



Handbook
for
Compulit
Std-4

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Value Education

IX/14-15, Kakkanad-Pallikkara Road, Athani
Kusumagiri P.O., Kakkanad, Kochi-682 030.
Phone: 0484-2958261, 9072391869,
8594040422

Chapter-1 COMPUTER FUNDAMENTALS

I Fill in the blanks with suitable words:

1. All **processing** is done in the CPU of the computer.
2. The CPU is also called **microprocessor**.
3. **Memory** stores all data and instructions.
4. The 3 steps involved in the working of a computer is **input, process and output**.
5. **Memory unit, Control unit and Arithmetic and Logic unit** are the 3 main components inside the CPU.
6. Data and instructions are fed into the computer by **input** device.
7. The result obtained from a computer is called **output**.
8. The **CPU** controls the functions of all the components of a computer.

II Answer the following in 1 or 2 sentences:

1. What is the full form of CPU?

The full form of CPU is Central Processing Unit.

2. Name two components of a CPU.

Memory, Control Unit and Arithmetic Logic Unit.
(Children can name any two)

3. Write the functions of ALU and Control Unit.

Control Unit (CU): The control unit controls all the

operations of a computer, based on the instructions received from the input devices.

Arithmetic Logic Unit: The ALU is capable of performing addition, subtraction, division and multiplication as well as operations like comparisons (<, >, =). This unit processes the data entered from the input device.

III Match the following:

Input : keyboard

Process : CPU

System board : motherboard

ALU : performs all mathematical operations

Output : printer

Control unit : controls the proper functioning of parts of a computer

Memory : stores all data

Chapter-2 COMPUTER MEMORY & STORAGE DEVICES

1. Human beings have **natural** memory and **computers** have artificial memory.
2. Computers remember data and instructions in them because they have a **memory**.

3. In a computer **primary** memory holds information for a very short time and **permanent** memory holds information for a long time.

4. **Hard disks** are the computer's main storage devices.

5. CD-Rom stands for **Compact Disk Read Only Memory**.

6. A floppy disk drive is both an **input and output** device.

7. Devices that help us to store our work in the computer are called **storage** devices.

III Answer these questions briefly:

a. What are the two types of memory in a computer?

The two types of memory are temporary memory and permanent memory.

b. Name four storage devices of a computer.

Hard disks, CD ROM, Pen drive and floppy disks are storage devices of a computer.

c. Name two different forms of CD-ROMs.

CD-R or CD recordable and CD-RW or CD-Rewritable are two forms of CD-ROMs.

d. What is pen drive? Why is it so called?

Pendrive is a portable device that can be used to quickly transfer audio, video and data files from the harddrive of one computer to another.

Pendrives are called so because it has memory that is built in the drive and is similar to the shape of a pen.

IV. Match the following:

Prevent loss of information : UPS

Computer : artificial memory

DVD : can store more than CD-ROMs

Pendrive : a thumb-like device that has a large storage capacity.

V. Expand the following:

1. UPS : Uninterrupted Power Supply

2. USB : Universal Serial Bus

3. RAM : Random Access Memory

4. ROM : Read Only Memory

5. DVD : Digital Versatile Disc

6. CD-ROM : Compact Disc Read Only Memory

7. CD-RW : Compact Disc Rewritable

8. CD-R : Compact Disc Recordable

Chapter-3 HARDWARE & SOFTWARE

I Match the following:

- Microprocessor : Contains the CPU
- SMPS : Supplies power to the computer
- Computer Fan : Cools the computer components
- Sound Card : Helps us to listen to music
- RAM : Primary Memory

II Fill in the blanks:

1. A computer is made up of **hardware** and **software**.
2. Components of a computer that we cannot touch with our hands are called **software**.
3. CPU is an example of **hardware**.
4. **Hardware** is fixed at the time of manufacturing.
5. **Software** tell the hardware what to do and how to do it.

III State true or false:

1. Hardware and software together constitute a complete computer system. *False*
Humanware or the people who give command is also an input aspect.
2. Software is like the human brain. *False*
Hardware is like the human brain.

3. Humanware are the physical components of the computer system. *False*

Humanware are the people who work on the computer.

4. Software can be loaded only at the time of manufacturing. *False*
Software can be loaded whenever necessary.
5. Windows is neither a hardware nor a software. *False*
Windows is a software.

IV. Name five hardware parts of a computer and five software components:

Hardware: Monitor, Keyboard, Mouse, Harddisk, CPU, Speaker, Pendrive

Software: Windows, MS-Dos, Tally, MS-Office, Adobe Pagemaker, Adobe Photoshop

Chapter-4 EXPLORING WINDOWS

I Fill in the blanks with suitable words:

1. **File** is a collection of information.
2. **My computer** program displays contents of the computer such as drives, folders and hardware details.
3. A **file** name has three parts.

4. **Extension** tells the type of file.
5. **The dot** separates the filename and extension.
6. **Folder** is similar to an envelope.
7. The files/folders which are deleted are stores in **Recycle Bin**.
8. The extension txt indicates **Notepad** file.
9. **Recycle Bin** is like your trash can.
10. When the user saves a file in a program such as Notepad, WordPad or Paint the file is automatically saved in the location **My Documents**.

II. Match the following:

1. **.doc** : MS-Word file
2. **.jpg .gif** : Picture files
3. **.wav** : Sound files
4. **.bmp** : Paint files
5. **.txt** : Notepad file

III. Answer the following:

1. Name 3 commonly used Windows programs on the desktop.
My Computer, My Documents and Recycle Bin are commonly used Windows programs.
2. What is a file? Explain its parts.

A file is a collection of information. It has 3 parts. They are filename, extension and the dot.

File name is the name given to the file by the user. Extension tells us what type of file it is. The dot separates the file name and extension.

3. What is a folder?

Folder is like an envelope and it stores different kinds of files.

4. What is Recycle Bin?

Recycle Bin is like a trash can. When files or folders are not required, they are deleted. Such deleted files/folders are temporarily stored in the Recycle Bin.

Chapter-5 WORKING WITH FILES AND FOLDERS

I Fill in the blanks:

1. Computer stores sections of our text/drawing in **files**.
2. Computer arranges files in its **folders**.
3. A folder or a file can be opened by selecting it and pressing **enter** key.

II Write down the steps to perform the following:

1. Create a folder using the pop-up menu.
Right click on any part of the window obtained after double clicking the drive on the My Computer icon.

A menu appears. Click on folder option and type a name to the New folder as before and press enter key. A new folder will be created with the name you typed.

2. Create a folder on the desktop.

Right click the mouse. Point to New and click on folder. A new folder will appear. Give the folder a name and press Enter Key. This folder will appear on the desktop.

3. Rename a folder.

To rename a file/folder - select the file/folder you want to rename and click on file Menu and select the option Rename. Type a new name and press enter key.

4. Move a folder from C: to D:

To move a file/folder from C: to D: select the folder which is to be moved. Click on Edit menu and select cut option. Select D: where the folder is to be moved. Click on Edit Menu and select the option Paste. Now the folder moves to the select area.

5. Delete a folder permanently.

To delete a folder using Menu, select the folder, click on File menu and select the option Delete or press

delete key. To delete the folder using pop-up menu, right click on the folder and select the option Delete.

Chapter-6 INTRODUCTION TO LOGO

I Answer the following:

1. Name any 3 computer languages.

LOGO, BASIC, COBOL, C Language.

2. What is a computer program?

A computer program is a set of detailed directions written in any one of the computer languages telling the computer exactly what to do.

3. What do you mean by programming?

The process of writing a computer programme is known as Programming.

4. What is a Turtle?

The triangle seen on the centre of the LOGO screen is known as the TURTLE. It is like a moving triangular pen that makes figures on the screen.

5. What are PRIMITIVES?

The TURTLE cannot move on its own. It waits for your commands or instructions. These instructions that you give to the Turtle are called PRIMITIVES.

II Fill in the blanks:

1. **CS** command will clear the whole screen.
2. HOME command will bring the turtle to the **centre** of the **screen**.
3. **BK** command will move the turtle in the backward direction.
4. Full form of FD is **Forward**.
5. LOGO is a **programming** language.
6. The LOGO screen is divided into two parts **Screen** and **Command Window**.
7. The LOGO command to turn the turtle to the right is **RT**.
8. **LT 90** command will turn the turtle towards left by 90 degrees.
9. **CT** command is used to clear only the text area and not the whole screen.
10. BK stands for **Back**.

