Handbook
for
Login-3

Unit 1
FUNDAMENTALS OF COMPUTERS

1. H H S H   S   H

2. a. Keyboard and Mouse

   b. Central Processing Unit (CPU)

   c. Hard disk and Pendrive

   d. Monitor and Printer

3. a. hardware   b. software   c. processing

   d. data   e. wheel   f. double

4. a. True   b. False   c. False   d. True

   e. True   f. True

5. a. Input is the data entered by using an input device. The result obtained after processing is called output. Processing is the action perfomed on data to convert it into meaningful information.

   b. Hardware is the part of the computer that we can touch and feel. eg: monitor, mouse etc.

       Software refers to a set of programs that perform some tasks in a computer.

   c. Control unit controls the movement of information between the registers, the ALU and the other parts of the computer.

   d. An application software is used to perform specific work for user like draw pictures, play games, write notes, do calculations, watch movies, play DVDs, listen to music etc.

       System software manages all activities in the computer system. It helps to start the computer system and also control the working of the computer.

   e. Starting a computer:

       Step 1: Switch on the power supply.

       Step 2: Switch on the UPS.

       Step 3: Switch on the power button on the CPU cabinet.

       Step 4: Switch on the monitor.

       Shutting down a Computer:

       To shut down a computer, the steps are as follows:

       Step 1: Click the start button.

       Step 2: A list of options (a start menu) will appear on the screen from which one or more options can be selected. Click shut down.

       Step 3: The messages 'Logging off' and then 'Shutting down' will appear. In a few seconds, it turns off the CPU.

Now, switch off the monitor.

Step 4: Switch of the UPS.

Step 5: Switch off the power supply.

f. Computers are used to play games, listen to music, making drawing and solving sums.

g. Computer is used in schools, offices, banks, railway stations, airports and hospitals.

Unit 2
FILES AND FOLDERS

1. a. Movie   b. Text   c. Image

   d. Sound

2. 1. data   2. information   3. files

   4. suitcase   5. mouse   6. right

   7. left, twice

3. a. To save text   b. To save songs

   c. To save movies   d. To save pictures

4.

MS Excel   MS Word   MS Paint   MS Power Point

5. 1. Data is distinct pieces of information usually formatted in a special way. Information is a collection of related meaningful data.

2. Icon is a small image that represents files and folders.

3. We have files of different types:

   Text file, Movie files, Sounds files, Image files

4. A folder is a container in which we can store many files. A folder helps to make our work organized. A folder is like a suitcase which carries one or more files of the same or different type. A folder should also be named properly.

5. Creating file / folder: Click the right button on the mouse to get the context menu.

   In the menu select the option New. We get the new sub menu which has options to create new Folder, Text Document, create Shortcut etc.

   Click on the option - Folder.

   A new folder will be created in the place where we clicked.

   Now we can type a name for the folder.

   To open the folder, "double click" on the folder.

6. To delete a file / folder: Select the folder/file that we want to delete by just clicking on the file/folder.

Press the delete key on the keyboard.

A confirmation message appears on the screen. If we press "yes" the folder gets deleted. If we press "cancel", the folder will not be deleted.

Unit 3
WINDOWS IN WINDOWS 7

1. a. Right   b. Windows   c. Bold

   d. Explorer   e. Asterisk or star

2. 1. Start button   2. All programs

   3. Accessories   4. Notepad

3. 1. windows   2. pull down menu

   3. menu bar   4. status bar

   5. start menu

Unit 4
KEYS ON THE KEYBOARD

1. a. Enter   b. Page up   c. Delete

   d. Upper characters   e. Shift
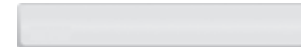
2. Backspace   ⟵   Tabkey   ⇥

   Left arrow key |◄   Capslock   A

   Space bar key   [_____]

3. Shift+2 @   Shift+7 &   Shift+8 *
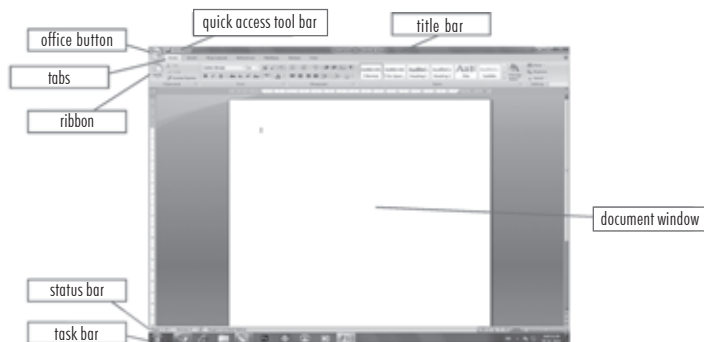
   Shift+1 !   Shift+3 #

4. 1. Backspace key is used as an eraser. It is used to erase the letters from left side of the cursor. Delete key is used to erase a letter to right side of the cursor. Delete key is also used to delete a program or file.

   2. a. Home key is used to move the cursor to the beginning of a line.

      b. Tab key is the same as spacebar key, but it is used to make a big space between words.

      c. Page up key is used to move the cursor to the previous page.

      d. Left arrow key is used to move the cursor towards the left.

Unit 5
MS WORD (Part I)

1. a. processor   b. document   c. title

   d. minimize   e. horizontal   f. vertical

2.

office button

quick access tool bar

title bar

tabs

ribbon

document window

status bar

task bar

3. 1. Ribbon   2. Subscript   3. Format

4. Bold   : Ctrl+B   Italic : Ctrl+I

   Underline : Ctrl+U   Save : Ctrl+S

5. 1. MS Word 2007 is a word processing software. A word processing software helps us in creating documents. With the help of a Word Processor we can type essays, articles, reports and projects easily on a computer.

   2. The font group options are Text Bold for making the text bold, Text Italics is to italice text and Text Underline for underlining the text.

3. Title bar displays the document name followed by the program name. View toolbar is located to the right of the status bar. It provides tools to adjust the size of the document.

4. To save a file, the steps are follows:

   Step 1: Click the office button. Click the Save option from the drop down menu or Click the save button on the Quick Access Toolbar.

   Step 2: The Save As dialog box comes on the screen.

   Step 3: Select the desired drive and folder.

   Step 4: In the file name text box, type the file name.

   Step 5: Click the save button.

Unit 6
MS WORD (Part II)

1. a. bullet   b. framed   c. insert ribbon

   d. illustrations   e. table   f. hard copy

2. 1. False   2. True   3. True

   4. True   5. False

3. 1. Alignment is the arrangement of the text along the margins. We have 4 types of alignments namely left, center, right and justify.

Left align: Aligns text along the left margin. It is also called left-justified text.

Right align: Aligns text along the right margin. It is also called right-justied text.

Center align: Aligns the text in the center of the document.

Justify align: Aligns the text along the margins. It is also called justified text.

2. A bullet is a symbol appearing at the beginning of an item in a list. Bullets are used when you have a list of something. It is a simple round or square in front of each line of text or item. The same way numbering is also possible. There will be numbers in front of every item or every line of text.

3. Page border option is found in the page layout tab.

4. In the illustrations group, there are options to add pictures, shapes, charts etc.

5. To take a printout of your document, follow the steps.

Select the print option from the office button. You will get a windows showing the printer name.

Click on the print button. Then you will get the printout.

6. Ctrl + P is the shortcut key used to print the document.

Unit 7
MS-PAINT

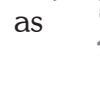1. a. background   b. copy   c. skew

   d. undo   e. zoom in   f. desktop

2. a. False   b. True   c. True

   d. True   e. False   f. True

3. a. copy option   b. zoom in   c. skew

   d. Ctrl c + Ctrl v

   e. zoom out   f. undo

4. The steps to copy a selected part of a drawing at another place.

a. Step 1: Click the select option in the image group of the Home tab.

Step 2: Drag the mouse pointer to select the drawing or a part of the drawing that is to be copied.

Step 3: In the clipboard group, click the Copy option.

Step 4: In the same group, click the paste option.

b. An existing picture file can also be pasted into Paint. For this, the steps are as follows:

Step 1: Click the arrow under Paste option in the Clipboard group.

Step 2: Click the Paste From option.

Step 3: The Paste From dialog box appears.

Step 4: Find the picture file that is to be pasted into Paint.

Step 5: Select the picture by clicking on it at once. Then click the Open button.

c. We can use the Resize option to increase or decrease the size of a drawing or a part of the drawing.

To use the Resize option, the steps are as follows:

Step 1: Click select and then drag the pointer to select the drawing or a part of the drawing.

Step 2: Click the Resize option in the Image group.

Step 3: The Resize and Skew dialog box appears.

Step 4: Select the Maintain aspect ratio check box.

Step 5: In the Resize area, click the pixels option to set the size.

Step 6: Then type a new width in the Horizontal box or a new height in the Vertical box.

Step 7: Click the OK button and we will see the resized drawing.

d. The Skew command is used to twist the drawing in the horizontal or vertical direction.

e. The steps to view our drawing in full screen are as follows:

Step 1: Click the View tab.

Step 2: Click Full Screen option in the Display group.

Click the drawing to exit Full Screen and go back to the Paint window.

f. 1. *To increase the zoom level*: Click View tab. In the Zoom group, click Zoom in.

2. *To decrease the zoom level*: Click View tab. Click Zoom out in the Zoom group.

3. *To see the actual size of the picture*: Click the View tab and in the Zoom group, click 100%.

Unit 7
CALCULATOR

1. a. Calculator lets you perform simple mathematical calculations.

b. To open the calculator program, the steps are as follows:

Step 1: Click on Start.

Step 2: Select All Programs.

Step 3: Select Accessories.

Step 4: Click on Calculator.

c. MC option clears the memory.

d. MR option recalls a stored number.

e. MS Option stores the displayed number on the screen whereas the MR Option recalls a stored number.

3. 1. Multiply   2. Backspace   3. MR

4. Calculator   5. Divide   6. Clear

TESTPAPER - I
Based on the chapters 1-4

1. 1. Mouse   2. Keyboard

3. Printer   4. Scanner

5. Microphone

2. a. Data   b. Software

c. Desktop   d. Icons

e. Status bar   f. Start button

3. 1. Already given in Unit I, Q.5.b

2. Keyboard, mouse, CPU, Memory devices are all different parts of a computer.

Keyboard is an input device. It has a number of keys to type letters,numbers *etc*.

Mouse is also an important input device. It helps us to point at things on the computer screen. CPU or Central Processing Unit is the most important part of the computer. This controls all the activities of the computer.

Memory devices: The hard disk stores data in the computer. CD Roms and pendrives are external memory devices.

3. Already given in Unit II, Q.5.1.

4. Enter key is used to move to the beginning of the next line.

5. Already given in Unit IV Q.4.1

TESTPAPER - II
Based on the chapters 5-7

1. a. i   b. iv   c. iv

   d. i   e. iii

2. a. T   b. F   c. F

   d. T   e. F

3. a. Click view tab in the given group, click zoom in.

   b. A word processing software helps us in creating documents. With the help of a Word Processor we can type essays, articles, reports and projects easily on a computer.

     MS Word and Wordpard are two word processors.

   c. Creating a document in a word processor is called word processing.

   d. Already given in Unit VI Q.3.1

   e. Already given in Unit VIII Q.1. a & b.