



# Log on to **COMPUTER**

3



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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**

# CONTENTS



S. No.	Chapter Name	Page No.
1.	Introduction to Computer .....	5
2.	Parts of a Computer.....	9
3.	Windows 8.....	16
4.	Fun With Paint .....	26
5.	WordPad .....	33
6.	MS Word 2013 .....	38
7.	Internet .....	47
8.	Desktop and Start Menu In Windows 10 .....	54
	Model Test Paper - 1 .....	62
	Model Test Paper - 2 .....	63





# INTRODUCTION TO COMPUTERS



## Let us Know



Types of Computers



Uses of Computers

### ➔ Types of Computers

Personal Computers or PCs are small computers meant to be used by a single person at a time. They are the most common type of computers, we see around us. Lets us learn about different types of personal computers.

#### Desktop Computers

This is a type of Personal Computer which is kept on a desktop or tabletop. It has a separate keyboard, mouse and monitor. The different parts are connected to the CPU through wires. A desktop computer is not portable. We can't carry it along for use.

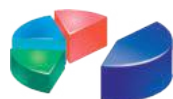


#### Did You Know?

These computers are kept on desk and are commonly found in schools, colleges, shopping malls, railway stations, hospitals and so on.

#### Laptop Computers

These are portable computers and can be used on laps. They are battery operated and small in size. They are commonly found in offices and multinational companies. Today, home



5





users prefer to have laptops than desktop computers.

## Tablets

Tablets are smaller than laptops and have a touch screen interface. It is a portable computer and you can carry it along wherever you go. Its battery when charged can keep the tablet running for several hours.

## Smart Phones

Modern day smart-phones also work like computers. They can be used to browse the Internet, send e-mails, create and save documents, pay bills and reserve railway and airline tickets.

## ➔ Embedded Computers

Many modern day devices and gadgets like automatic sewing machine, aeroplane, television etc., have very small computer chips fixed inside them which we cannot see. These are called Embedded computers.



Aeroplane



Television



Sewing Machine

## Did You Know?

Desktops, laptops, tablets and smart-phones are different types of personal computers. But embedded computers are different. They are fixed inside a device and perform a fixed set of functions.

## ➔ Uses of Computers

Computers are being used in almost every area of human activity. In the previous classes, we have learnt about a number of uses of the computers. Let us learn a few more uses in diverse fields.



6



Computer-3



## Making Interactive CDs

Computers are used to create interactive educational CDs. Children can use these CDs to learn their subjects in an easy and interesting way, right on their computers.

## Playing Games on a Computer

We can play games such as car racing, chess, cricket, tennis, basketball and football on the computer.



## In Flying Airplanes

Computers are also fitted in airplanes. These computers give all necessary information to the pilots for flying the airplanes like the speed of flying, height at which the airplane is flying, weather conditions etc.



Inside of a plane

## In Television Broadcasting

Computers are widely used in the field of telecommunication and television broadcasting. They are used in the television studios to create and record programs and send them in the form of signals across the world.



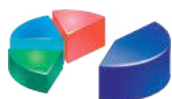
Television broadcasting

## Did You Know?

Computers help doctors to perform operations, diagnosing many diseases and preparing medical reports.



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## Let's Recall



- ⦿ A computer is an electronic machine. It works on electricity.
- ⦿ Charles Babbage, who invented the 'Difference Engine' and the 'Analytical Engine' is known as the 'Father of Computers'.
- ⦿ Computers are being used in many fields of activity including education, animation, CAD, TV broadcasting, browsing the internet, flying airplanes etc.



### A. Fill in the blanks.

1. A computer is an electronic machine. It works on ..... and helps us to do our work easier and faster.
2. .... are being used in about every area of human activity.
3. A ..... computer is not portable.

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

1. Desktop computers are kept on disk.
2. A tablet is a personal computer operated by touch.
3. Computer are also fitted in airplanes.

### D. Answer the following questions.

1. What do you know about smart phone?
2. What is the difference between tablet and laptop?
3. How do you use computer at your home?







# PARTS OF A COMPUTER



## Let us Know



- Computer Hardware - Input and output devices, CPU, memory and storage devices.
- Computer Software - Operating system software and application software.

The computer has many parts. We can categorize them as hardware and software.



Those parts of the computer, which we can see, touch and hold in our hands are called hardware.

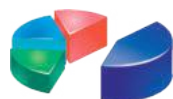
Software are those parts of the computer, which we cannot touch or hold.

## ➔ Computer Hardware

The hardware parts of the computer can be put into four major categories - Input devices, Output devices, CPU and Memory & Storage devices.

### Input Devices

Input means to enter data into the computer, are know as input devices. Keyboard, mouse, joystick, webcam, microphone and scanner are some common input devices,





which help to enter data into the computer in different forms.

### Did You Know?

Microphone was invented by Emile Berliner in 1877.

**Touch screens** are nowadays extensively used in smart-phones, tablets, laptops and even in high-end desktop computers. It is a special type of screen, which can send an input to the computer when an item displayed on it is touched.



Touch Screen Tablet

The figure shows the touchscreen. of an Android based tablet PC. A touchscreen also acts as a monitor (output device) and displays the output. So touchscreen is an input cum output device.

### Did You Know?

Touch screen is a pointing device. Which allows the user to interact with the computer by touching the screen.

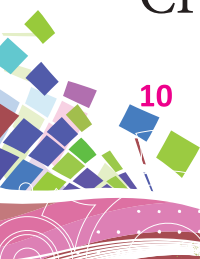
**Light pen** is pointing device. It is used to choose from among the various displayed options. As the use the tip of the pen over the surface of the screen it detects the light coming from screen and responds to the signal. Light pen is also used to draw high quality pictures. Light pen is also called STYLUS.



Light Pen

### CPU

CPU stands for Central Processing Unit. CPU is the most



Computer-3



important part of a computer. It controls all the parts of computer. It is also called the 'Brain of Computer'.

The CPU is to process data entered into the computer according to a given set of instructions and give meaningful results or output.



Input  
(Data and instructions)



CPU processes  
the input



We get output  
after processing

### ➔ Output Devices

We know that the result given by the CPU after processing the data is called the output. Output is shown through the output devices. Monitor, speakers, headphones and printers are some common output devices.

#### ➔ Monitors

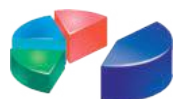
The monitor is the primary output device of the computer. It shows output in the form of text, images, animations, videos etc.

#### ➔ Speakers and Headphones

The speakers and headphones give us output in the form of sound. Headsets which are commonly used for talking to others through video conferencing are a combination of headphones and microphone.



Speakers    Headphones    Headset





## ➔ Printers

Printers are used to print output on paper. They can print text and images.



Laser Printers



Inkjet Printers

Printers are of many types. Most commonly used types of printers are shown below:

## ➔ Memory of the Computer - RAM and ROM

Computer needs memory to store input, output, programs and intermediate results of processing. Two types of memory is generally used in the computer. One is called RAM and the other is called the ROM.

1. RAM stands for Random Access Memory. RAM is called read/write memory. A user can read the data from RAM and also write the data onto RAM. This memory contains the data until the power is supplied to it. That means, RAM is the temporary storage memory.



RAM Chip

2. ROM stands for Read Only Memory. ROM is the permanent storage medium. It contains the data which is the permanent part of the memory. It is not possible to write data on ROM.



ROM Chip





## Did You Know?

RAM is a temporary memory and ROM is a permanent memory. RAM loses data when we switch off the computer but data stored in ROM is not lost when the computer is switched off.

### ➔ Storage Devices

We use the storage devices to store data permanently. When we store data on a storage device, we can refer to it and use it anytime later. Hard Disk, CD, DVD and Pen Drive are some commonly used storage devices.

#### Hard Disk

Hard Disk is also called fixed disk which is fixed inside the CPU. It is having a large storage capacity and consists of a pack of large number of disks.



Hard Disk

#### Compact Disk (CD)

The Compact Disk or CD is a shiny circular disk that can store data in any form (video, audio, text, images etc.). To read data from a CD, we put it into the CD Drive fixed on the CPU box.



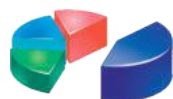
Compact Disk

#### Digital Video Disk (DVD)

The Digital Video Disk or DVD looks similar to a CD but has a darker shiny surface. It can store much more data than a CD. We need a DVD Drive to read data stored on a DVD.



Digital Video Disk





## Pen Drive

The Pen Drive is very small in size, which can store a large amount of data. To read or write data from a pen drive, we plug it into the USB port of the computer.



Pen Drive

## ➔ Software

Programs like Paint, WordPad etc., which run on the computer hardware are called computer software.

Computer software can be put in two main categories: Application Software and System Software. Let us learn about them briefly.

## ➔ Application Software

Programs like Paint and WordPad, which help you to do a particular type of task (like typing or drawing) on the computer, are called Application Software. Paint and WordPad are examples of the application software.

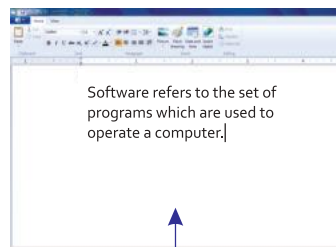


MS Windows operating system

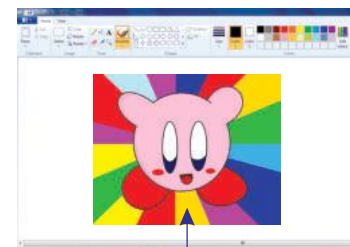
## ➔ System Software

System software are the programs that control the working of the computer. Operating systems like Windows and Ubuntu are examples of the system software.

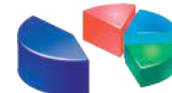
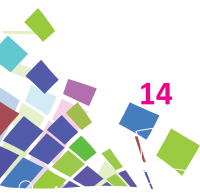
WordPad is an application software



Paint is an application software



Computer-3





## Let's Recall



- ⦿ A computer has two main components namely hardware and software.
- ⦿ Parts of the computer that make up its physical body are called computer hardware.
- ⦿ Hardware parts are divided into four main categories- input devices, output devices, CPU and memory & storage devices.



## EXERCISE

### A. Fill in the blanks.

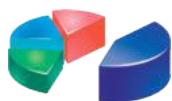
1. The monitor is an example of the ..... devices.
2. CPU stands for .....
3. Windows is an example of the ..... software.

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

1. You can not write data onto RAM.
2. DVD has a large storage capacity as compared to CD.
3. Memory and storage devices help the computer to store data only temporarily.

### C. Answer the following questions.

1. What is memory? Name the types of memory.
2. Define output devices with examples.
3. Compare system software and application software.





# WINDOWS 8



## Let us Know



- Windows 8, Features of Windows 8
- Windows 8 Home Screen, Windows 8 Desktop
- Windows Charms, Meaning of a Window
- Working with a Window

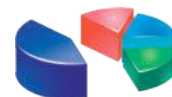
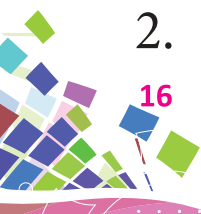
The operating system is the main software of a computer. It acts as an interface between user and computer. That supports a computer basic functions, such as scheduling tasks and controlling peripherals.

## ➔ Windows 8

Windows 8 is a personal computer operating system developed by Microsoft as part of the Windows NT family of operating systems. It incorporates a number of improvements and innovations over the previous Windows versions to make working on computer a simpler, faster and refreshing experience.

Features of the Windows 8 operating system are as follows:

1. It provides a Graphical User Interface (GUI) to work on the computer.
2. It allows to make a copy of their OS complete with their







settings wallpapers files and even apps, into a USB drive.

3. It allows you to open many programs at the same time to work in.
4. Snap multitasking is designed to make it easy to run two apps in Windows 8 side-by-side to resize them, and to switch between them. On the right-hand side of the screen, you can snap an app into place.
5. Windows 8 is equally suitable for both touch screen devices and mouse operated computers.
6. The load and bootup speed has improved significantly over windows predecessors. When compared to Windows 7 desktop CPU, Windows 8 has an even speedier boot time.

## ➡ Starting Windows 8

When you switch on your computer, Windows 8 starts automatically. After sometime, a screen similar to the one shown below appears.

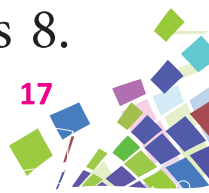
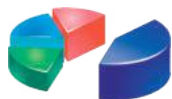
This is the START SCREEN of Windows 8.



Left scroll arrow   Tiles   Scroll bar   Right scroll arrow   Zoom icon  
**Windows 8 Start screen**

The Start screen is the Home screen of your computer. Its main parts are:

1. **Tiles:** Windows 8 live tiles are interactive apps that use the internet to bring live updates to user of Windows 8.





Live tiles sit on the Windows 8 start screen and are useful for having instantaneous information on constantly changing data like stock indexes, international weather, as well as local and international news.

2. **Scroll Bar:** The Scroll bar can be dragged towards right to see the tiles that lie beyond the right edge on the start screen. You can also move the scroll bar left or right by clicking on the scroll arrows.
3. **Scroll Arrows:** Scroll arrows lie on both sides of the scroll bar. You can click left and right scroll arrows to scroll the start screen to left and right respectively.
4. **Zoom Icon:** Clicking this icon shows you the entire Start screen with all the tiles. Clicking again will bring back the Start screen and Tiles to the normal size.

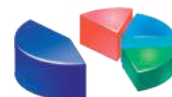
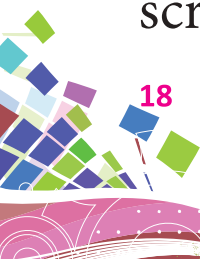
Notice that some Start screen area is empty or blank as no tiles are placed there.

### **Did You Know?**

Windows 8 has a specially designed touch based interface that is easy to use on touch based devices.

### **Working with Start Screen**

Working with Start screen is a lot of fun. Here we will learn to perform some basic but very important tasks with the Start screen.





## Moving the Start Screen

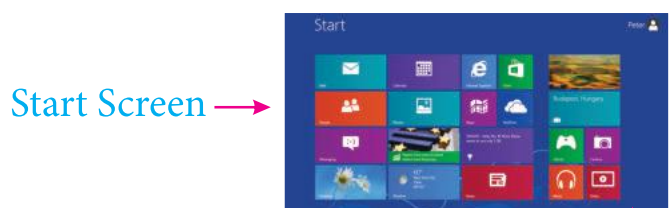
You can move the Start screen left and right by dragging the scroll bar. This will let you see tiles that lie beyond the right edge of the screen.

1. Bring mouse pointer over the scroll bar.
2. Click and hold down the left mouse button.
3. Drag the scroll bar to the right. Tiles that lie beyond the right edge will now become visible.
4. Now, drag the scroll bar towards left to move start screen in that direction.

### ➔ Using the Zoom Icon

We can use the Zoom icon to view all the tiles together on the Start screen. The steps to use the Zoom icon are given below:

1. Bring mouse pointer over the Zoom icon and click the mouse.
2. All the tiles will become smaller and seen together on the Start screen.
3. Now click anywhere on the Start screen background. It will return to the normal view.

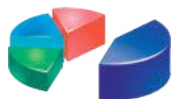


Tiles on Windows 8 Screen

Zoom icon

### ➔ Opening an Application Tile

Tiles, as you know, represent programs or applications. To





open a program or application tile follow the steps given below:

1. Bring mouse pointer over the required tile. Click the left mouse button.



Click on internet explorer application tile



Internet explorer application will open on the start screen

2. The program or application will open.

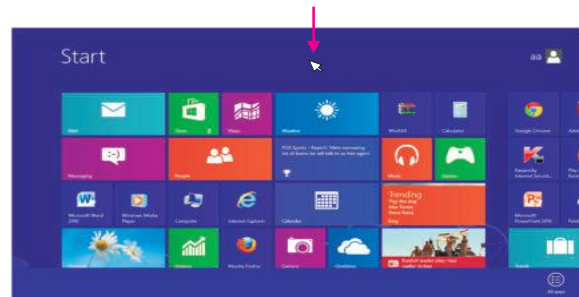
### Did You Know?

An application will open on the start screen, while a program will always open on the desktop screen.

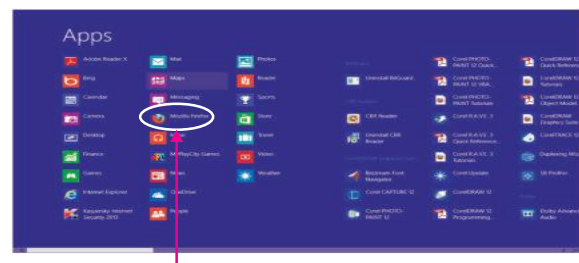
### Opening any Program or Application

You can open any program or application loaded on your computer from the Start Screen. The steps to do it are shown below:

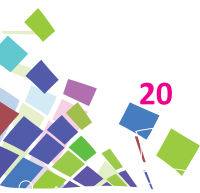
1. Right click anywhere on the blank Start screen area.  
... the All apps button appears at the right bottom corner.
2. Click the All apps button.  
... A listing of all the programs and applications appears.



All apps button on right corner



List of applications and programs



Computer-3





3. Click any application/program from the list to open it.  
You can drag the scroll bar to see applications listed beyond the right edge of the screen.

### ➔ Closing an Application

To close an application in Windows 8, follow the steps given below:

1. Bring mouse pointer to the top border of application screen.

The pointer will change to a hand (👉) shape.



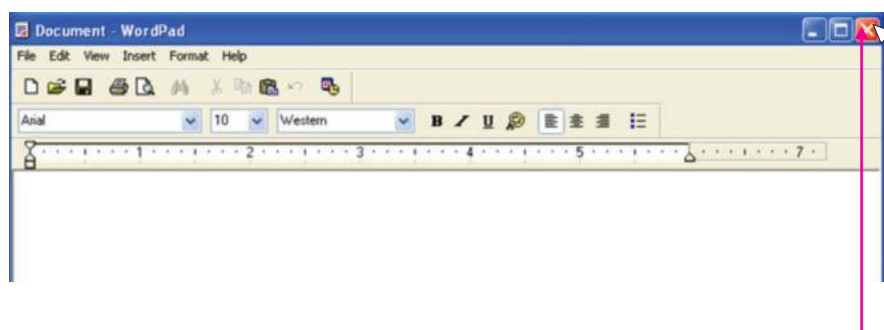
2. Hold down the left mouse button and drag the application window below the bottom edge of the screen and release the mouse button.

Shape of mouse pointer changed

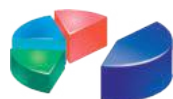
...the application window will disappear or close down.

### 🌐 Did You Know?

To close a program window, simply click its Close button (⊗) given at the top right corner. Remember, application windows do not have a Close button.



Close button of the wordpad window



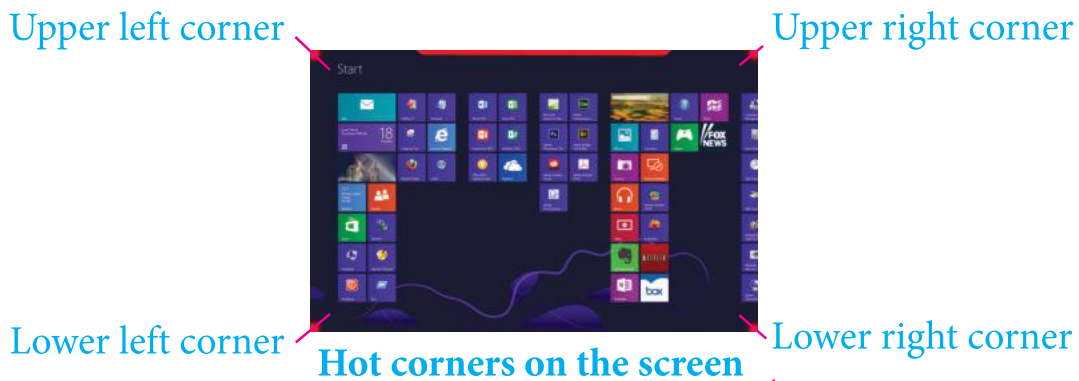


## Navigating Windows 8

We can use both keyboard and the mouse to navigate in Windows 8. Here, we will learn to navigate or move around in Windows 8 by using the mouse.

### Using 'Hot Corners'

Screen corners are very important for working in Windows 8. They are called Hot Corners because every time you hover the mouse pointer in a corner, a toolbar or tile will open, which you can click to perform some actions.



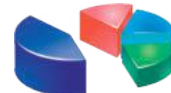
Let us learn, what different hot corners help us to do.

**Lower-left corner:** When you are using an application or program, you can click in the lower-left corner to go back to the Start screen.

**Upper-left Corner:** If you click in the upper-left corner, it will switch to the previous app you were using.



Hot corner on the lower-left corner





## Did You Know?

Win+I is the shortcut key to switch between open applications.

**Upper-right Corner or Lower-right Corner:** You can hover the mouse in the upper-right or lower-right corner to open the Charms bar, which contains several icons. Each icon is called a charm. Let's learn about each of these charms in brief.

**Search charm:** It lets you find applications, files or settings on your computer.

**Share charm:** It allows you to “copy” information from one application and “paste” it into another app.

**Start charm:** It takes you to the Start screen. If you're already on the Start screen, it will open the most recent app.

**Device charm:** It shows all hardware devices that are connected to your computer, such as printers or monitors.

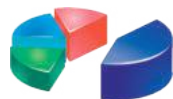
**Settings charm:** This lets you access general settings for your computer as well as settings for the app you're currently viewing.



### Let's Recall



- ⦿ Operating system is a software that acts as an interface between the computer and the user.
- ⦿ Windows 8 is a popular operating system developed by the Microsoft Corporation.
- ⦿ Start screen is the first screen that appears when you start up your computer. It is the home screen of your computer.





- ⦿ Rectangular graphics displayed on the start screen are called tiles. Each tile represents an application or a program.

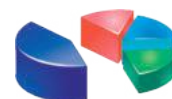
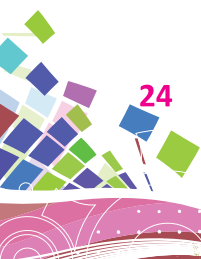


### A. Fill in the blanks.

1. Each ..... is called a charm.
2. .... can be used to operate on both touch screen and mouse operated devices.
3. The Start screen is the ..... screen of your computer.
4. A program will always open on the ..... screen.

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

1. Win + M is the shortcut key to switch between open applications.
2. Window 8 developed by Microsoft Corporation.
3. We cannot use Windows 8 to operate touch screen devices such as tablets and smart phones.





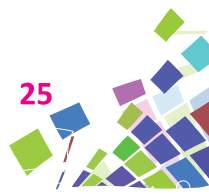
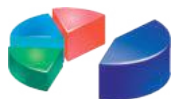


### C. Tick (✓) the correct option.

1. What is Windows 8?
  - a. Tile
  - b. Operating System
  - c. Start Screen
2. Which of these is called the Home screen of the computer?
  - a. Desktop
  - b. Start screen
  - c. Scroll bar
3. Which of these is not a charm?
  - a. Search
  - b. Devices
  - c. Desktop

### D. Answer the following questions.

1. What do you mean by scroll bar?
2. List 3 features of Windows 8.
3. What are hot corners?
4. What is zoom icon?
5. What are tiles?





# Fun With Paint



## Let us Know



- Starting Paint
- Working with Paint Tools
- Components of a Paint Window

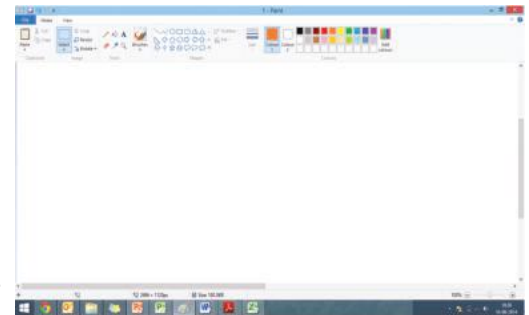
Hi, children! Paint is a very interesting application of Microsoft Windows. It can be used to create drawing on a blank drawing area and can also be used for editing pictures.



### ➤ Starting Paint

To start Paint, follow the steps:

1. On the **Start** Screen, click on the **Paint**.  
The following Paint window appears on the screen.



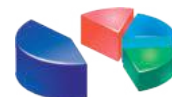
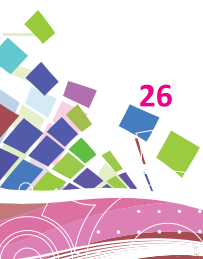
Paint Window

### ➤ Components of a Paint Window

#### Quick Access Toolbar

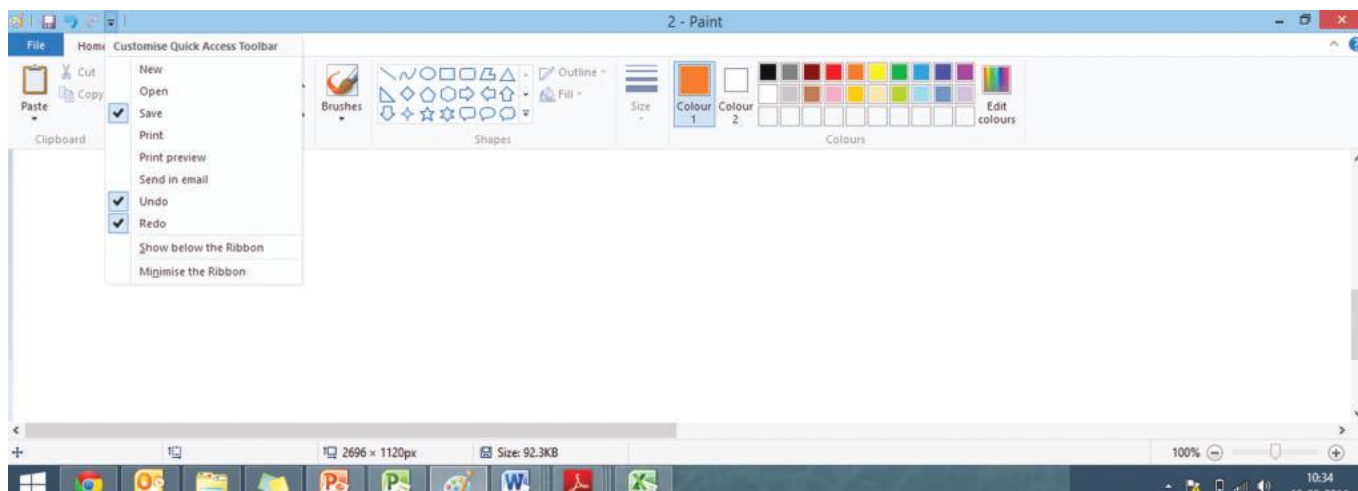
The top lines of the window is a Quick Access Toolbar. It includes page title, undo, redo save and open on.

To put the commands you use most often in Paint, put them on the Quick Access Toolbar above the Ribbon.





To add a Paint command to the Quick Access Toolbar, right-click a button or command and then click **Add to Quick Access Toolbar**.



Customizing quick access toolbar

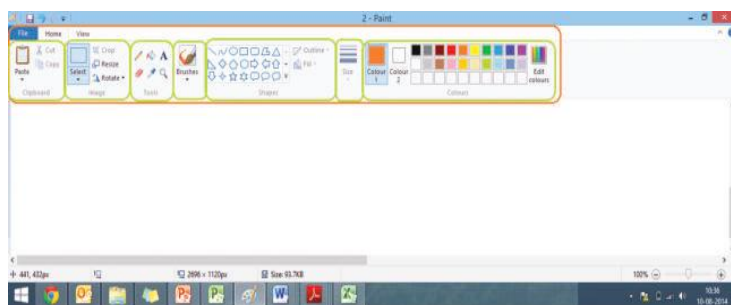
## ➡ **File Tab**

It is present just below the Quick Access toolbar. It consists of different menus to work in Paint.

## **Ribbon**

The Ribbon holds all of the commands. It has two parts:

1. Tabs
2. Groups

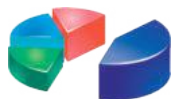


Ribbon of paint

Each tab contains commands arranged in different groups.

## **Drawing Area**

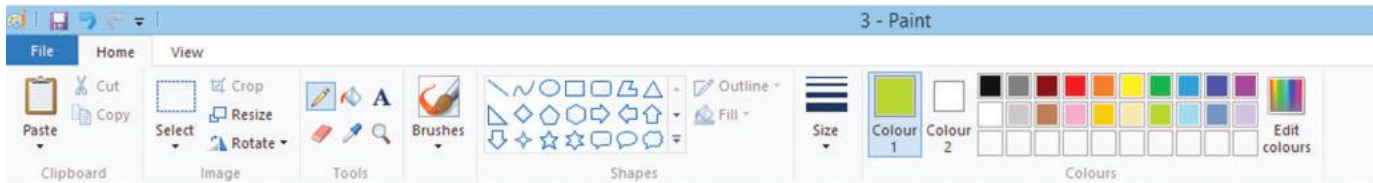
A drawing area is a blank white area in which user can create the drawing. It is also called canvas.





## Status Bar

A status bar is a horizontal bar window at the bottom of a parent window in which an application can display various kinds of status information. Here you can see general information about the current image.



Home tab

## Working with Paint Tools

To start drawing in Paint, you use **Home** tab.

Observe the different groups. To start with, you will learn some commands of Tools, Shapes and Colors group.

**Tools group:** It consists of different tools and brushes.

**Shapes group:** It consists of a variety of ready-made shapes for your ease.

**Colors group:** It has colors to select for your drawing.

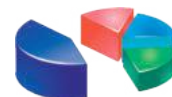
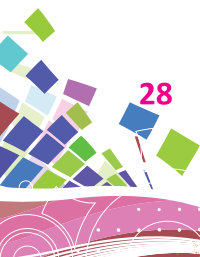
### ➡ Pencil Tool

Pencil tool is used to make free hand drawings, follow the steps:

1. On the **Home** tab, in the **Tools** group, click the **Pencil** tool.
2. In the **Colors** group, click **Color 1**, select a color.



Using Pencil Tool





3. Drag the pointer in the drawing area to draw.

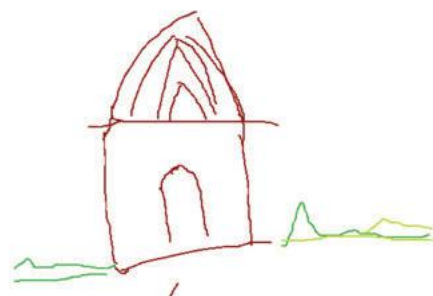
### Did You Know?

To draw a perfect square, just keep the shift key on the keyboard pressed while dragging the mouse.

### ➔ Eraser Tool

Eraser tool is used to erase the portion of object or entire object, follow the steps:

1. On the **Home** tab, in the **Tools** group, click the **Eraser** tool.
2. Drag the eraser to erase the drawing.



Using Eraser Tool

### Did You Know?

You may increase the size of eraser by pressing Ctrl and + [plus] and to decrease the size press Ctrl and – [minus].

## Shortcut Key

To create a new paint file, press Ctrl+N.

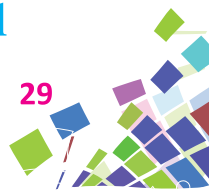
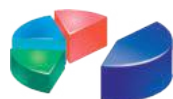
### ➔ Curve Tool

To draw a smooth curved line, follow the steps:

1. On the **Home** tab, in the **Shapes** group, click the **Curve** tool.
2. Click **Size** & then select a line size, which determine the thickness of the line.



Using Curve Tool





3. In the **Colors** group, click **Color 1**, click a color and then drag the pointer to draw the line.

To draw a line that uses the Color 2 (background) color, right-click while you drag the pointer.

4. After you have created the line, click the area in the picture where you want the arc of the curve to be and then drag the pointer to adjust the curve.

### ➔ **Fill with Color Tool**

This tool is used to fill an object with a particular color, follow the steps:

1. On the **Home** tab, in the **Tools** group, click the **Fill With Color** tool.

2. In the **Colors** group, click **Color 1**, click a color.

3. Bring the pointer in the drawing area to fill it with the foreground color.



Using Fill with Color Tool

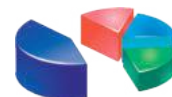
### **Did You Know?**

The color will leak if the shape is not closed.

Fill color in your drawing using Fill With Color Tool.

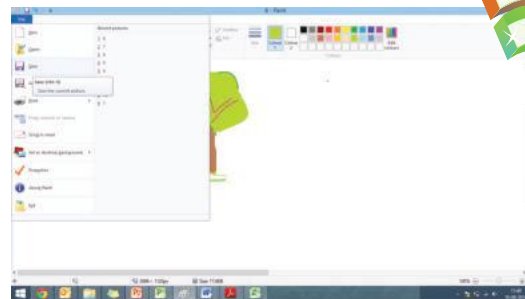
### ➔ **Saving a Picture**

After creating a new drawing, you must save it so that it can be used as and when required, follow the steps:

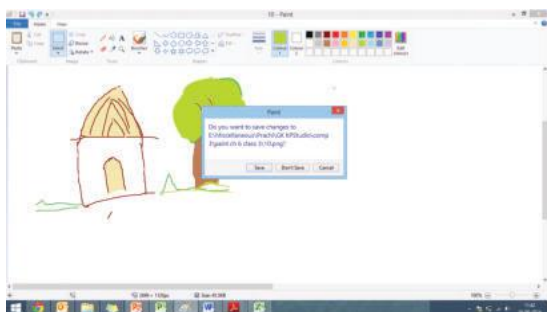




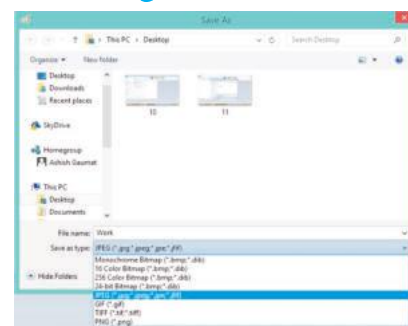
1. Click the **File Tab** and then click **Save**.
2. In the **Save as** type box, select the file format you want.
3. In the **File name** box, type a name and then click **Save**.



Saving a File



You may choose the appropriate option.



Select the desired file format

## Did You Know?

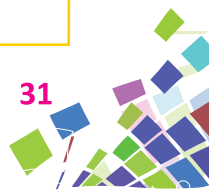
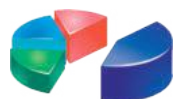
On closing Paint, computer asks 'Do you want to save changes to'.



## Let's Recall



- ◎ Paint is used to create drawings.
- ◎ The components of a Paint window are:
  - Quick Access Toolbar
  - Tab Buttons
  - Ribbon
  - Drawing Area
  - Status Bar
- ◎ Curve tool is used to draw smooth curved lines.
- ◎ Paint provides different ready-made shapes.





## EXERCISE

### A. Fill in the blanks.

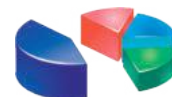
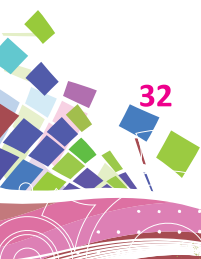
1. Paint is used to create .....
2. Drawing area is also called .....
3. Pencil tool is used to make ..... drawings.
4. .... tool erases lines or part of the picture.

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

1. User can not save his drawings.
2. To create a new paint file, press Ctrl+O.
3. Drawing area is a blank white area.
4. Paint provides different ready-made shapes.

### D. Answer the following questions.

1. Explain the use of the 'Eraser' tool.
2. What is the use of pencil tool?
3. Define status bar.
4. What is drawing area?







# Wordpad



## Let us Know



- Open WordPad
- How to Type in WordPad
- Opening a Saved Document
- Components of WordPad Window
- Saving a Document
- Closing WordPad

Hi, children! WordPad is a text-editing application which can be used to write letters, stories, poems and to create and edit documents.



### ➤ Opening WordPad

To open WordPad follow the steps:

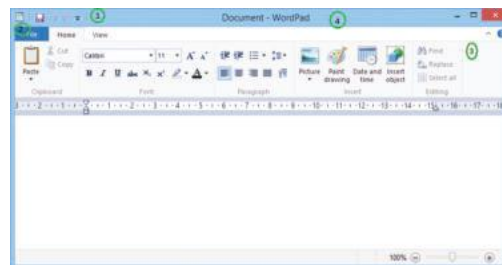
1. On the **Start** screen.
2. Click **WordPad**.



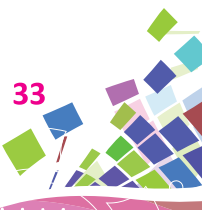
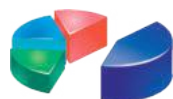
### ➤ Components of a WordPad Window

Click WordPad program

1. Quick Access Toolbar
2. File Tab
3. Ribbon
4. Title Bar



WordPad Window





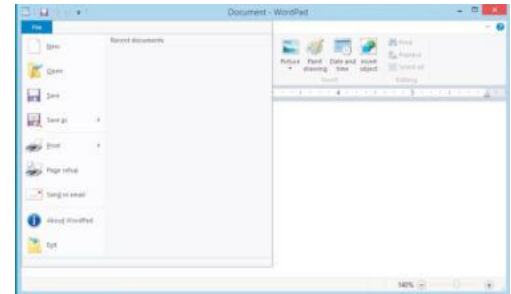
## Quick Access Toolbar

The top line of the window is Quick Access Toolbar. It includes page, title, undo, redo, save and open button.

### ➔ File Tab

It is present just below the Quick Access Toolbar. It consists of different commands to work in WordPad.

Click on the File tab to select the required command.



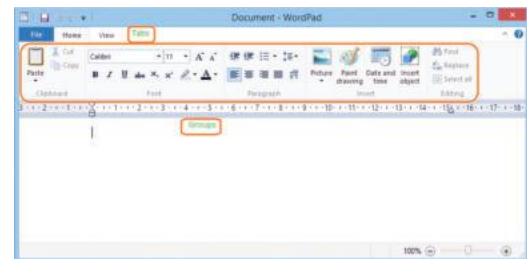
Commands in File Tab

### ➔ Ribbon

Ribbon can be used to change the formatting in a document.

It has two parts: 1. Tabs 2. Groups

Each tab contains commands arranged in different groups.



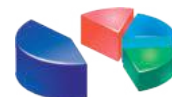
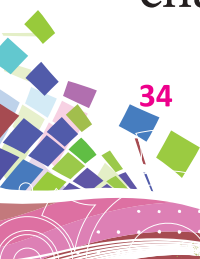
The Tab are located across the top of the ribbon under the title bar

### ➔ Title Bar



Title Bar

It is located at the top of the WordPad window. The Title bar displays the name of the document on which you are currently working. By default, WordPad names the document, as Document. When you save your file, you can change the name of your document.



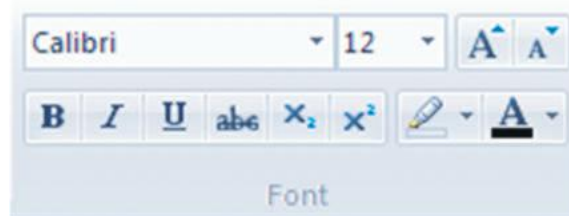


## ➔ Zoom

To zoom in and out in a document, you can also click the Zoom in (+) or Zoom out (-) buttons on the Zoom slider in the lower-right corner of the window to increase or decrease the zoom level.

## ➔ How to Type in WordPad

You may start typing your text, using keyboard. You may use different fonts (styles of writing) for typing.



Font Group

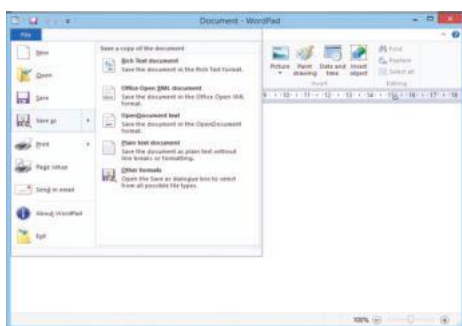
You may also make bold, italic and underline certain words.

## ➔ Saving a Document

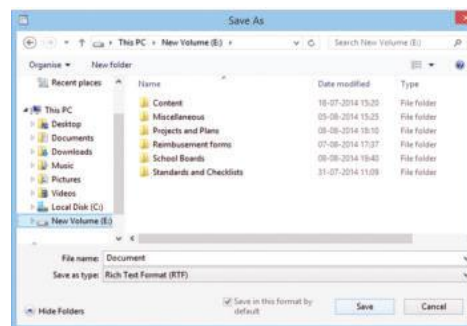
After finishing your work, it is always important to save it, so that you can reuse it as and when required.

To save your work, follow the steps:

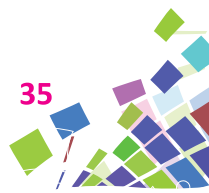
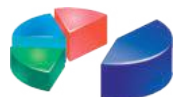
1. Click the **File** tab.
2. Click the **Save** option.



Save Option on File tab



Save as dialog box





3. In the **File name** box, type the name of the file.
4. Click the **Save** button.

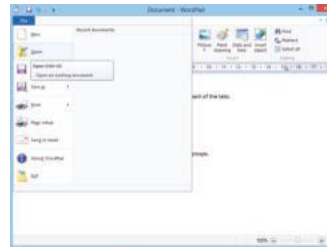
## Shortcut Key

To save changes to a document, press Ctrl+S.

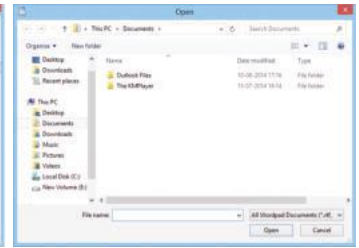
## ➡ Opening a Saved Document

To open a file, follow the steps:

1. Click the **File** Tab.
2. Click the **Open** option.
3. Click the file that you want.
4. Click the **Open** button.



Opening a file

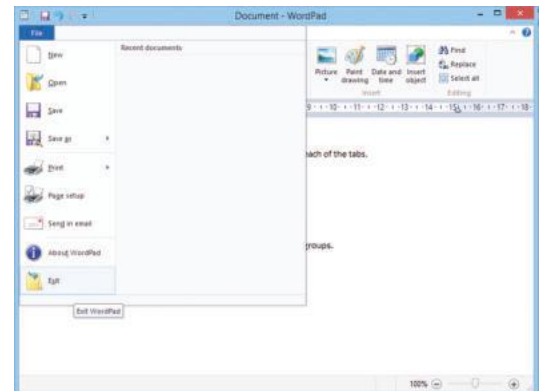


Open dialog box

## ➡ Closing WordPad

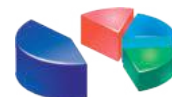
After you finish your work, close WordPad program.

1. Click the **File** Tab.
2. Click the **Exit** option.



## Let's Recall

- ① WordPad is a text-editing program, you can use to create and edit documents.
- ① To zoom in and out in a document, you can also click the Zoom in (+) or Zoom out (-) buttons on the Zoom slider.
- ① You may use different fonts (styles of writing) for typing.
- ① You may also write bold, italic and underlined words.





# EXERCISE

## A. Fill in the blanks.

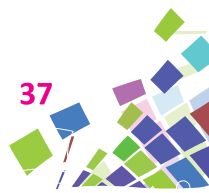
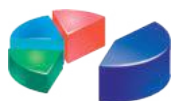
1. The top line of the window as ..... toolbar.
2. To enter text in a WordPad file, you use .....
3. The ribbon is used to change the ..... in a document.

## B. Tick (✓) the correct option.

1. WordPad is a ..... application.  
a. Text editing  b. Drawing
2. WordPad is a program for ..... text on the computer.  
a. Typing  b. Drawing
3. .... is used to save a document.  
a. Ribbon   
b. Quick access toolbar

## C. Answer the following questions.

1. Name the part of WordPad Window.
2. What is Quick Access Toolbar?
3. Why is it important to save a document?





# MS Word 2013



## Let us Know



- Basic file operations
- Saving a file
- Closing a file
- Opening a saved file
- Selecting text
- How to open MS Word 2013
- Parts of the Word Window
- Typing in the Word
- Inserting text
- Existing word
- Creating a new file
- Deleting text

Hi, children! Microsoft Word 2013 is a word processing program designed to help you create professional quality documents. Word helps you organize and write your documents more efficiently.

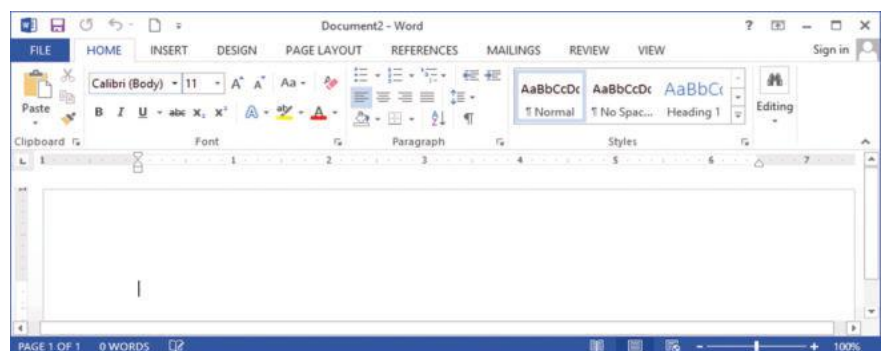


## ➤ Opening MS Word

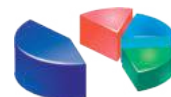
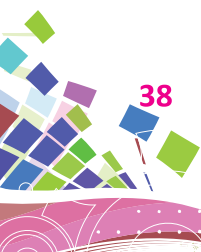
To start MS Word:

1. Go to the **Start** screen.
2. Click the **Word 2013**.

The following Word window appears on the screen with a blank document.



Default Window of Microsoft Word



Computer-3

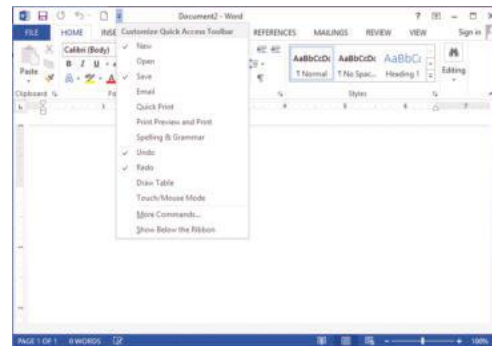




## ➔ Components of Word Window

The word window consists of the following components:  
Let us know about these components in details.

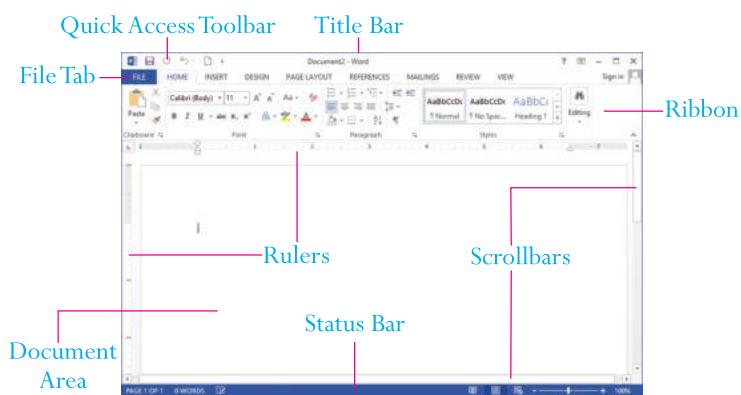
1. **The File Tab:** The File tab is present in the upper left corner of the window. When you click the button, a menu appears. You can use the menu to create a new document, open an existing file or save a file. Other options are save as, print, send, publish and close.



Customizing quick access toolbar

2. **The Quick Access Toolbar:** Above the File tab is the Quick Access toolbar. The Quick Access toolbar provides you with access to commands, you frequently use. By default Save, Undo and Redo appear on the Quick Access toolbar.

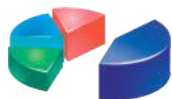
You can also customize the Quick Access Toolbar by checking or unchecking the items available in the Customize Quick Access Toolbar drop-down box. Shortcuts for the items that are checked will appear in the toolbar.



Components of word window

## Did You Know?

You can place the Quick Access toolbar above or below the Ribbon. To do so, click the arrow at the right end of the toolbar and then click **Show Below the Ribbon** from the Customize Quick Access Toolbar dialog box.





3. **Title Bar:** Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently working. Word names the first new document you open as Document1. As you open additional new documents, Word names them sequentially such as Document2, Document3 and so on. When you save your document, you can assign the document a new name.

4. **Ribbon:** The Ribbon is the panel at the top of the Word 2013 workspace and below the Quick Access Toolbar. You use the ribbon to give instructions.

The Ribbon has several tabs including Home, Insert, Page Layout, References, Mailings, Review and View. Clicking a tab displays several related command groups. Within each group, there are related command buttons that you will use to perform various operations while you're creating a document.

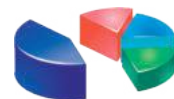
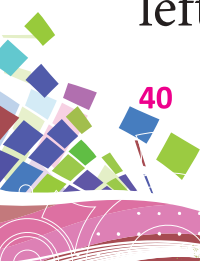
5. **Tabs:** Each of the tabs contains groups. For example, the **Home tab** contains group as Clipboard, Fonts, Paragraph, Styles and Editing.

6. **Rulers:** The rulers are found below the Ribbon and above the document window and also on the left side of the document.

### Did You Know?

You can show or hide the document rulers by following the steps:

1. Click the **View** Tab in the Ribbon.
2. Click the check box next to Rulers.
3. To hide the rulers, uncheck the box.







7. **Text/Document Area:** Just below the ruler is a large area called the text area. You type your text or content in the text area.

The blinking vertical line in the upper-left corner of the text area is the cursor or the insertion point. As you type, your text displays at the cursor location.

8. **The Vertical and Horizontal Scroll Bars:** The horizontal and vertical scroll bars allow you to move up, down, and across your window by dragging the icon located on the scroll bar.

The horizontal scroll bar is located just above the status bar and is used to move back and forth across your document. You won't see a horizontal scroll bar if the width of your document fits on your screen.

The vertical scroll bar is located along the right side of the screen and is used to move up and down your document.

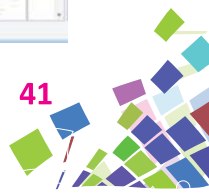
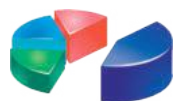
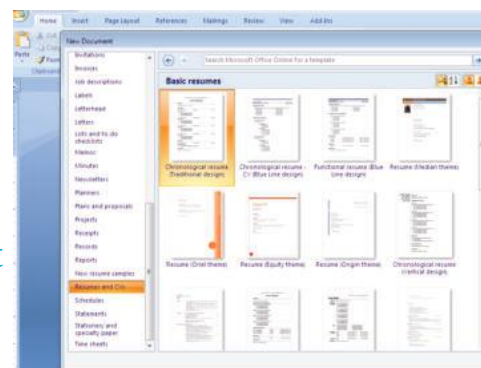
9. **Status Bar:** The Status bar appears at the bottom of your window. It provides detailed information about your document, such as the current page number, the word count, section number, line number etc.

## ➔ Opening a New Document

To create a new document, follow the steps:

1. Click the **File** tab.

Opening a new document





2. Select **New**.
3. Click the **Blank Document**.

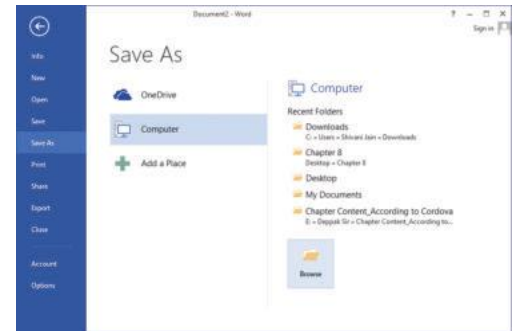
## Shortcut Key

To create a new document, press **Ctrl + N**.

## ➡ Saving a Document

To save a document, follow the steps:

1. Click **File** tab.
2. Select **Save as**.
3. Click **Computer**.
4. Click **Browse**.

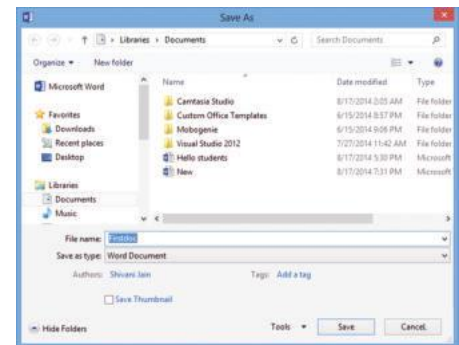


Saving a file

The following **Save as** dialog box appears.

5. Type the file name.
6. Click the **Save**.

The word document automatically adds a period and an extension .docx to the file name.



Save as dialog box

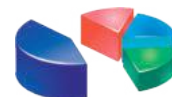
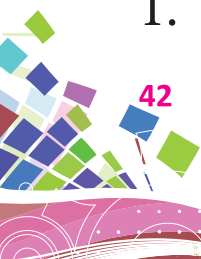
## Shortcut Key

Click the **Save** button on the **Quick Access Toolbar** or press **Ctrl+S**.

## ➡ Opening an Existing Document

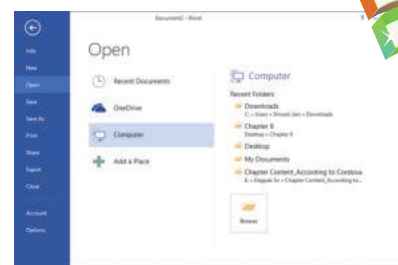
To open a document, follow the steps:

1. Click **File** tab.
2. Select **Open**.

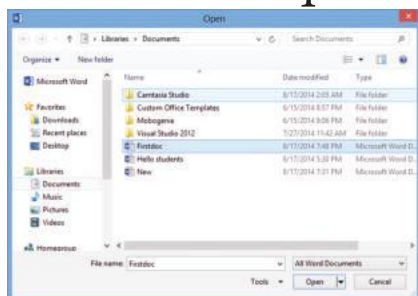




3. Click **Computer**.
  4. Click **Browse**.
- The following **Open** dialog box appears.
5. Select the required file.
  6. Click **Open**.



Opening a saved file



Open dialog box

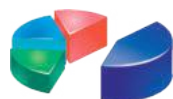
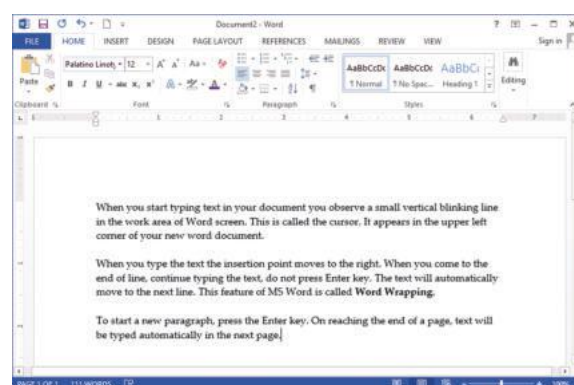
## ➔ Typing Text in a Word Document

When you start typing text in your document, you observe a small vertical blinking line in the work area of Word screen. This is called the cursor. It appears in the upper left corner of your new word document.

When you type the text, the insertion point moves to the right. When you come to the end of line, continue typing the text, do not press Enter key. The text will automatically move to the next line. This feature of MS Word is called **Word Wrapping**.

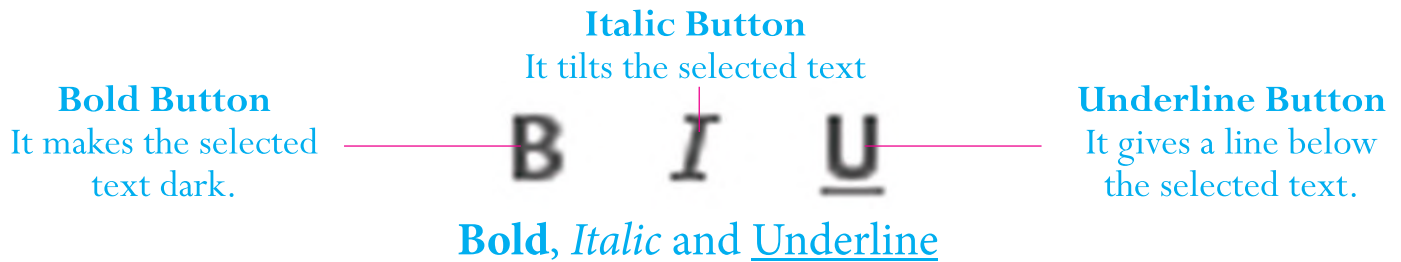
To start a new paragraph, press the **Enter key**. On reaching the end of a page, text will be typed automatically in the next page.

Typing text in a word document





You can Bold, Italic and Underline the text by clicking the Bold (**B**), Italic (*I*) and Underline (U) icons on the **Home** tab in the **Font** group.



### To select text:

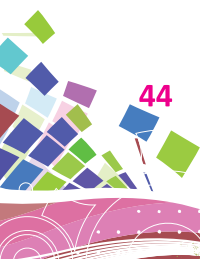
Before applying formatting to text, you will first need to **select** it.

1. Place the **insertion point** next to the text you wish to select.
2. Click the mouse and while holding it down, drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

### To delete text:

There are several ways to **delete** or remove text:

1. To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
2. To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
3. Select the **text** that you wish to remove then press the **Delete** key.



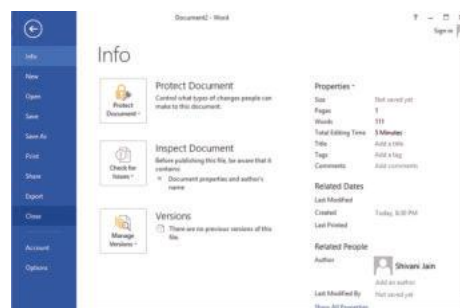


## ➔ Closing a Document

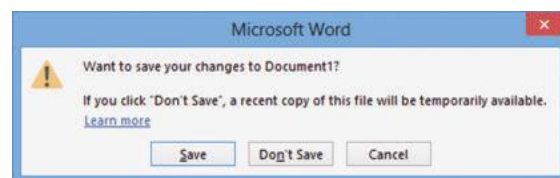
To close a document, follow the steps:

1. Click the **File** tab.
2. Select **Close**.

If you haven't saved the document, it prompts you to save. Click the **Save** button to save the document or click the **Don't Save** button, if you want to close the file without saving it.



Closing a document



Prompt to save file

## Shortcut Key

To exit word press **Alt + F4**.

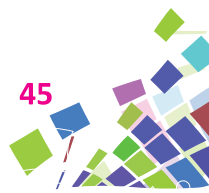
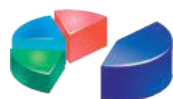


- ⊙ A word processor is an application software, used to type text or content on computer.
- ⊙ The Title bar displays the title of the document on which you are currently working.
- ⊙ The Quick Access toolbar provides you with access to commands you frequently use.
- ⊙ The Ribbon has several tabs.



### A. Fill in the blanks.

1. The word document automatically adds a period and an extension ..... to the file name.
2. Microsoft Word is a ..... software.





3. The ..... tab is present in the upper left corner of the window.

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

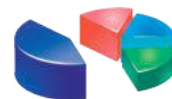
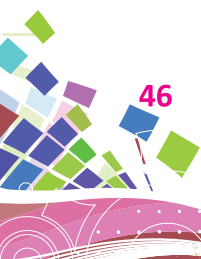
1. A word processor is an application software.
2. The Ribbon has only one tab.
3. To exit word, you can press Ctrl + F4.
4. To start a new paragraph, press the Enter key.

**C. Tick (✓) the correct option.**

1. To exit word you can press .....  
a. Alt + E4  b. Alt + F4
2. Next to the Quick Access toolbar is.  
a. Title bar  b. Status bar
3. To open a document, press.  
a. Ctrl + N  b. Ctrl + O

**D. Answer the following questions.**

1. What is WordPad?
2. List the information that you can view in Status bar.
3. Write steps to open and save a file in WordPad.





# Internet



## Let us Know



- What is internet?
- Uses of internet.
- Basic Internet Terms: (World wide web, Web site, Web pages, Web browser, Hyperlinks, Email)
- Internet explorer

Hi, children! You can play online games and chat with your family or friends staying far away.

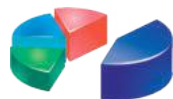


When two or more computers are connected to each other to share the information and resources, is called computer network. The word Internet is a combination of two words; 'inter' meaning between and 'net' meaning network. It is a collection of interconnected computer networks from around the world that provides lots of information on any topic you can think of.

It is one large network composed of many smaller networks. It connects millions of computers through cables, telephone wires or at times wireless media of communication.



Computer-3





## Uses of Internet

Following are the uses of Internet:

It is a worldwide network of computers that share



Friends and Family members communicating over the Internet.

information. The primary purpose of Internet is information sharing and communication. You can communicate with friends and family far off.

You can search any topic and learn more.

You can send and receive messages using e-mail.



Searching information



Sending e-mail







## ➔ Requirements for an Internet Connection

To connect Internet to a computer, you require the following:

- ❑ A telephone
- ❑ A modem or a network card

A modems is a device for connecting computers by a telephone line. This networking devices converts analog and digital data for computer-to-computer communi-cation.

### Software (web browser)

Web browser is an interface that allows you to control information on the Web. The browser connects to the server to which you're connecting, picks the Web pages and displays them. Examples of web browser are Internet Explorer, Google Chrome and Mozilla Firefox.

### Internet Service Provider (ISP)

A company that provides Internet connection.

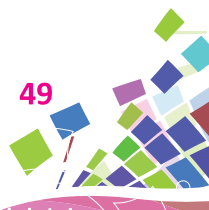
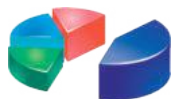
## ➔ Terms Related to Internet

Let's understand the internet terminology.

**Protocol** is the rule that orders, how you get the required information from the Internet.

**Website** is a collection of web pages.

**Web Page** is a collection of text, pictures, videos, animation etc.





**World Wide Web [WWW]** is a collection of related web sites.

**WWW server** is a computer that is a store house and provides access to Web documents.



Google Chrome

**Home page** is the first page that is opened, whenever you start your web browser. This page can be changed according to your settings.

## ➔ Internet Explorer

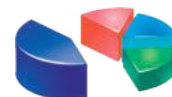
You can browse Internet through Internet Explorer (IE) or Google Chrome. On double clicking the icon on the Desktop, you will be greeted with the Google window.

## Web Page or Display Area

The web page is displayed in this area.

## Address Bar

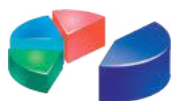
The address of the web site is typed into the Address bar text box. Press Enter or click **Go** on the address bar to view the web page. The web address is generally given in lowercase letters but is case insensitive. There are no spaces in a web page or web site address.





The web browser has the following buttons:

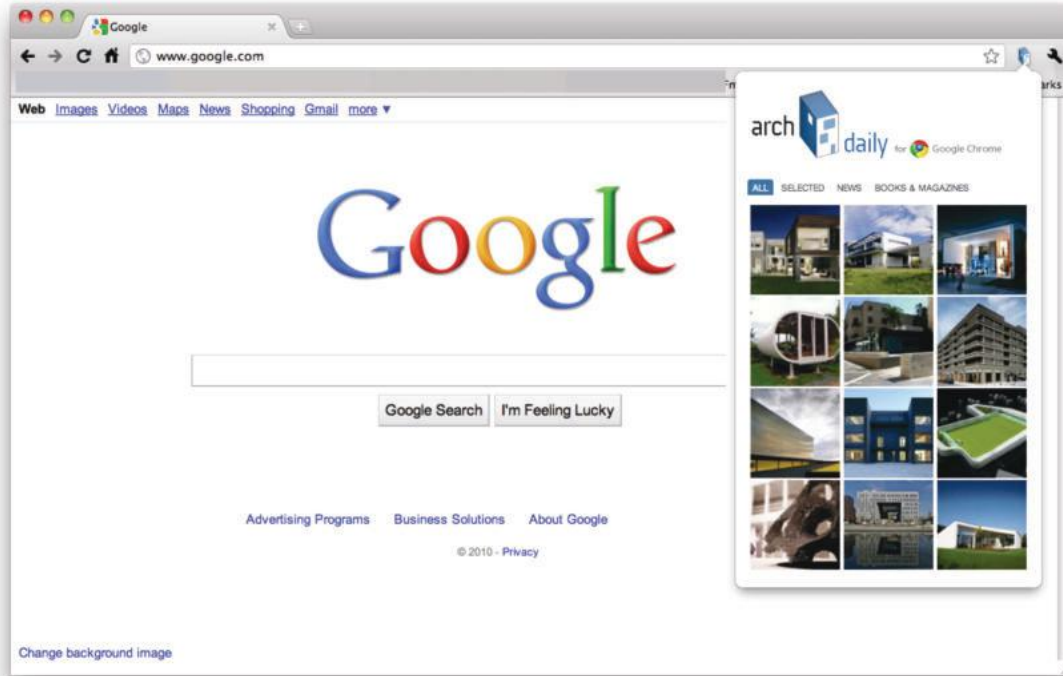
- Back** To go back to previously viewed web page.
- Forward** To go forward to a web page that was viewed just before using the Back button.
- Stop** To stop the loading of the web page from that point forward.
- Refresh** To refresh/reload the contents of the currently displayed web page. It helps in loading of a web page, if it stops in between due to some fault.
- Home** To go to the Home page of your web browser.
- Search** To search for the text entered in the address bar. You may type in any combination of alphanumeric characters to search a web site.
- Favorites** Displays a list of previously book marked web sites. You may add, delete or create folders for related web sites in the Favorites section.
- History** Displays a list of previously viewed web sites along with the date and time.
- Mail** Starts the E-mail program.
- Print** Prints the web page with the default settings of the printer.





**Status bar** Displays the status of the current web page.

If Google Chrome is not your default browser then it will ask you to set it as default. If you wish so then click Set as default.



Google Chrome

### Let's Recall

- ⊙ Internet is often described as a network of networks.
- ⊙ The Web consists of pages that contain lots of information.
- ⊙ Home page is the first page that is opened, whenever you connect to a web site.
- ⊙ Internet Explorer also consists of toolbars for example - Title bar, Menu bar, Standard toolbar and Status bar.





# EXERCISE



## A. Fill in the blanks.

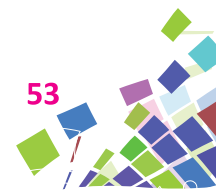
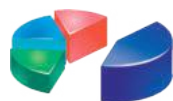
1. .... is a collection of web pages.
2. .... displays the status of the current web page.
3. The ..... button takes you back to the previously viewed web page.
4. .... button is used to refresh the web page.

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

1. History displays a list of previously viewed websites.
2. WWW is a collection of websites.
3. Protocol is a set of rules for the Internet.
4. ISP is a company that provides internet connection.
5. Modem is essential for internet connectivity.

## C. Answer the following questions.

1. Write the names of some web browsers.
2. What do you mean by home page?
3. What is a modem?
4. What are www, website and webpage?





# DESKTOP AND START MENU IN WINDOWS 10



## Let us Know

- The Lock Screen
- The Desktop
- Start Menu – The Left Side
- The Sleep/Shut Down/Restart Commands
- The Login Screen
- Meet the Start Menu
- Start Menu – The RightSide

Windows 10 is a personal computer operating system. It was developed and released by Microsoft in July 29, 2015. Windows 10 is the most powerful operating system that Microsoft has ever made.

Windows 10 restores the desktop to its traditional importance. The desktop is once again your only home base, your single starting point. It's the view that greets you when the computer turns on, and it offers all the tools you need to manage and organize your files.

### ➔ **The Lock Screen**

When you turn on a Windows 10 machine, the first thing you see is a colorful curtain that's been drawn over the computer's world. It's the **Lock screen**. The Lock screen serves the same purpose it does on a phone: It gives a quick glance at the time, the date, your WiFi signal strength, the





weather, and (on laptops and tablets) your battery charge. When you do want to go past the Lock screen to log in, there's nothing to it. Almost anything you do that says, "I'm here!" works:

- ❑ **Touchscreen:** Swipe a finger upward.
- ❑ **Mouse:** Click anywhere. Or turn the mouse wheel.
- ❑ **Keyboard:** Press any key.



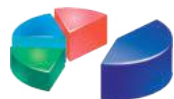
The Lock Screen

### ➡ The Login Screen

As in any modern operating system, you have your own account in Windows. It's your world of files, settings, and preferences. So, the second thing you encounter in Windows 10 is the Login screen. This is also where you're supposed to log in—to prove that you're you. But logging in no longer has to mean typing a password. One of Windows 10's primary goals is to embrace touchscreens, and typing is a pain on tablets.

Therefore, you can log in using any of these techniques:

- ❑ Just look at your screen. On laptops or tablets with Intel's RealSense infrared cameras, facial recognition logs you in.
- ❑ Swipe your finger across the fingerprint reader, if your





computer has one.

- Put your eye up to the iris reader, if your machine is so equipped.
- Draw three lines, taps, or circles on a photo you've selected.
- Type in a four-digit PIN number you've memorized.
- Type a traditional password.
- Skip the security altogether. Jump directly to the desktop when you turn on the machine.

## ➔ The Desktop

Once you've gotten past the security barrier, you finally wind up at the home base of Windows: the desktop.

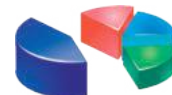


You can make the desktop look like whatever you want. You

can change its background picture or color scheme; you can make the text larger; you can clutter up the whole thing with icons you use a lot.

## Did You Know?

Windows 10 will keep personal and corporate data separate.

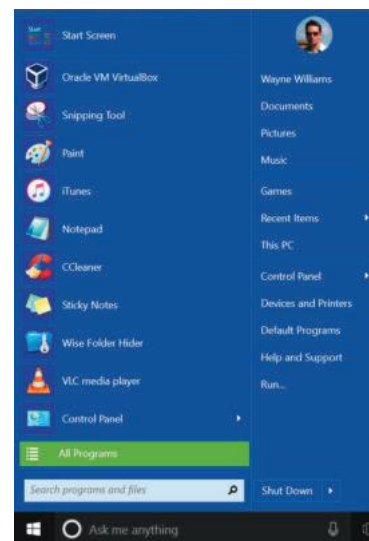






## ➔ Meet the Start Menu

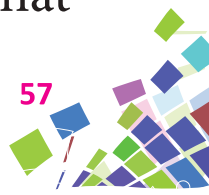
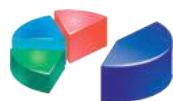
Windows 10 is composed of 50 million lines of computer code, scattered across your hard drive in thousands of files. The vast majority of them are not for you; they're support files, there for behind-the-scenes use by Windows and your applications. They may as well bear a sticker reading, “No user-serviceable parts inside.”



That's why the Start menu is so important. It lists every useful piece of software on your computer, including commands, programs, and files. Just about everything you do on your PC begins—or can begin—with your Start menu.

In Windows 10, as you've probably noticed, the word “Start” doesn't actually appear on the Start menu, as it did for years; now the Start menu is just a square button in the lower-left corner of your screen, bearing the Windows logo ( ). But it's still called the Start menu, and it's still the gateway to everything on the PC.

You can open the Start menu with the mouse. If you feel that





life's too short, however, tap the key on the keyboard instead, or the button if it's a tablet.

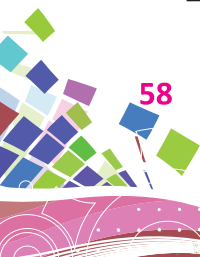
## ➡ **Start Menu: The Left Side**

The most amazing thing about the Windows 10 Start menu is that Windows 10 has a Start menu—something that's been missing since Windows 7. The left side, or something like it, has been with Windows from the beginning. The right side is a pared-back version of the Start screen that distinguished Windows 8.

The left side may look like the Start menu that's been in Windows from the beginning (except during that one unfortunate three-year Windows 8 phase). But there's a big difference: In Windows 10, you can't use it to list your own favorite programs, folders, and files. (That's what the right side is for.) The left side is meant to be managed and run entirely by Windows itself.

## ➡ **Start Menu: The Right Side**

The right side of the Start menu is all that remains of the Great Touchscreen Experiment of 2012, during which Microsoft expected every PC on earth to come with a touchscreen. Instead





of a Start menu, you got a Start screen, stretching from edge to edge of your monitor, displaying your files, folders, and programs as big rectangular tiles.

## ➔ **The Sleep/Shut Down/Restart Commands**

If you really want to do the sleeping or shutting down thing using the onscreen commands, you'll be happy to know that in Windows 10, you no longer need 20 minutes and a tour guide to find them. They're right there in the Start menu, near the bottom. Choose Power to see them.

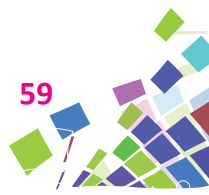
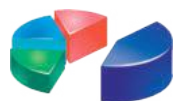
Shutting down is only one of the options for finishing your work session. What follows are your others.

### **Sleep**

Sleep is great. When the flight attendant hands over your pretzels and cranberry cocktail, you can take a break without closing all your programs or shutting down the computer.

### **Restart**

This command quits all open programs and then quits and restarts Windows again automatically. The computer doesn't





actually turn off. You might do this to “refresh” your computer when you notice that it's responding sluggishly, for example.

## Shut down

This is what most people would call “really, really off.” When you shut down your PC, Windows quits all open programs, offers you the opportunity to save any unsaved documents, exits Windows, and turns off the computer. There's almost no reason to shut down your PC anymore, though. Sleep is almost always better all the way around. The only exceptions have to do with hardware installation. Anytime you have to open up the PC to make a change (installing memory, hard drives, or sound or video cards), you should shut the thing down first.



### Let's Recall



- ⦿ The Lock screen serves the same purpose it does on a phone.
- ⦿ The second thing you encounter in Windows 10 is the login screen.
- ⦿ Windows 10 is composed of 50 million lines of computer code.





# EXERCISE

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

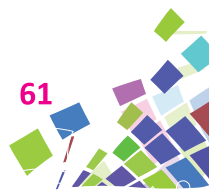
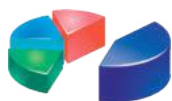
1. Windows 10 is developed and released by .....  
(Microsoft/Micromax)
2. The colourful curtain that's been drawn over the computer's world is the .....  
(Lock screen/CPU)
3. Windows is composed of ..... million lines of computer codes.  
(Forty thousand/Fifty million)

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

1. Windows 10 will keep personal and corporate data separate.
2. You cannot open the start menu with the mouse.
3. Restart command quits all open programs and then quits and restarts windows again automatically.
4. XP is composed of 50 million lines of computer code.

## C. Answer the following questions.

1. What is the lock screen?
2. What is one of the Windows 10's primary goals?
3. What is the most amazing thing about the Windows 10 start menu?

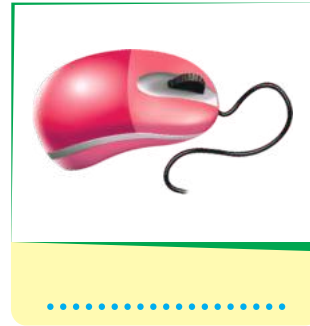
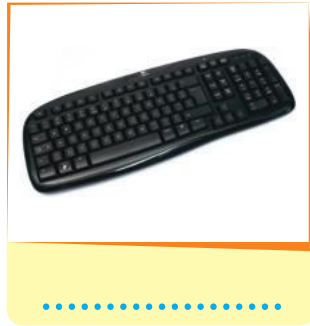




# Model Test Paper - 1



## A. Write the names of these devices in the blanks.

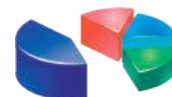
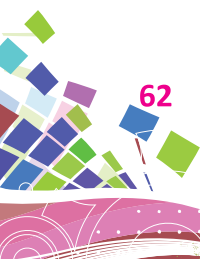


## B. Fill in the blanks.

1. Desktop computers are kept on .....
2. .... founded the IBM company.
3. The ..... and headphones give us output in the form of sound.

## C. Answer the following questions.

1. Define operating system.  
.....
2. Which was the first calculating device?  
.....
3. Compare RAM and ROM.  
.....





# Model Test Paper - 2

## A. Fill in the blanks.

1. Paint is used to create .....
2. Drawing area is also called .....
3. Pencil tool is used to make ..... drawings.
4. .... tool erases lines or part of the picture.
5. The ..... button takes you back to the previously viewed web page.

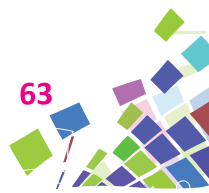
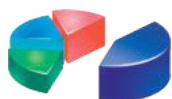
## B. Identify and name the icons.



.....

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

1. To create a new Paint file, press Ctrl + S on the Internet.
2. Internet is one small network composed of many large networks.
3. The Ribbon has only one tab.





4. To delete text to the right of the insertion point, press the Back Space key on your keyboard.



### C. Answer the following questions.

1. What is Wordpad?



2. What are the uses of Internet?



3. What is the purpose of search charm?



4. Explain the use of the 'Eraser' tool.



5. What is the use of pencil tool?

