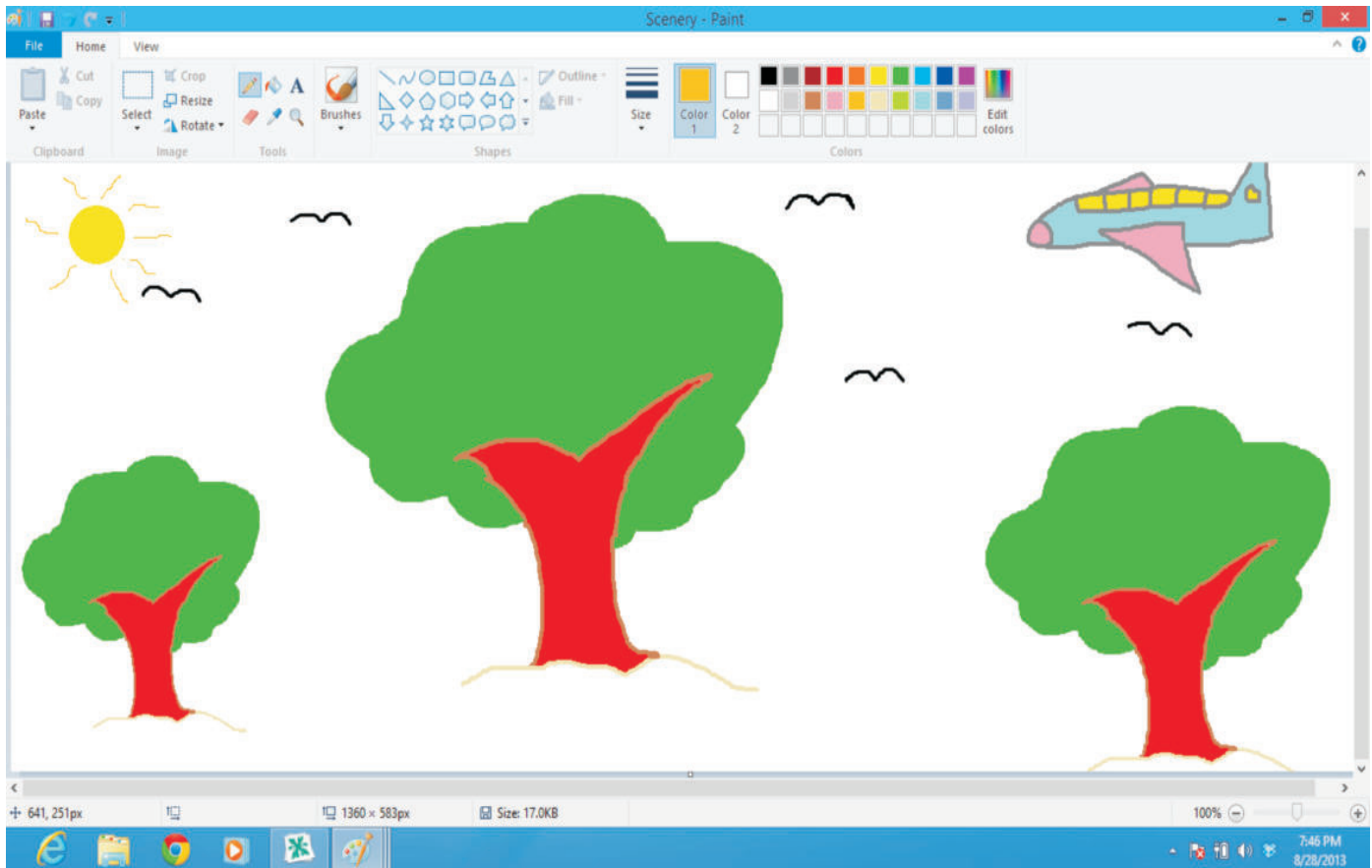




Project Work

A. Open the Paint program. Draw the following picture using the different Paint tools that you have learnt in the book.

Ask any of your elders or teachers to save this picture. Take a printout of it using a printer.



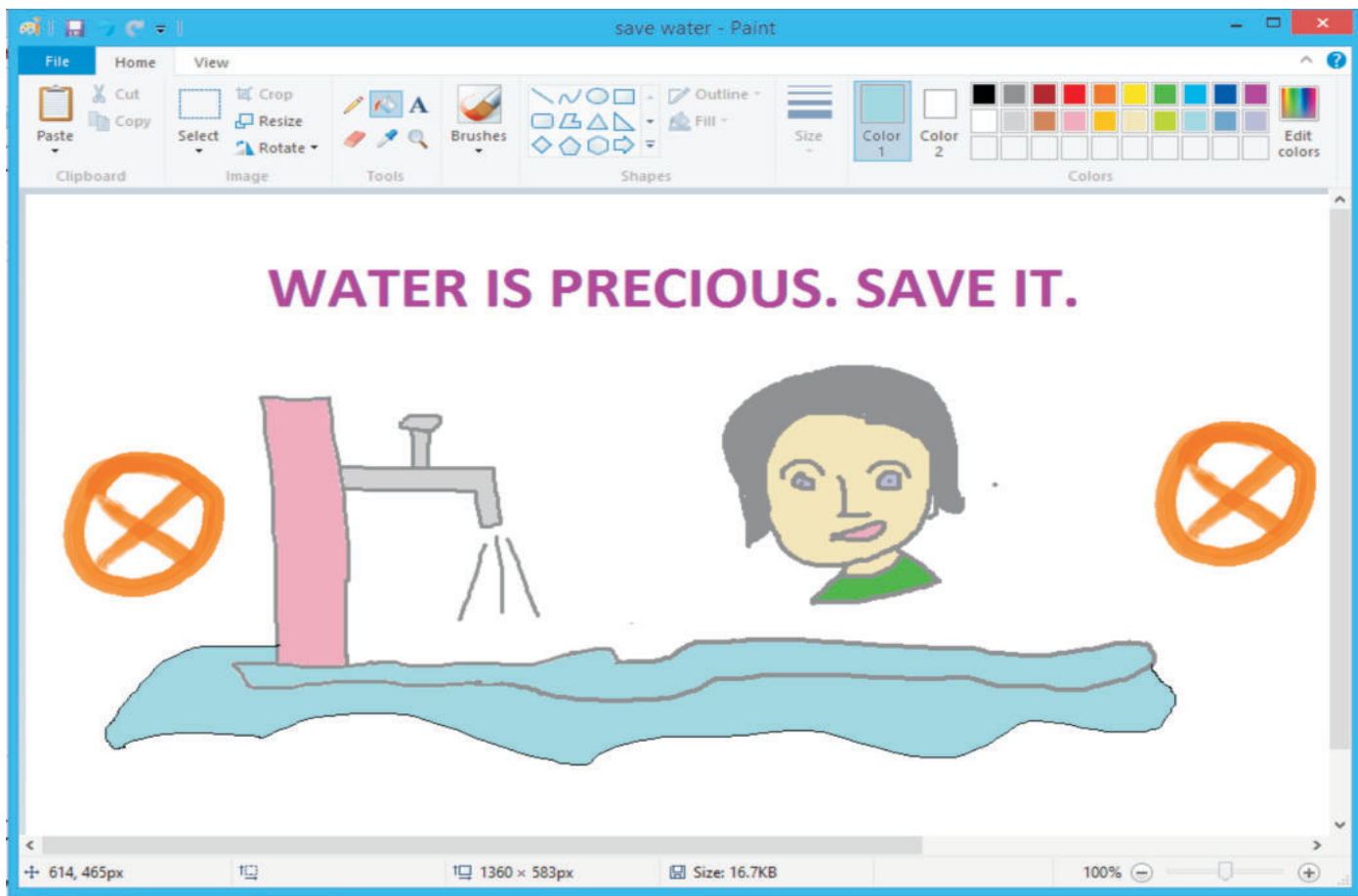
1. Use the Brush tool to draw trees, birds, ground and aeroplane.
2. Use the Oval tool to draw the Sun.
3. Use the pencil tool to draw the flares of the Sun.
4. Select the Fill With Color tool in the end and use it to fill colors in the scene.





B. Open the Paint program. Draw a poster on the topic ‘Save Water’ using the different Paint tools that you have learnt in the book.

Ask any of your elders or teachers to save this picture. Take a printout of it using a printer. A sample Poster is shown below, however you can use your own imagination to draw any other poster on the topic:



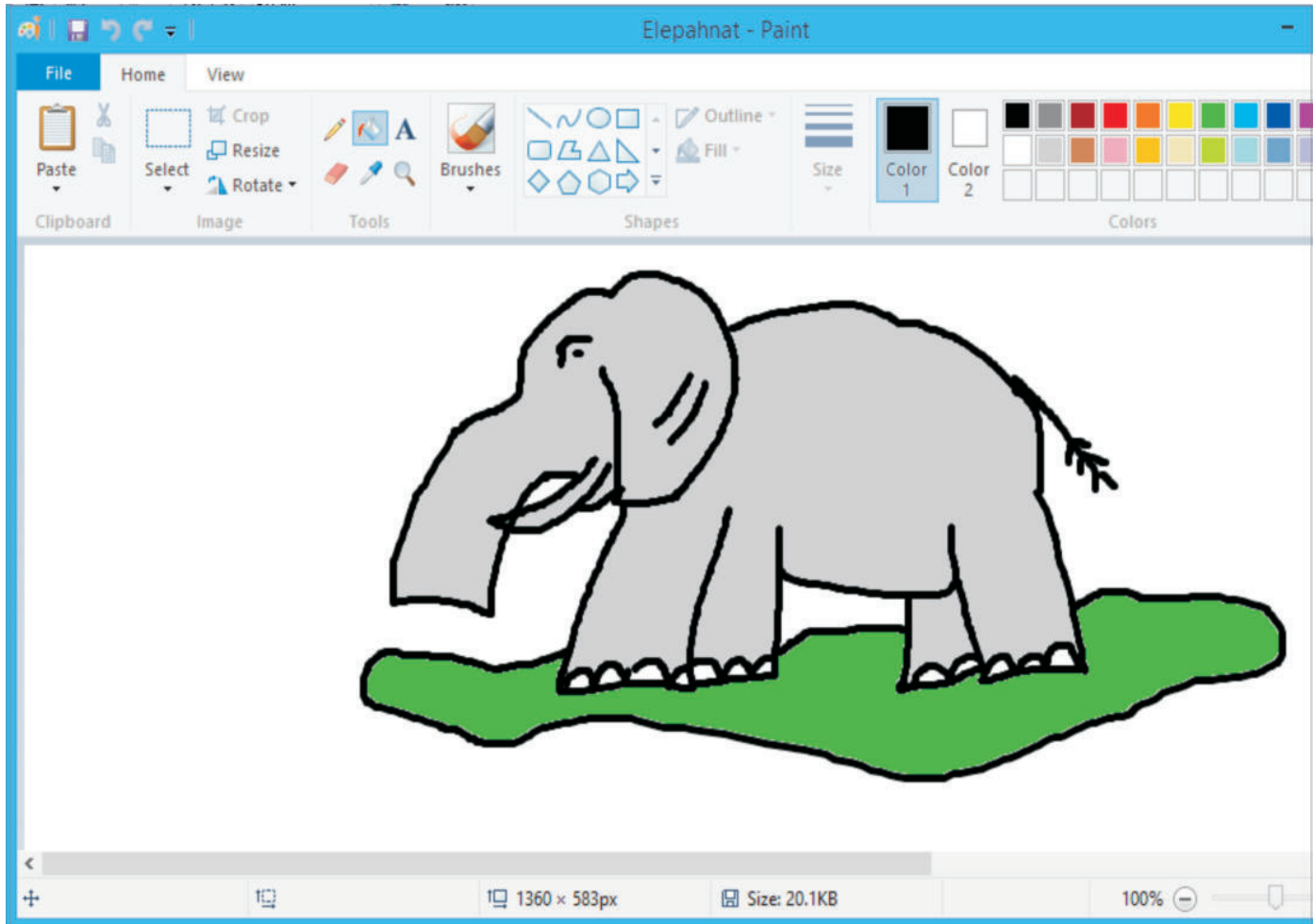
1. Use the Brush tool to draw tap, girl, crosses and outline of water.
2. Use the Text tool to type the message.
3. Select the Fill With Color tool in the end and use it to fill colors.





C. Open the Paint program. Use the Pencil tool and Fill With Color tool to draw and color any two wild animals.

Ask any of your elders or teachers to save this picture. Take a printout of it using a printer. A sample picture is shown below, however you can use your own imagination to draw any other animals.



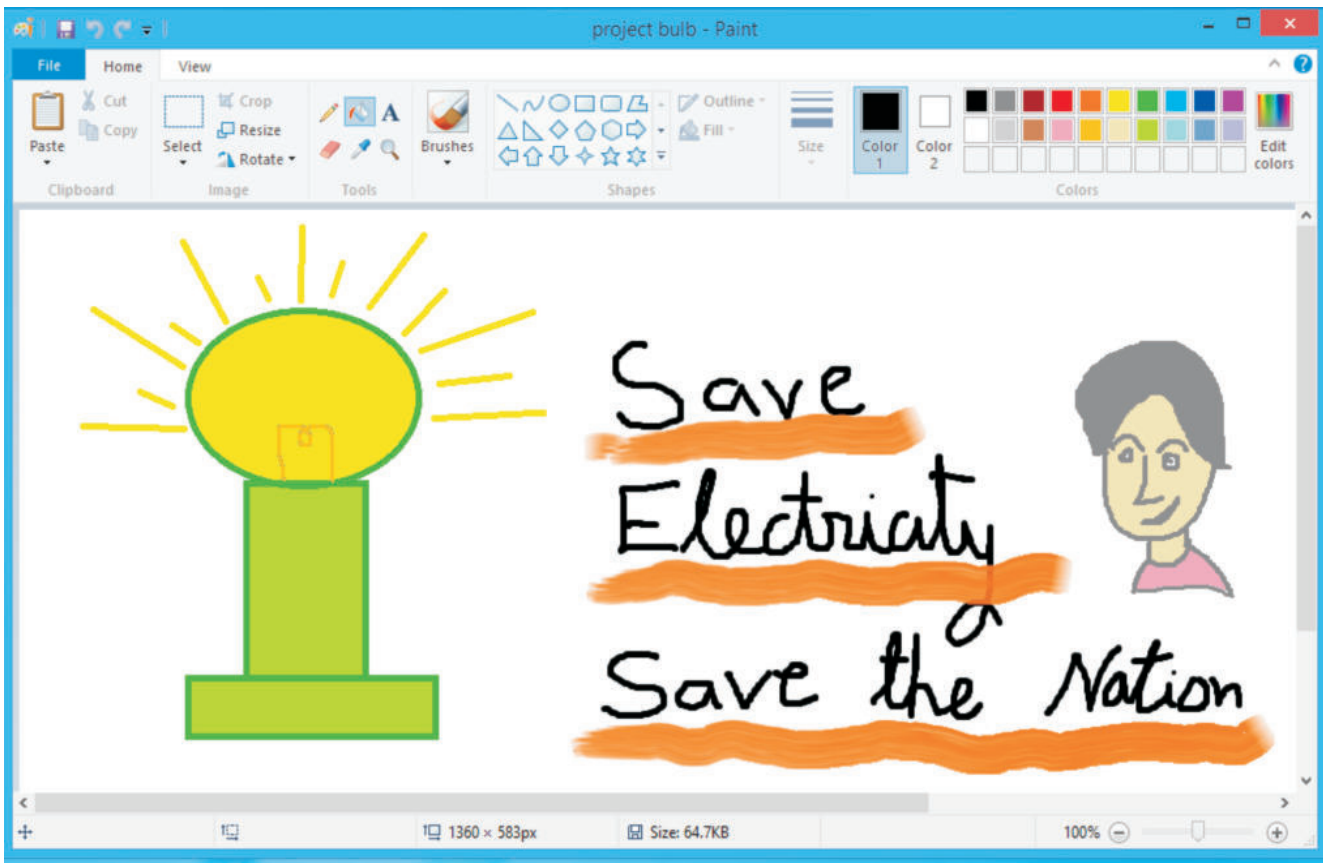
If you want you can also draw domestic animals or pet animals instead of wild animals.





D. Open the Paint program. Draw a poster on the topic ‘Save Electricity’ using the different Paint tools that you have learnt in the book.

Ask any of your elders or teachers to save this picture. Take a printout of it using a printer. A sample Poster is shown below, however you can use your own imagination to draw any other poster on the topic:



Use the Oval tool and Rectangle tool to draw the lamp post. Use the Pencil tool to draw the filament.

Use the Brush tool to draw the boy, write text and draw lines below the text. Select the Fill With Color tool in the end and use it to fill colors.

