

Handbook
for
Compulit
Std-3

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Chapter-1 COMPUTER FUNDAMENTALS

I. Fill in the blanks:

1. A computer performs its functions in 3 steps - input, process and output.
2. The keyboard of a computer is called an input device.
3. The information and instruction given to the computer is called input.
4. The work done by a computer on the data according to your instructions is called processing the data.
5. Any part of the computer that you can touch and feel is called hardware.

II. Answer the following questions:

1. What is a computer program?

The step-by-step instructions given to a computer to make it do some work is called a computer program.

2. Name the 3 different types of computers.

Three different types of computers are Desktop, Laptop, Palmtop.

3. What do you mean by hardware of computer?

Hardware is any part of the computer which you

can touch and feel. Monitor, CPU, keyboard, mouse, printer, cable wires, hard disk etc. are all hardware of the computer.

4. What do you mean by software of a computer?

The instructions that you give to the computer in the form of program is called software.

5. Name some devices where data and instructions are stored in a computer.

Hardisk, CD-Rom, Pendrive

III. Rearrange the jumbled words given below:

- | | |
|----------------------------|--------------|
| 1. M A I C E N H | MACHINE |
| 2. G P R O S C E S I N | PROCESSING |
| 3. T R U C I N S S N O I T | INSTRUCTIONS |
| 4. T D S E K O P | DESKTOP |
| 5. D A R H W R E A | HARDWARE |

Chapter-2 WINDOWS

I. Fill in the blanks:

1. A computer program which starts your computer and helps you to work on other programs is known as an operating system .
2. The opening screen of Windows is called desktop.

3. The small graphics with pictures or labels in Windows are called icons .
4. Task bar is located at the bottom of the desktop and contains the start button.
5. The title bar displays the name of the program open in the window.
6. Scroll bar is used to scroll through windows.
7. Status bar gives us details about the window presently opened.

II. Answer the following:

1. Name the main icons that you see on your desktop.

In Windows, the main icons will be My Computer, Network Neighborhood, My Documents, My Briefcase and Recycle Bin.

2. What is an operating system?

An operating system is a set of programs that allows you to work on your computer by giving commands from input devices.

3. Name the icons, which are always found on the taskbar.

The icons which are always found on the taskbar are start button on the left corner and clock on the right corner.

Chapter-3 WORKING ON WINDOWS

I. Fill in the blanks:

1. The first thing that you see when you switch on the computer is called **desktop**.
2. **Icon** is a small picture that points to a program, folder or a document.
3. **Restore** button is used to return a window to its previous size.
4. **Title bar** of a window displays the name of the programme and the name of the document.
5. **Work space** is the area where you work on in a window.
6. **Screen Saver** is a full screen image which pops-up on the monitor if the computer is left idle.
7. In Windows, when you open a programme it creates a new **Window**.
8. The bar present at the bottom of the desktop is called the **Taskbar**.

II Answer the following:

1. What do you mean by desktop?

The opening screen of Windows is called the Desktop.

2. How do you move a window?

To move a window follow the steps below:

- Move the mouse pointer to the window Title bar.
- Click and hold the left mouse button and move the mouse.
- We can see the entire window moving along with the mouse.
- Release the mouse button. The window will remain where you left it.

III Write the function of each of the following buttons:

- a. minimise b. maximise c. close d. restore

Chapter-4 WORDPAD

I. Fill in the blanks:

1. WordPad is a **wordprocessor** programme.
2. WordPad comes as part of Windows **Accessories**.
3. The cut option is present in the **edit** menu.
4. To select a single word in WordPad just **double click** over the word.
5. The save option from the **sub** menu is used to save your work.
6. The **cut** option moves a text from one location to

another and the **copy** option copies a text from one location to another.

7. The **cut, copy and paste** options saves you from retyping text.
8. **Formatting** is the process of applying style to text that has already been typed.
9. Selecting a text for formatting is also known as **highlighting**.
10. The **fontsize** option allows you to change the size of the selected text.

II Answer the following questions:

1. What kind of software is WordPad?

Wordpad is a word processor programme which comes as part of Windows Accessories.



2. How do you select a text?

To select any amount of text, position your mouse over the first word you want to select and then drag the mouse over the text you want to select.

You will see that the selected area of the text has become highlighted.

3. What do you mean by formatting?

Formatting is the process of applying style to a text that has already been typed.



4. How do you save your work in WordPad?

Choose 'file' from the Menubar at the top of the screen. A sub-menu also called a pull down menu appears as above. Choose **save** option from it. A dialog box appears. In the dialog box type the name of the file and then click on save button.