- CLASS -III (ICT)

 Chapter-1(Getting Started)

 Fill ups:
 1. A computer is an electronic machine.
 2. A computer can be used to play games.
 3. We can listen to songs on computer.
 4. We search for information on the computer.
 5. We can watch movies on the computer.
 6. We can also draw picture on computer.
 7. Keyboard is used to type numbers and letters.
 8. A monitor looks like a TV screen.
 9. Monitor is also known as Visual Display Unit.
 10. VDU stands for Visual display unit.
 11. CPU stands for Central Process Unit.
 12. CPU helps a computer to store data and information.
 13. Mouse is also known as a pointing device.
 14. A mouse has three buttons.

 True/False:
 1. Computer can solve only mathematical problems. FALSE
 2. Mouse is also known as pointing device. TRUE
 3. Computer is very slow machine. FALSE
 4. UPS store all the data in a computer. FALSE
 5. Keyboard is used to give instruction and commands to the computer. TRUE

 Q.1 What is a computer?

 Ans. A computer is an electronic machine which takes a question , process it and gives a meaningful answer

 Q.2 What are the different parts of a computer?

 Ans. 1. Keyboard 2. Mouse 3. Monitor 4. CPU

Q.3 What is the use of keyboard?

Ans. Keyboard is used to type numbers and letters. It is also used to give instruction and commands to the computer.

Q.4 How many keys are there in a standard key board?

Ans. 104

Q.5 What is monitor?

Ans. The computer screen that is used to display information is called screen.

Q.6 What are the featrures of Monitor?

Ans. 1. It displays whatever we type

- 2. It has On / OFF button.
- 3. It is also known as Visual Display Unit(VDU)

Q.7 What is the use of mouse?

Ans. It is used to point various object on computer screen. It is also known as Pointing Device.

Q.8 What are features of a Mouse?

Ans. 1. It is easy to use

2. It increase the speed and makes selection easier.

Q.9 A mouse has how many buttons.

Ans. Three

Q.10 Write the name of buttions of a mouse?

Ans. 1. Left Mouse button 2. Right Mouse button 3. Scroll Button

Q.11 Write the step to start a computer.

Ans. 1. Switch on the UPS or main power switch.

- 2. Press On / Off Button on the CPU.
- 3. Press the On / Off button on the monitor.

Q.12 What is booting?

Ans. The process of switching in the computer is called Booting

Q.13 What is desktop?

Ans The first screen that we will get on the computer is known as Desktop.

Q.14 What is the full form of CPU?

Ans. Central Processing Unit.

Q.15 Which is known as Brain of Computer?

Ans. CPU

Q.16 What is a CPU?

Ans. CPU is the brain of computer which helps it to remember everything.

Q.17 What is the function of CPU?

Ans. The C.P.U helps a computer to-

- 1. Process and perform various operations.
- 2. Store data and information

Q.18 A CPU has how many buttons.

Ans. TWO Buttons

- 1. On/ OFF button
- 2 Resart Button

Q.19 What are the use of computer?

Ans. 1. A computer can be used to play games.

- 2. We can listen to songs on computers.
- 3. We can draw picture on computer
- 4. We searches for information on the computer

Q.20 Name the devices that resembles the computer monitor.

Ans T.V. Screen

Ch-2(Fundamentals of computers)

- 1. Smart phone type of computer is used the maximum number of times.
- 2. A desktop is a computer which is placed on the table/desk top.
- 3. A laptop is a computer which can be carried and placed on our laps.
- 4. Laptop is lighter in weight and smaller in size as compared to desktop.
- 5. Computer works very fast.
- 6. Computer can store a large amount of data for a long time.

1 ick the correct option:-			
1. Computer is used atplaces.			
	a. Schools	b. Banks	
	c. Hotel	d. <u>All</u>	of the above
2. A	is used in doing a variety of tasks.		
	a. <u>Computer</u>	<u>uter</u> b. car	
	c. TV	d. Juicer	
3. At schools computers are used for			
	a. teaching		b. printing
	c. making test papers		d. All of the above
4	use computers in maintaining accounts.		
	a. Airport	b. Banks	
	c. Hotels	d. Police station	

Q.1 What is a desktop?

Ans. A desktop is a computer which is placed on the table/desk top.

- Q.2 What is a laptop?

 Ans. A laptop is a computer which can be carried and placed on ours lap.

 Q.3 What are the uses of computer?

 Ans. 1. Book tickets at airports and railway stations.

 2. Make learning interesting.

 3. Online Shopping

 4. Calculates bills

 5. Access bank accounts online

 6. Communication with people.

 Q.4 What are characteristics of a computer?

 Ans. 1. It works very fast.

 2. It can work continuously without getting tired.

 3. It can store a large amount of data.

 4. It never makes mistake.

 5. It can do many types of tasks.

 Ch-4(Touch Typing: Play with text editor)

 1. Touch typing is a method of typing in which the typist type without looking at the keyboard.

 2. Touch typing can improves the typing speed and reduce errors.

 3. Touch typing is the ability to type fast without having to look at the keyboard.

 4. This is a guide for anyone using a QWERTY keyboard.

 5. There are different home keys for different fingers.

 6. Home keys are middle line in the keyboard.

 7. You should use your right pointer finger to type U,J & M.

 9. We would use the right pointer to press the y key and left pointer to press T key.

- 10. We use the pointer finger for the Y, H, G, T and B keys.

 11. To type the 7 keys one should use the right index finger.

 12. While key with number 8 is typed with the right hand middle finger.

 13. To type the number key 9 use right ring finger.

 14. For the O key use pinky or little finger.

 15. The 5 and 6 keys are typed with the left index finger.

 Ch-8(Use Safe: Precautions while using computers)

 1. A computer is a delicate machine.

 2. Always press the keys of the keyboard gently.

 3. Do not eat or drink near the computer.

 4. Always keep the mouse on the mouse pad.

 5. You must sit straight and if possible, support your back.

 6. Besides, we should always sit in correct posture.

 7. Screen should always place at eye level.

 8. Place keyboard in front of your when typing.

 9. Do not delete, move or rename any file.

 10. Do not install any software downloaded from the internet or any other source.

 11. Do not spill water or any other liquid in the machine in order to maintain electrical safety.

 12. Keep mouse closer to you.

 Q.1 Why is it important to maintain a proper posture while working on a computer?

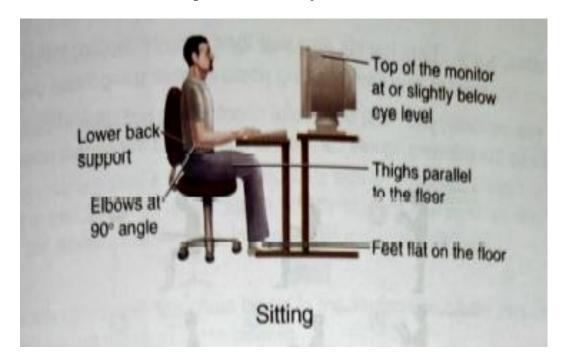
 Ans. It is very important to maintain a proper siting posture while working on a computer because Sitting in a wrong posture may lead to back pain, joint pain, eye problem and weight gain.

 Q.2 How to sitwhile working on computer?

 OR

 What is the proper sitting posture while working on computer?

- Ans. 1.Sit straight and if possible support your back.
 - 2. Reset your feet on Floor or on the foot rest.
 - 3. Screen should be placed at eye level.
 - 4. Always sit at arm's length from screen.
 - 5. Place keyboard in front of you.
 - 6. keep mouse closer to you.
 - 7. Avoid screen reflection.
 - 8. Arms form an L-Shape at the elbow joint.



Q.3 What are the precautions that one must take in the computer lab?

- Ans. 1. Use keyboard and mouse gently.
 - 2. Save our work regular.

- 3. Always save your file in your folder.
- 4. Keep your work place clean.
- 5. Look away from the screen once in a while
- 6. Do not touch any exposed wires or sockets.
- 7. We should not eat or drink anything near computer.
- 8. Sit in correct posture.
- 9. Always turn off the computer before leaving the computer lab.

