

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 diferent parts of a computer?

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

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.

Tick the correct option:-

1. Computer is used at _____places.
a. Schools b. Banks
c. Hotel d. All of the above
2. A _____is used in doing a variety of tasks.
a. Computer 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.

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 ?

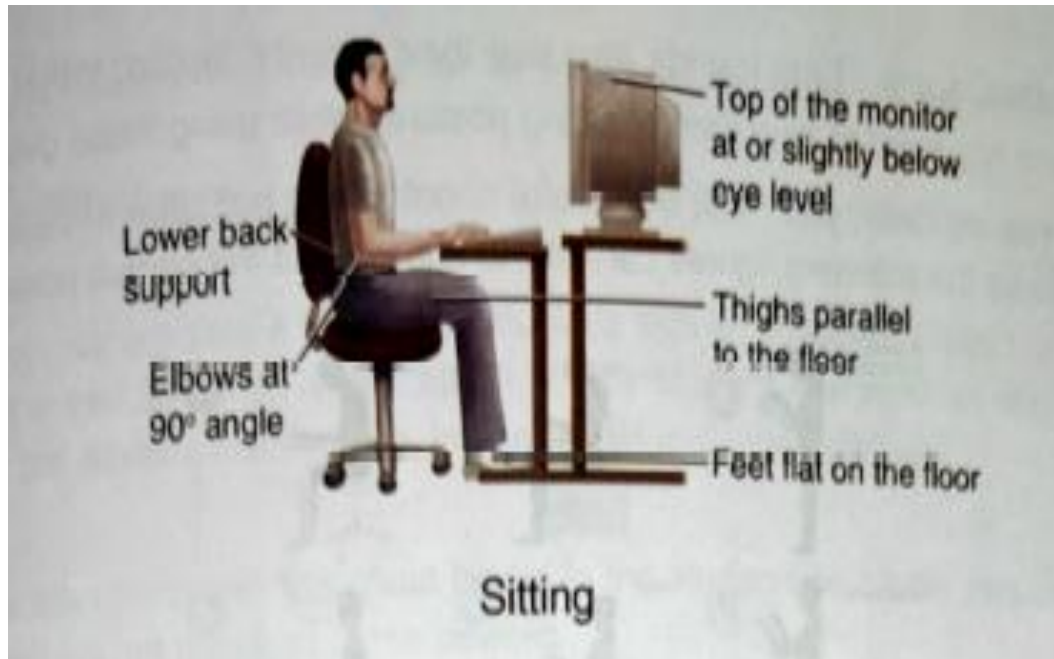
Ans. It is very important to maintain a proper sitting posture while working on a computer because Sitting in a wrong posture may lead to back pain, joint pain, eye problem and weight gain.

Q.2 How to sit while 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.

