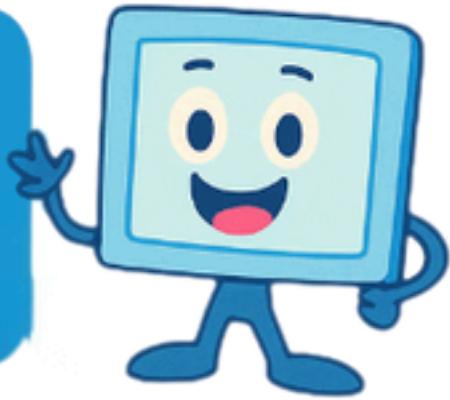


# TABLE OF CONTENTS



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# CHAPTER : 01

## Computer :

### A Wonderful Machine



#### DO YOU KNOW ?

Hello Kids, do you know what are machines ?

Our world is full of amazing things. Some of them are natural, and some are man - made .

#### Natural Things



Sun



Bird



Tree

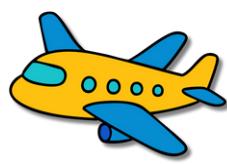


Animals

#### Man Made Things



Car



Aeroplane



Chair



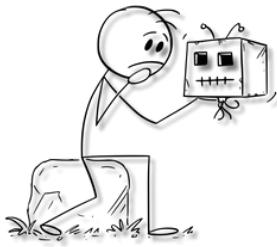
Home

**Natural things** are created by nature, not by humans.

**Man - Made things** are created by people to make life easier.



Computers are also man-made. They are special machines that help us in many ways!



# WHAT ARE MACHINES ?

**A MACHINE IS SOMETHING THAT HELPS US DO WORK EASILY AND QUICKLY.**

- It saves our time and energy.
- Machines cannot think on their own, but they follow our instructions.
- Some machines are small, like a toy car or a mixing grinder.
- Some machines are big, like a train or an airplane.



A pencil is used to write.



A eraser is used to erase.



A ruler is used to measure or draw straight lines.



A knife/scissor is used to cut things.



A Sharpener is used to sharp pencil.



A stapler is used to staple papers.



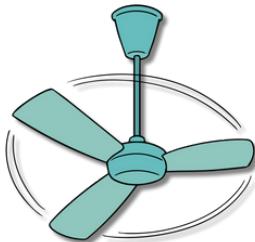
**A Washing machine  
is used to wash  
clothes.**



**A refrigerator keeps  
food fresh.**



**A mobile phone is  
used to talk to  
people far away.**



**A fan is used to give  
us cool air.**



**A calculator is a  
small machine that  
helps us do math  
quickly.**



**A bicycle is used to  
travel short  
distances.**

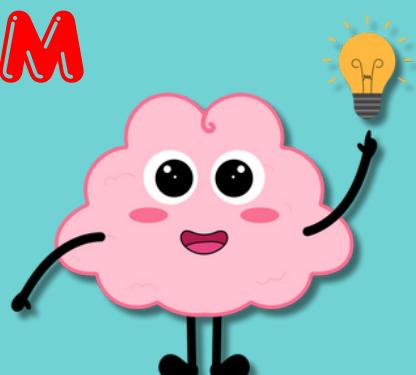
## BRAINSTORM



**Do You think a  
pant zipper is a  
machine ?**

**Yes**

**No**

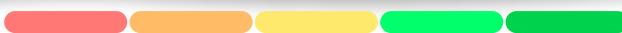




# COMPUTER

**A COMPUTER IS A SMART MACHINE THAT HELPS US DO WORK AND HAVE FUN.**

- It is an Electronic machine. It runs on Electricity.
- It is very fast and it doesn't make mistake.
- It makes our work very easy.
- It stores large amount of information.
- We can play games, draw pictures, solve problems very fast and do many more things on a computer.



## TYPES OF COMPUTERS

**Let us discuss about different types of computer:**



**A desktop computer is kept at home or work place. It can not be carried everywhere.**



**A laptop is a computer that we can carry anywhere with us.**



**A tablet is a small computer with touchscreen.**

**smartphone is a portable, pocket-sized computer optimized for mobile use.**



**A palmtop is a small computer that fits in the palm.**



## **DO YOU KNOW ?**

**Charles Babbage is known as father of computer.**

# HUMAN VS COMPUTER



**Humans has feelings**

**Humans can make his own decisions.**

**Humans can make mistake.**

**Humans get tired easily.**



**A computer doesn't have any feelings.**

**It can't take any decision.**

**It doesn't make any mistake.**

**It never gets tired.**

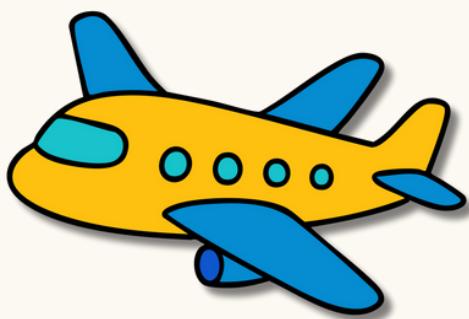
**The first computers were huge—bigger than a room!**





# ACTIVITY

Tick (✓) the machines that you see at home :





# SUMMARY



- A machine is a man - made thing which makes our work easier.
- Machine like Pencil, sharpener , ruler, cycle etc.. doesn't need Electricity to run.
- Machine like Fan, washing machine, television, Air conditioner, computer etc need electricity to run . These are called Electronic Machines
- Computer is an electronic machine. It is fast and does not make mistakes
- Computer is a Smart, Super and Wonderful Machine.





## DISCUSS

Why Computer is Smart and Wonderful Machine ?

## EXERCISE



A . Tick (✓) the correct option :

1. Which one these is a machine?



2. Which machine is used only inside home?



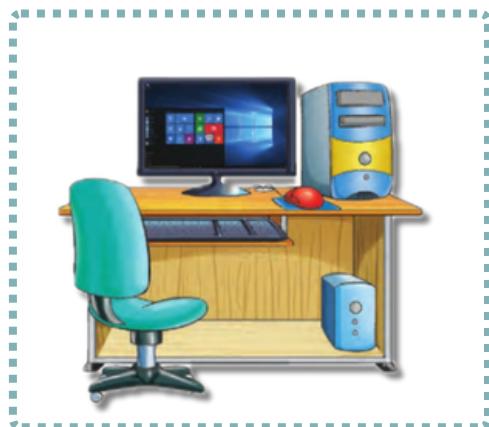
3. Which computer fits in the palm ?



4. Which computer can not be carried everywhere ?



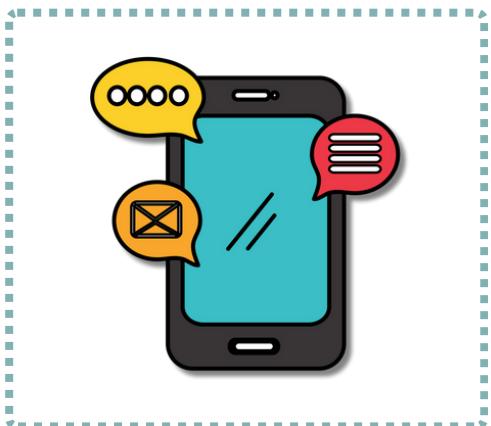
## B. Fill the missing letters :



D      K           P



T      B           T



S		A		T
	H	N		

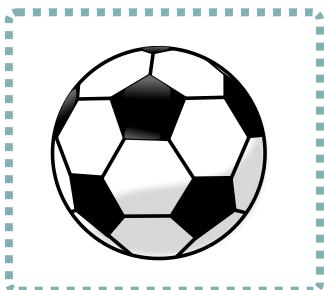
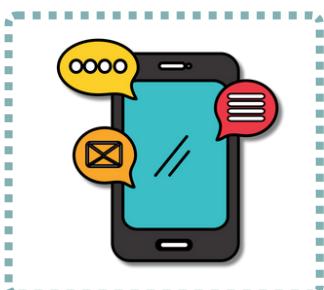
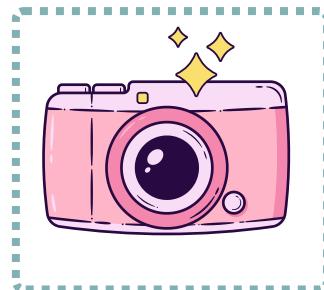


L      P           P



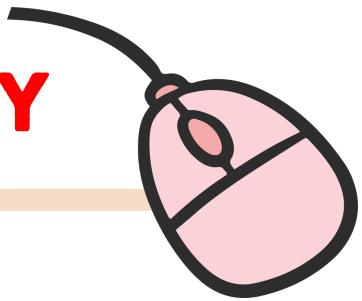
P      L           O

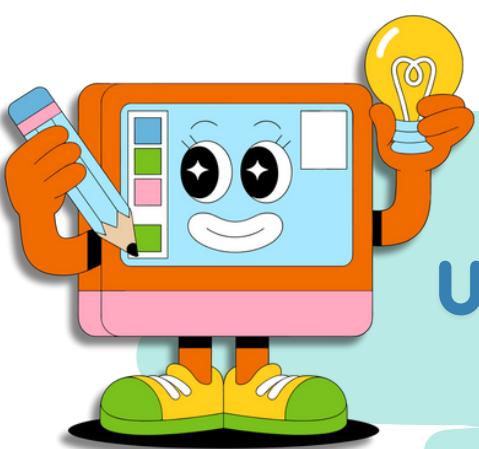
C. Tick (✓) the machines among the following:





## LAB ACTIVITY





## CHAPTER : 02

# Uses Of a Computer



## DO YOU KNOW ?

Hello Kids, do you know Computer is multi tasking machine. It means it has many uses.

A computer is a multi purpose machine. We can use it for many things like ,



Type Documents



Calculate



Listen Music



Store Information



Draw Pictures



Play Games



Draw charts

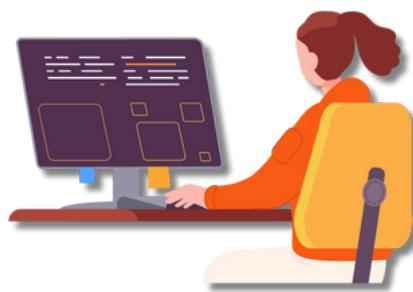


Watch Movies



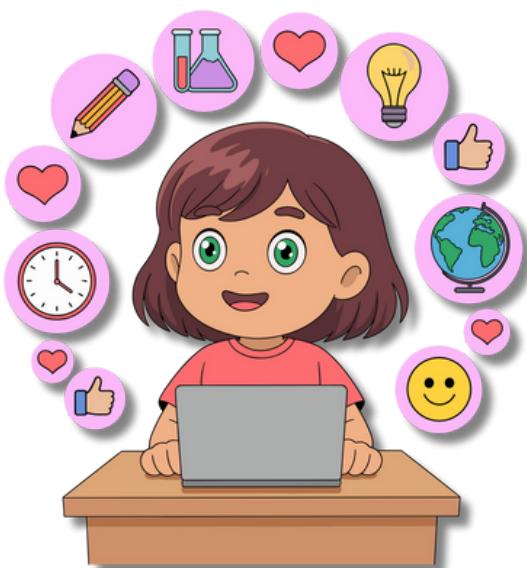
Video Call

# WHERE WE USE COMPUTERS ?



Computers are very useful machine. These are used at different places for different kind of work.

## HOME



You can do your homework and projects using computer.

You can use it to write emails.

You can use it for playing games, listen to music or watch movies.

## HOSPITAL

Computer are used in hospitals to keep patient records.

Computers are used for medical test.

Doctors use it to write prescriptions.



## BANK



Computers are used in banks to keep records of account holders.

These are used for maintaining details of your money.

## SCHOOL

Computer are used in schools to keep teachers and students records.

Computers are used for teaching students.

Computers are used for creating report cards.

Students use computer to do project work, home work and do research.



## AIRPORT AND RAILWAY STATION



Computers are used in airport and railway stations to book tickets

They are also used to inform arrival and departure of planes or trains.

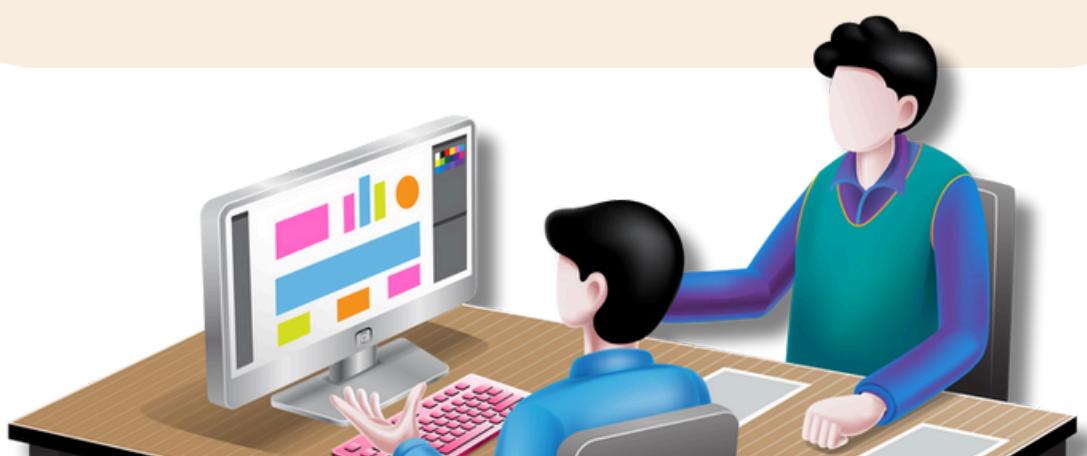
## OFFICE

Computer are used in Office to develop applications, games and other purposes.

They are used to send E-mails through internet.

Computers are used for research purpose.

Computers are used to manage client records.





# SUMMARY



- A computer is a multipurpose, multitasking machine.
- These are used in different places for different kind of works . It is used in,
  - Home
  - Bank
  - Hospital
  - Airport & Railway station
  - School & Office





## DISCUSS

Why is Computer so important  
in our life ?

## EXERCISE



A . Tick (✓) the correct option :

1. Computers are used to keep records of students in

- (a) School  (b) Banks  (c) Office

2. Computers help at airport in

- (a) Making Bills  (b) Booking tickets  (c) Keeping records

3. Computers are used in office for

- (a) Making Bills  (b) Develop App  (c) Play Games



## DO YOU KNOW ?

ATMs use computers to dispense money.

## B . Fill in the blanks :

1. Computers help in playing \_\_\_\_\_.
2. Computers help in storing \_\_\_\_\_.
3. Computers help in watching \_\_\_\_\_ and \_\_\_\_\_.
4. A computer solves \_\_\_\_\_ for you.
5. Computers help in typing \_\_\_\_\_.

## C . Find the names of different places where computers are used in the crossword given below :

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

**D. Write TRUE or FALSE :**

**1. Computers help in listening to music and songs.** \_\_\_\_\_

**2. Computers do not help in writing letters.** \_\_\_\_\_

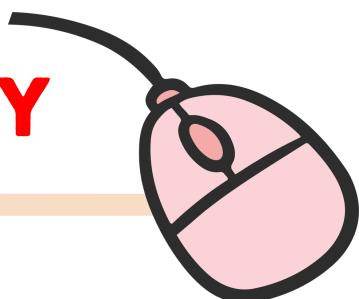
**3. You cannot play games on a computer.** \_\_\_\_\_

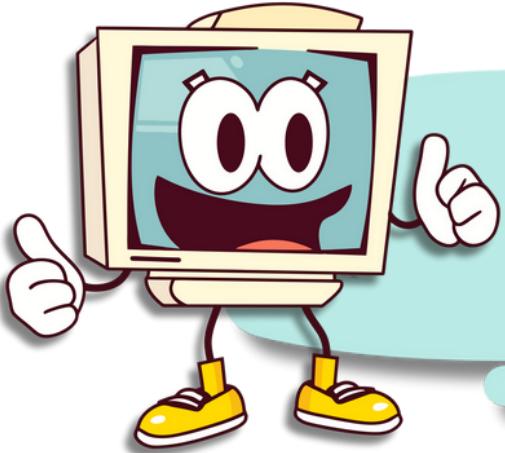
**4. A computer can do only one thing.** \_\_\_\_\_

**5. Computers can solve your sums.** \_\_\_\_\_



## **LAB ACTIVITY**





## CHAPTER : 03

# Parts Of Computer



## DO YOU KNOW ?

Hello Kids, computer can be connected to external machines to perform specific task

Our Body has many parts and each part help us to perform a specific task.



Eyes help to see



Hands help us to work.



Ears help us to listen.



Nose help us to smell.



Tongue help us to taste.

Similarly, Computer also has many parts that perform specific task.

# **PARTS OF COMPUTER:**



**Monitor**



**Keyboard**



**CPU**



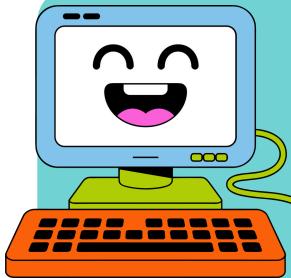
**Mouse**



**Printer**

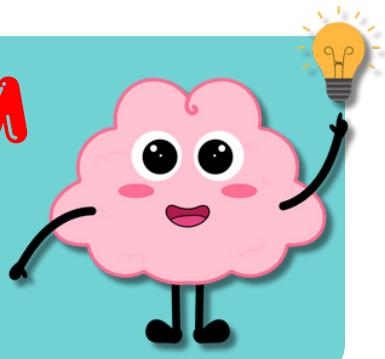


**UPS**



# BRAINSTORM

Why a computer needs so many parts?



All the parts of a computer work together to complete a task. Let learn about various computer parts ,

## MONITOR :

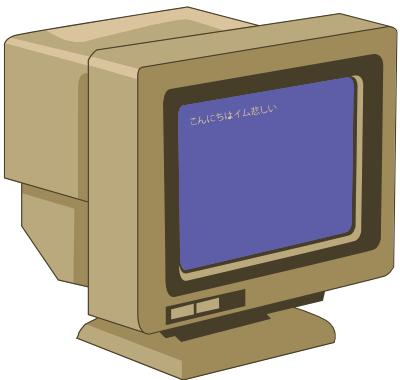
- A monitor is like the TV of the computer.
- It shows pictures, text, videos, and games.
- Without it, we can't see what the computer is doing.



## DO YOU KNOW ?

Some monitors are touchscreen – you can touch them like a smartphone to give instructions.

## Types of Monitor:



- **CRT Monitor** – old, big like a box (like old TVs).
- **CRT Monitors were very heavy.**

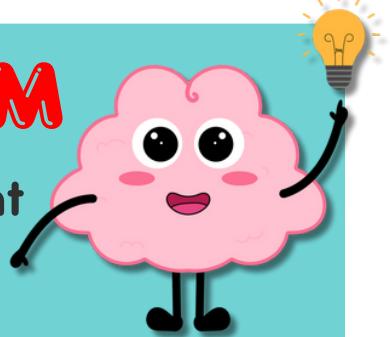


- **LCD/LED Monitor** – flat, thin, used in most homes and schools.
- These are thin and light in weight.

Monitors can show millions of colors – that's why cartoons, games, and movies look so real!



**BRAINSTORM**  
How a monitor is different  
from Television ?

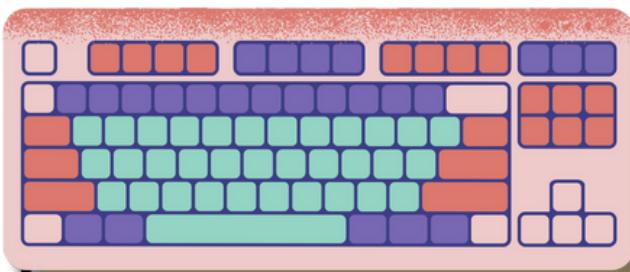


## CPU:



- CPU is also known as Brain of computer.
- CPU stands for Central processing Unit.
- Just like Brain it thinks , process and tells other parts of computer what to do.

## KEYBOARD:



→ A keyboard has many buttons called Keys.

- It is used for typing.
- We can type any alphabet or numbers by pressing the keys of that letter or number.

## MOUSE:

- Mouse is like hands of computer.
- It points at things on the monitor screen.
- It is used to click, drag or select objects on monitor screen.



### DO YOU KNOW ?

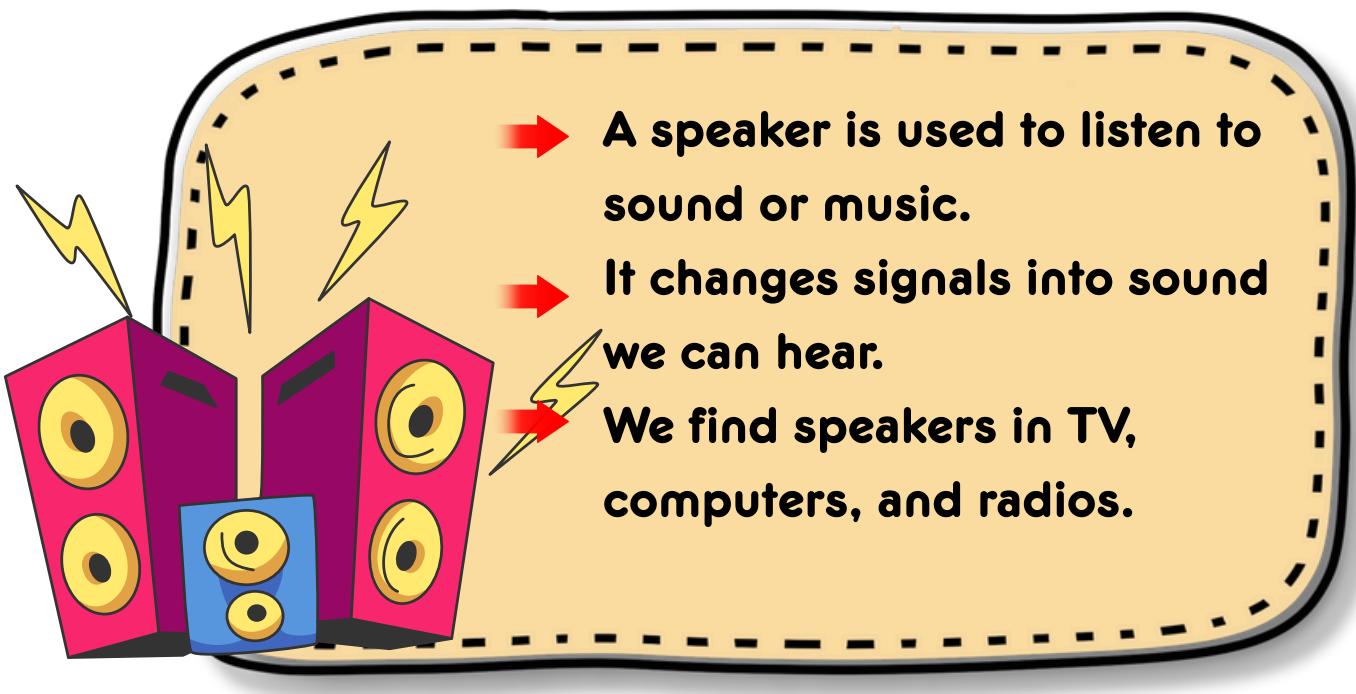
Douglas Carl Engelbart made the first mouse

## PRINTER:

- A printer is used to print images, text on paper.
- The printed copy is called Printout

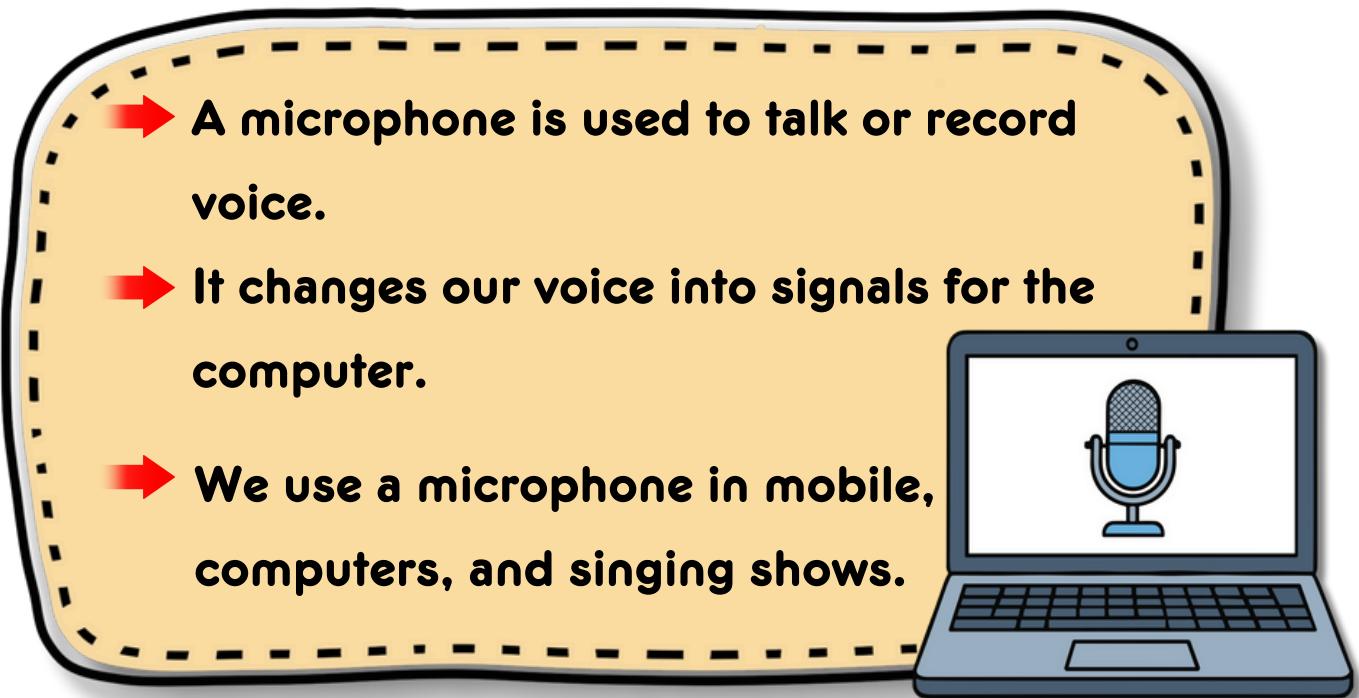


## SPEAKER:



- A speaker is used to listen to sound or music.
- It changes signals into sound we can hear.
- We find speakers in TV, computers, and radios.

## MICROPHONE:



- A microphone is used to talk or record voice.
- It changes our voice into signals for the computer.
- We use a microphone in mobile, computers, and singing shows.

## **UPS:**



- UPS stands for Uninterrupted Power Supply.
- It keeps the computer ON for sometime even after electricity goes OFF.
- It gives us time to finish and save our work on a computer

## **WEB-CAM:**



- A webcam is a small camera connected to a computer.
- It helps us see and talk to people on the internet.
- Webcams are used in online classes, video calls, and meetings.



# SUMMARY



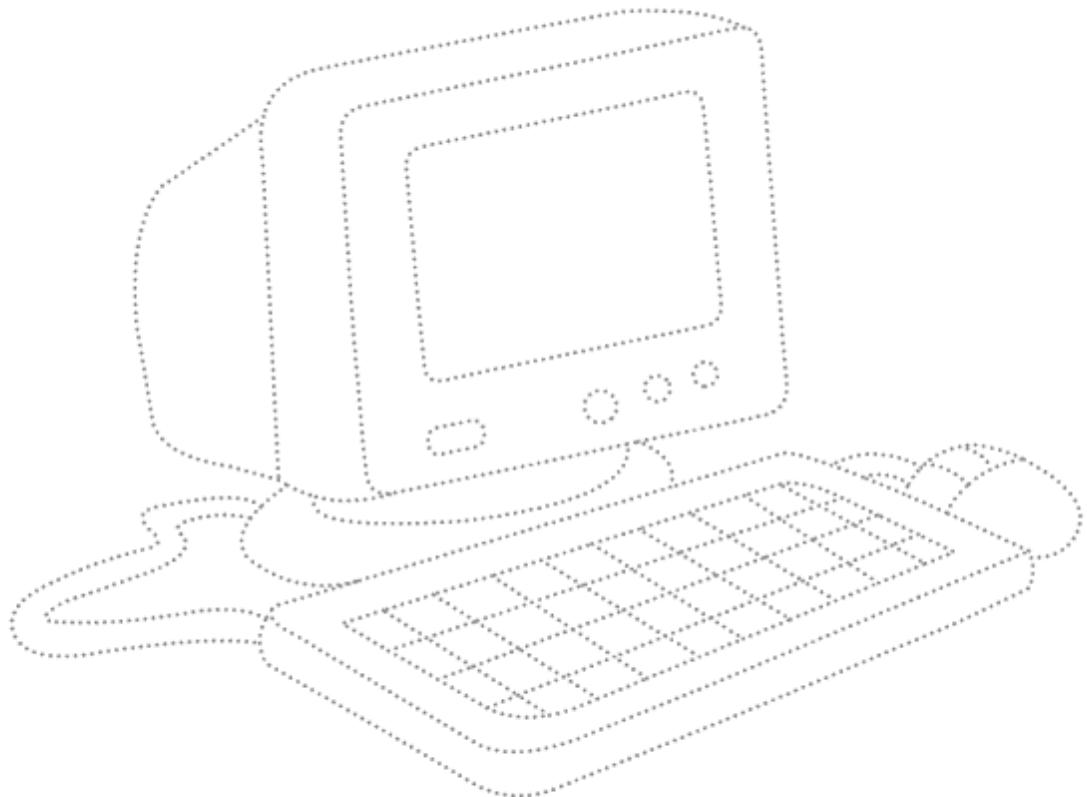
- A monitor looks like a television screen.
- CPU is the brain of a computer.
- A keyboard has many buttons called keys.
- A mouse points at things on the screen.
- A printer is used to print something on paper.
- A Speaker is used to listen to music.
- A Microphone is used to record or give instruction to computer.
- UPS stands for Uninterrupted Power Supply.





# ACTIVITY

Join the Dotted line to complete the picture



# EXERCISE



A . Tick (✓) the correct option :

1. We can watch movies and cartoons on the :

- (a) Mouse  (b) Monitor  (c) Keyboard

2. It is called the Brain of computer :

- (a) Monitor  (b) CPU  (c) Mouse

3. I am used to type text on computer :

- (a) Keyboard  (b) Speaker  (c) CPU

4. I catch every word and every little thing :

- (a) Micro Phone  (b) Speaker  (c) Mouse

5. I help you hear songs and stories at night :

- (a) Micro Phone  (b) Speaker  (c) Mouse

## B . Fill in the blanks

1. A monitor looks like a \_\_\_\_\_.
2. A Keyboard has many buttons called \_\_\_\_\_.
3. A \_\_\_\_\_ has two or three buttons.
4. A \_\_\_\_\_ helps you to draw pictures.
5. You can take printout using a \_\_\_\_\_.

## C . Write TRUE or FALSE

1. All the parts of a computer work together to complete a work. \_\_\_\_\_
2. CPU is the most important part of a computer. \_\_\_\_\_
3. Each key on keyboard has a letter, number or symbol printed on it. \_\_\_\_\_
4. A mouse has buttons called keys. \_\_\_\_\_
5. Printer displays the work done on the computer. \_\_\_\_\_

## D . Fill the missing letter:



P      I      E



K      Y      A

## D . Match the following computer parts:



**MOUSE**



**KEYBOARD**



**SPEAKER**



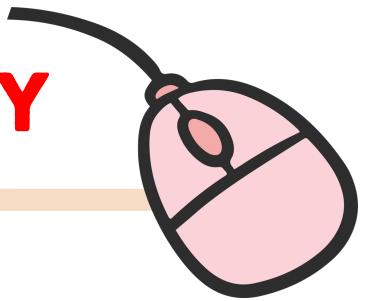
**CPU**



**MONITOR**



## LAB ACTIVITY





## CHAPTER : 04

# Working with a Mouse



## DO YOU KNOW ?

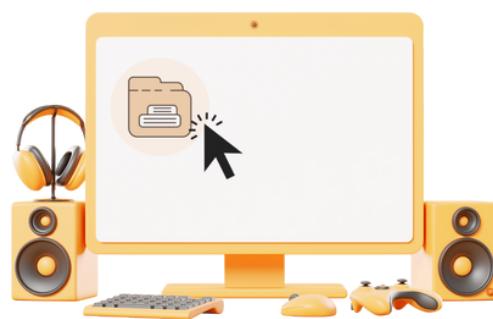
Not a real mouse! – The computer mouse got its name because its shape and long wire looked like a real mouse's body and tail.

**Mouse is a very important part of computer. It act like hand and fingers.**

**The mouse is called a pointing device because it points to objects on the monitor.**



Hand pointing to tree

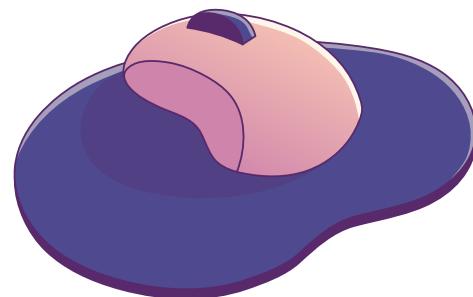


Mouse Pointer pointing to folder

**Just like we use our fingers to point at things in real life, we use a mouse to point at things on a computer screen. When we move the mouse, a small arrow moves on the screen. This arrow is called the mouse pointer.**

The mouse helps us tell the computer what to do. We can click to select, draw, play games, and do many things on the monitor.

The mouse is kept on a flat surface called **mouse pad**.



Mouse on a mouse pad

## PARTS OF MOUSE:



Different parts of a mouse

- **Left Button** – Used for selecting, clicking, and opening things.
- **Right Button** – Shows special options (a menu).
- **Scroll Wheel** – Helps us move up and down on the screen.
- **Cable** – Cable connects to the computer.

# DIFFERENT TYPES OF MOUSE ACTION:

When we press a mouse button, we hear a click sound. This is called **Clicking** of the mouse.

## Single left click:



Demonstration of single left click

When we press a left mouse button once, it is called **Single Left click**. We often use single left click to select items.

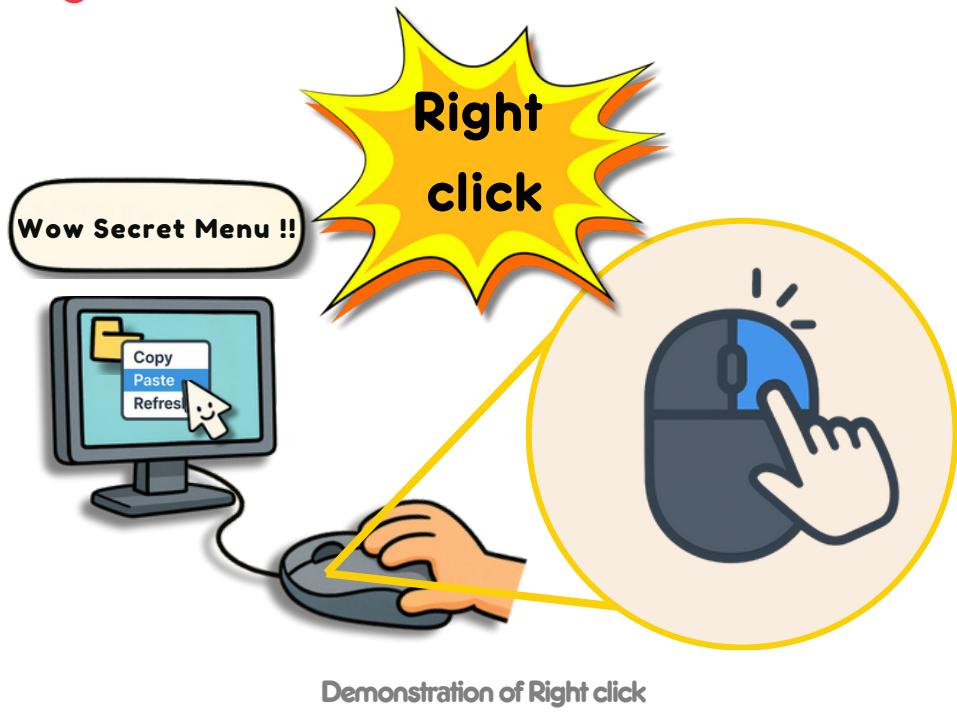
## Double left click:



Demonstration of Double left click

When we press a left mouse button twice quickly, it is called **Double Left click**. We often use double left click to open items.

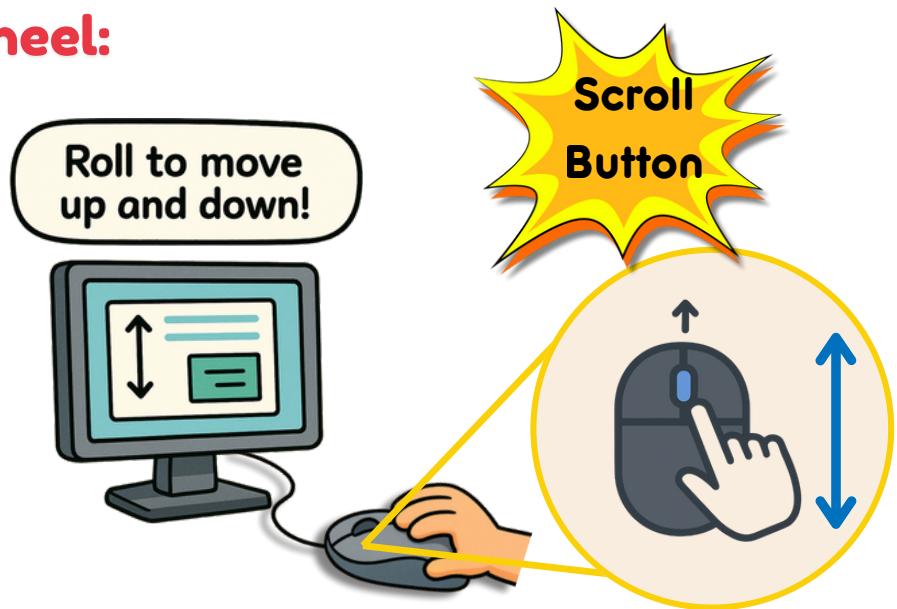
## Single Right click:



Demonstration of Right click

When we press a right mouse button once, it is called **Single right click**. We often use single right click to open menu items.

## Scroll wheel:



Demonstration of Scroll wheel

The middle wheel is called the **Scroll Wheel**. It helps to move pages up and down on the monitor.



# SUMMARY



- The mouse is called a pointing device because it points to objects on the monitor.
- The mouse helps us tell the computer what to do. We can click to select, draw, play games, and do many things on the monitor.
- We can perform various actions using mouse - single left click, double left click, single right click and scroll pages.

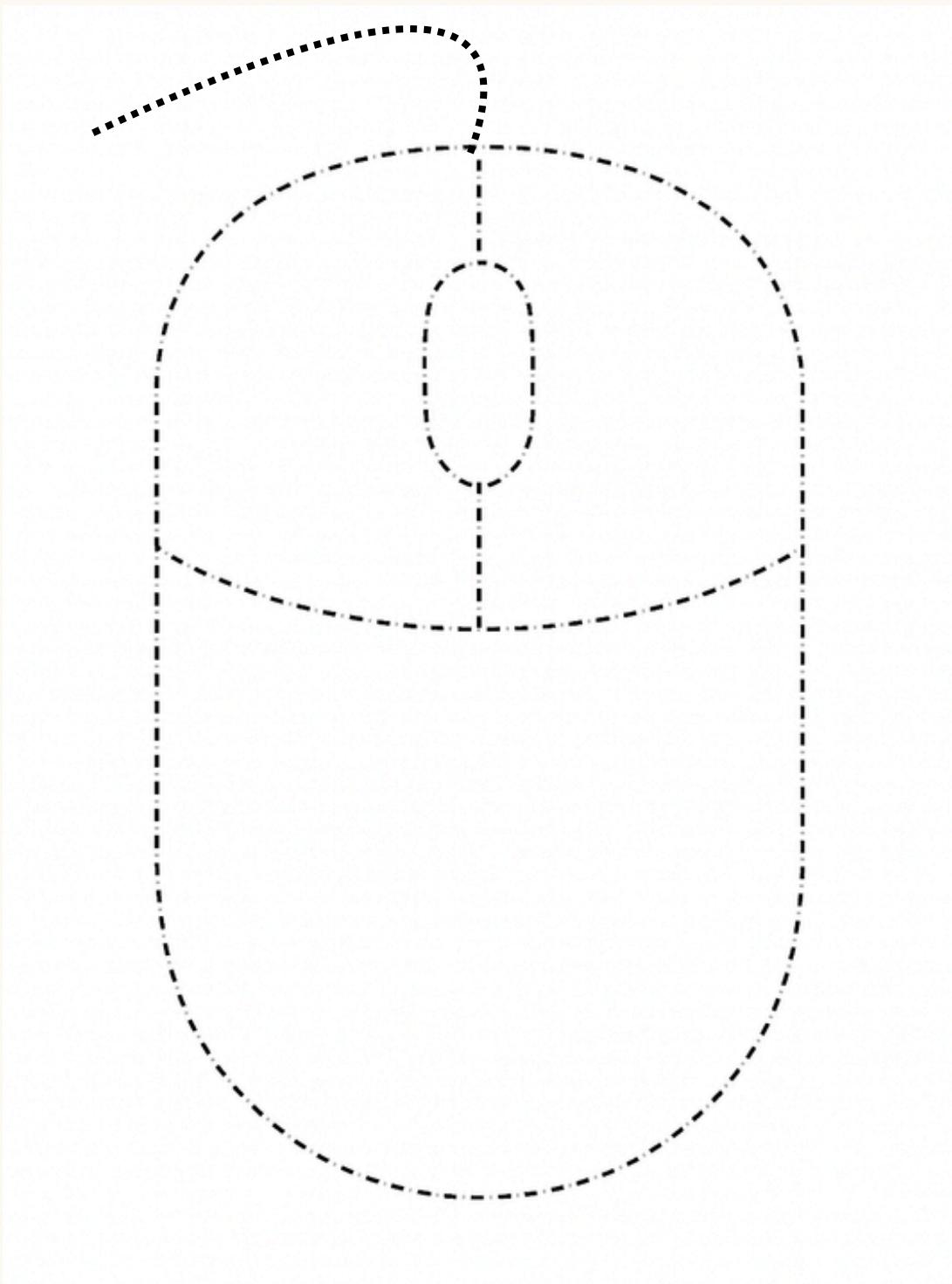
I help your hand talk to the computer!





# ACTIVITY

Join the Dotted line to complete the picture



# EXERCISE



A . Tick (✓) the correct option :

1. A mouse is used to select the items on the monitor with an:

- (a) wheel  (b) Monitor  (c) Keyboard

2. A moving arrow on the screen is called the mouse:

- (a) Arrow  (b) Pad  (c) Mouse

3. A mouse is kept on a flat surface called the :

- (a) Wheel  (b) Click  (c) mouse Pad

4. The buttons on mouse are used by:

- (a) Scrolling  (b) clicking  (c) Pointing

5. Pressing the mouse buttons is called:

- (a) Scrolling  (b) clicking  (c) Pointing

## B . Fill in the blanks :

1. A mouse is a pointing device.

---

2. A scroll mouse contains two buttons and one wheel.

---

3. Pressing the mouse button once is called single click.

---

4. Pressing the left mouse button twice quickly is called double click.

---

5. Pressing the right mouse button once is called right click.

---

## C . Write TRUE or FALSE :

1. Using a mouse, we can play games on computer.

---

2. By clicking the mouse buttons, we can tell the computer what to do.

---

3. When mouse moves, an arrow also moves on the screen.

---

4. Double click is used to open a file on computer.

---

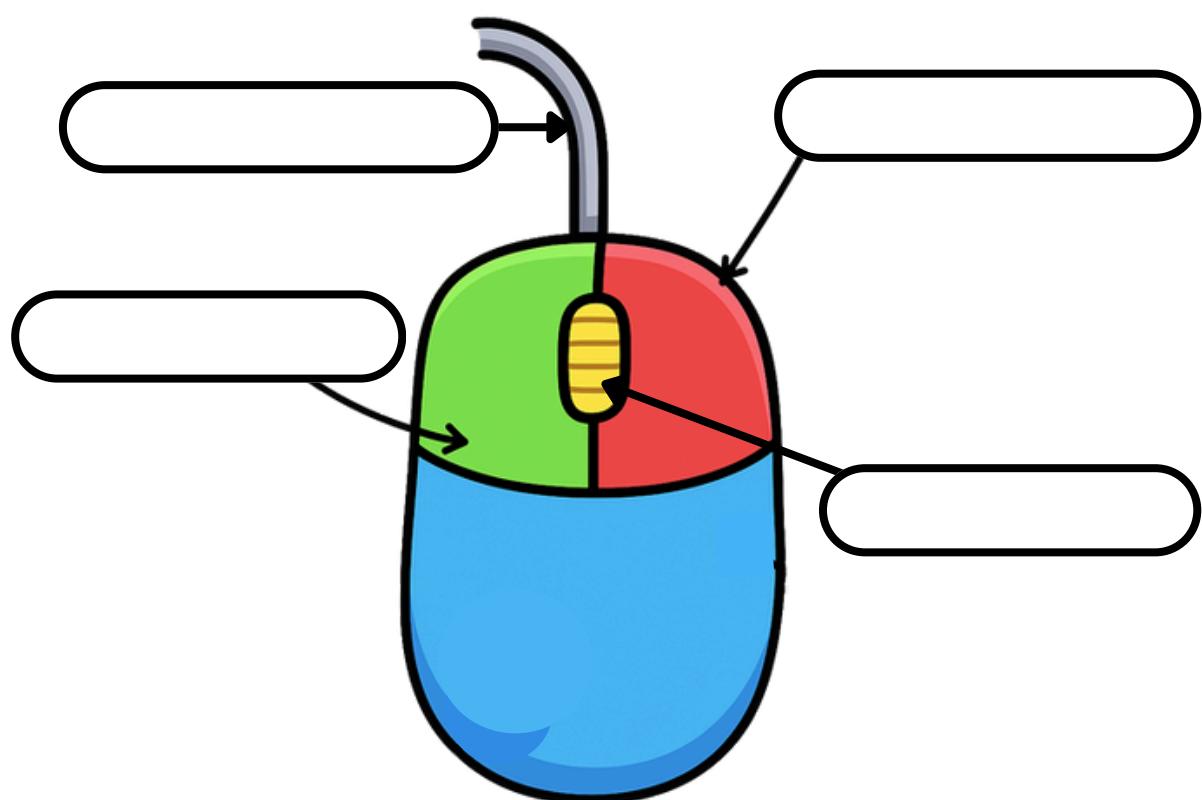
5. Left click is used to select anything on computer.

---

#### D . Find the related words:

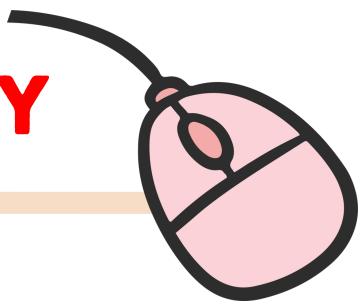
A	E	M	C	L	I	C	K	W
D	D	Q	B	J	E	C	T	H
R	B	U	T	T	O	N	F	E
A	C	S	C	R	O	L	L	E
W	B	E	P	A	G	E	G	L

#### E . Name the parts :





## LAB ACTIVITY





## CHAPTER : 05

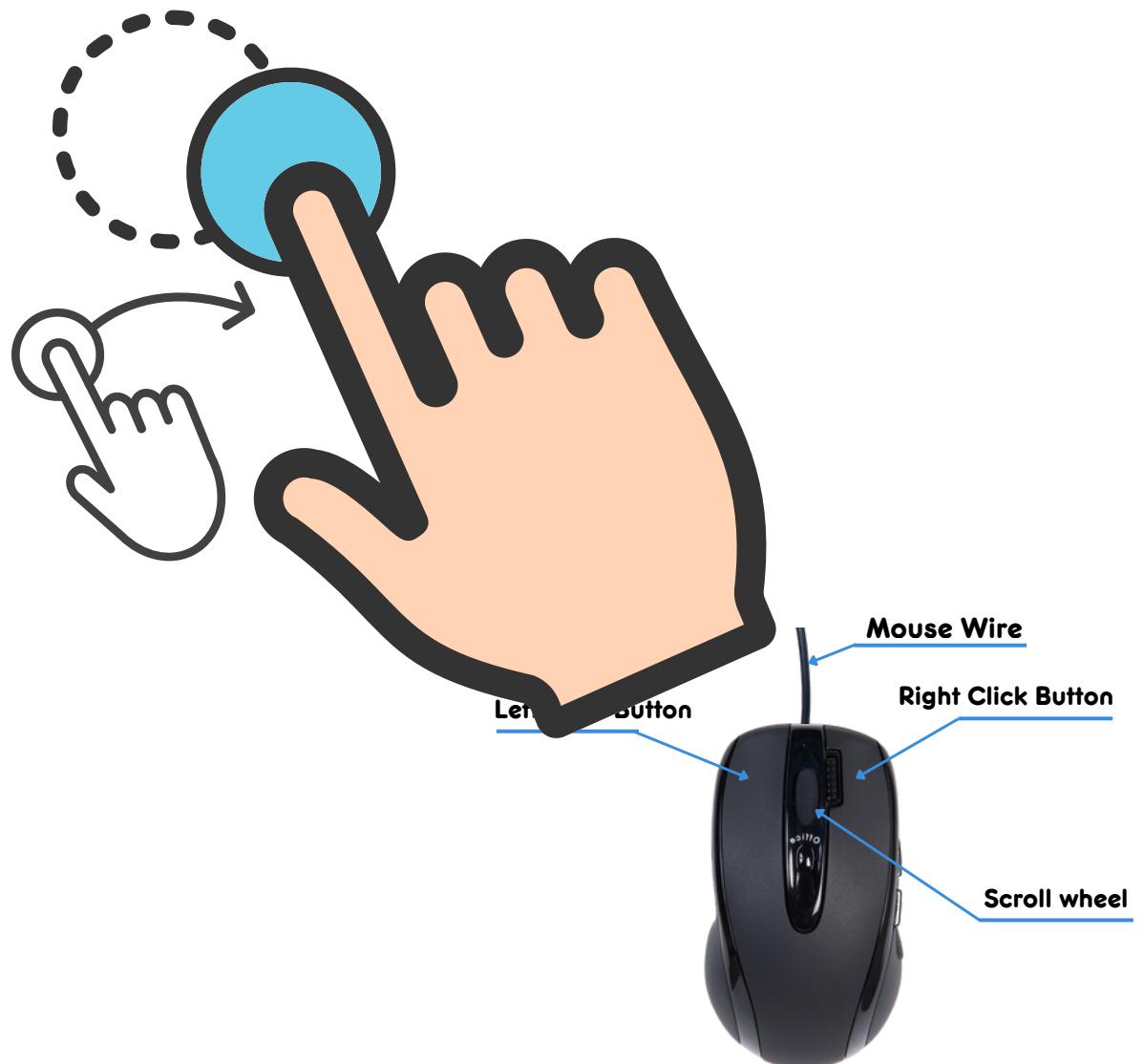
# Learning the Keyboard



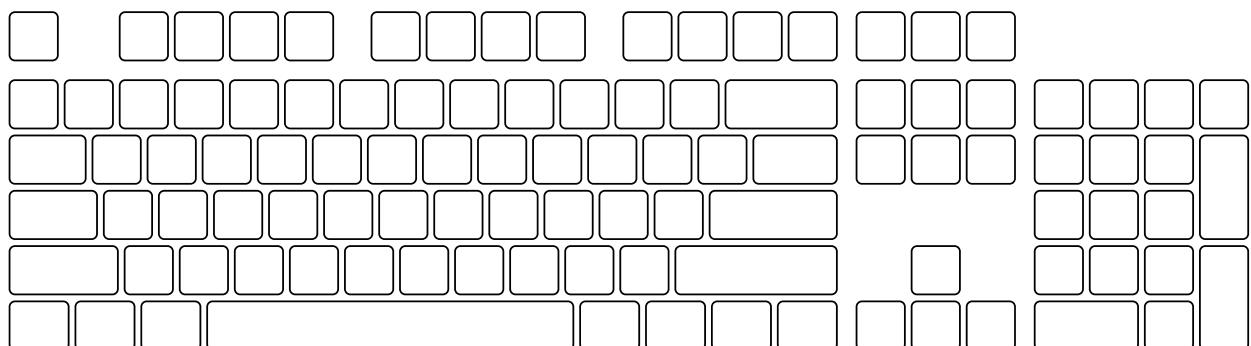
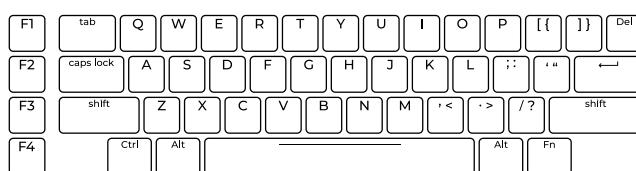
### DO YOU KNOW ?

**"The keyboard was originally developed by Christopher Latham Sholes for the typewriter, and later adapted for computers."**





Different parts of a mouse





## CHAPTER : 06

# Good Habits while using computers



Hello Kids, computer is a very smart and useful machine. we should handle it carefully.

## DO'S OF A COMPUTER :



You should inform your teacher/parent if any device is broken.



You should Cover the computer when it is not in use.





**You should sit straight  
on chair at a proper  
height and distance  
from monitor.**

**You should always  
keep the computer  
desk clean.**



**You should take turns  
with your classmates  
while using computer.**



**You should clean the  
computer with dry  
and soft cloth.**

## DON'TS OF A COMPUTER :



You should not pull  
the wires that are  
attached to the  
computer.



You should not touch  
the computer with  
wet hands.



You should not eat or  
drink on the  
computer table.



You should not press  
the keys of keyboard  
hard.





You should not play in computer room. you may end up damaging the computer accidentally.



You should not disturb others by playing loud music on computer.



You should not pull the devices from computer.



# SUMMARY



- You should inform your teacher/parent if any device is broken.
- You should Cover the computer when it is not in use.
- You should always keep the computer desk clean.
- You should sit straight on chair at a proper height and distance from monitor.
- You should clean the computer with dry and soft cloth.
- You should not pull the wires that are attached to the computer.
- You should not touch the computer with wet hands.
- You should not play in computer room. you may end up damaging the computer accidentally.
- You should not pull the devices from computer.

