

# 1

# Fundamentals of Computers

## Exercise

### I. Answer the following questions:

#### 1. What is a computer?

**Ans.** A computer is an electronic device that runs on electricity. It functions according to instructions called programs.

#### 2. What are the characteristics of a computer?

**Ans.** Speed, Efficiency, Storage, Reliability, Versatility, No IQ and No emotions are some important characteristics of a computer.

[**Note:** Teacher can ask students to write any 2 or 3 characteristics with description instead of noting only points in the answer]

#### 3. What are the uses of a computer?

**Ans.** A few uses of a computer are:

- i) We can store a lot of data on the computer.
- ii) We can draw pictures
- iii) We can solve mathematical problems.
- iv) We can play games.
- v) We can listen to music.

#### 4. What is a printer? Name the types of printers.

**Ans.** A printer is an output device used to print documents and pictures on paper. The types of printers are:

- i) Impact (Dot-matrix) Printers
- ii) Laser Printers
- iii) Ink-jet Printers
- iv) Plotters
- v) Label Printers

## Chapter 1 Exercises

### II. Fill in the blanks:

- Ans.** 1. Store, retrieve, process  
2. Printer  
3. Keyboard  
4. CPU  
5. Monitor

### III. Match the following:

- Ans.** A. 3      B. 5      C. 4      D. 1      E. 2

## 2

## Internet : A Global Network

### Exercise

#### I. Answer the following questions:

##### 1. What is the Internet?

**Ans.** The Internet is a huge network connecting millions of computers all over the world, allowing users to share information and communicate with each other.

##### 2. What are the uses of the Internet?

**Ans.** Following are the uses of internet:

- i) Search information using Search Engines
- ii) Send and receive e-mails
- iii) Watch cartoons and movies, play games and listen to music
- iv) Book tickets for bus, train and plane journeys
- v) Shop online for groceries, clothes and mobiles
- vi) Online banking

#### II. Fill in the Blanks:

- Ans.**
- 1. Internet
  - 2. Hyper Text Transfer Protocol
  - 3. Website
  - 4. Website
  - 5. World Wide Web

## Exercise

### I. Answer the following questions:

#### 1. Name and Define any four items on the Desktop.

- Ans.** A) Icons: Icons are graphical symbols that represent particular files, folders or programs.
- B) Taskbar: It is located at the bottom of the Desktop.
- C) Windows Store: The store app contains various utility applications and games, both free and paid.
- D) Search and Cortana: The Search box on the Taskbar will allow you to search for files and application on our computer as well as on the web. Cortana is a digital assistant.
- E) Action Center: It helps you access quick settings and shows you different types of notifications.

(**Note:** Students can write any four from the items mentioned above)

#### 2. Explain about system software and application software.

- Ans.** A) System software: It refers to the main program of the computer i.e. the Operating System (OS), without which the computer would not function. Windows 10 is a System software.
- B) Application Software: Application software helps a user to perform one or more than one tasks. Popular examples of Application software are Word processors, Internet browsers.

#### 3. List down the steps to shut down the Computer.

- Ans.** Click on Start → Click on the Power button --> Click on Shut down. Wait until the Shutting down message disappears and the desktop screen turns black. Thereafter, switch off the power supply.

## Chapter 3 Exercises

### II. Fill in the Blanks:

- Ans.**
1. Booting
  2. Desktop
  3. Taskbar
  4. Cortana
  5. Action Center
  6. Bill Gates

# 4

## Understanding the Desktop

### Exercise

#### I. Answer the following questions:

##### 1. What do we put into the Recycle Bin?

**Ans.** All the unwanted files and folders on the computer that are no longer needed can be moved to the Recycle Bin.

##### 2. How do you place a shortcut icon on the desktop?

**Ans.** 1. Right click on any File/Folder.  
2. A menu appears. Select Send to option and click on Desktop (create shortcut).  
3. The shortcut is created, and you can now Double click to open the File/Folder.

#### II. Fill in the Blanks:

**Ans.** 1. This PC  
2. Google Chrome  
3. Recycle Bin  
4. Local Area Network

#### III. Match the following:

**Ans.** A. 4      B. 3      C. 2      D. 1

# 5

## Personalize the Desktop

### Exercise

#### I. Answer the following questions:

##### 1. What are the steps to change the Desktop Theme?

**Ans.** 1. Right click anywhere on your Desktop → Click on Personalize from the menu that appears → Settings window opens.  
2. Click on Themes tab → Choose from the default themes i.e. Windows, Windows10 and Flowers.

##### 2. What is a Screen Saver?

**Ans.** When the computer is idle and is not used for a few minutes, a moving pattern appears on the screen. This pattern is called the Screen Saver.

#### II. Fill in the blanks:

**Ans.** 1. Personalize  
2. Screen Saver  
3. Accent Colour  
4. Preview

# 6

## Start Menu

### Exercise

#### I. Answer the following questions:

**1. What are the components of the Start Button?**

**Ans.** The Start Button consists of three components:

1. Start Bar
2. Start Menu
3. Live Tiles

**2. List down the important programs in the Start Menu.**

**Ans.** Windows Accessories, Microsoft Office 2016, Microsoft Edge, Windows Media Player are some important programs in the Start Menu.

#### II. Fill in the blanks:

**Ans.** 1. Start button  
2. Start  
3. Microsoft Office 2016

## 8

# Parts of the File Window

## Exercise

### I. Answer the following questions:

#### 1. What is a window?

**Ans.** A box that opens on the Desktop when we Double click on any file, folder or program is called a Window.

#### 2. Which are the control buttons in a window?

**Ans.** Following are the control buttons in a window:

- i) Minimize button to close the window temporarily.
- ii) Maximize button to enlarge a small window to fill the entire screen.
- iii) Close button to close a window.

#### 3. Label the different parts of a window.

(Note : Please refer Page no.30)

### II. Match the following:

**Ans.** A. 3              B. 1              C. 2

### III. Fill in the blanks:

- Ans.**
- 1. File Window
  - 2. Preview Pane
  - 3. Control
  - 4. Title bar

## Exercise

### I. Answer the following questions:

**1. How is a Folder different from a File?**

**Ans.** If a File is like a book, a Folder created on a computer is like a school bag which contains books.

**2. Write down the steps to create a New folder.**

**Ans.** To create a New Folder:

1. Right click anywhere on the Desktop.
2. In the menu that appears. Click on New → Folder.
3. Overwrite the New Folder in blue by typing a new folder name.
4. Press the Enter key. The folder is seen on the Desktop.

### II. Fill in the Blanks:

- Ans.**
1. Documents
  2. Image
  3. Ctrl+C
  4. Rename
  5. Folder

### III. Match the following:

**Ans.** A. 2                      B. 1                      C. 3

# 10

## Navigation in File Explorer

### Exercise

#### I. Answer the following questions:

**1. Write down the steps to open the File Explorer.**

**Ans.** To open the File Explorer: Click on Start → Expand on the Start Bar → File Explorer OR Click on the File Explorer icon on the Taskbar.

**2. What are the different ways to view the files and folders in the computer?**

**Ans.** Desktop Shortcuts, Start Menu, File Explorer, Search are the different ways to view the files and folders in the computer.

#### II. Fill in the blanks:

**Ans.**

1. File Explorer
2. Navigation pane
3. Address Bar
4. Black Arrow pointing Down

## Exercise

### I. Answer the following questions:

**1. Write down any three accessories in the Windows Accessories Menu.**

**Ans.** Paint, Calculator and Notepad

**2. How can you open the WordPad on the computer ?**

**Ans.** To open the WordPad on the computer: Click on Start → Windows Accessories → WordPad OR Type WordPad in the Search box or open it with the help of Cortana.

### II. Fill in the blanks:

**Ans.** 1. WordPad  
2. Backspace  
3. Paint

## Exercise

### I. Answer the following questions:

#### 1. What is Artificial Intelligence?

**Ans.** Artificial Intelligence or AI is a branch of computer science which is dedicated to make machines that think like the human brain thinks and takes decisions based on past knowledge and experiences.

#### 2. What are the functions of a Smartwatch?

**Ans.** A Smartwatch is a wearable computing device offers various functions like receiving calls, listening to music, notification updates, monitoring, fitness, etc.

#### 3. What is Wikipedia?

**Ans.** Wikipedia is the world's largest online encyclopedia.

### II. Fill in the blanks:

**Ans.** 1. Jimmy Wales, Larry Sanger  
2. Computer Science  
3. Google Earth

### III. Match the following:

**Ans.** A. 2      B. 1      C. 4      D. 3