

1 Introduction to Computers

A Answer the following questions in brief.

1. Define a computer.

A. A computer is an electronic machine. A computer usually consists of a system unit, a monitor, a keyboard and a mouse.

2. Write at least three advantages of using a computer.

Three advantages of using a computer are:

- A. 1. Computers work speedier than human beings. You can easily do a week's work in a day!
2. Computers help us complete our work without mistakes or errors.
3. The computer is a great source of entertainment.

3. How is hardware different from the software?

A. Hardware is the physical, touchable, material components of the computer. They are the electronic, magnetic, mechanical, and electric devices. While Software is that part of a computer which you cannot touch. They are the programs and applications that run on a computer system.

4. In how many categories can you divide hardware components of the computer? Name them.

- A. Hardware components can be divided into the following categories:
- a) system unit
 - b) input devices
 - c) output devices
 - d) storage devices

5. How does the processor perform its function?

A. The processor has two components: the arithmetic logic unit, and the control unit. It reads an instruction from memory. Then it interprets instruction which is coded. After

that processor reads the data for execution of instructions. Processor also performs logical or arithmetic operations on data if necessary. Then it writes the data to give us the results.

6. Name the output devices you have studied in the lesson.

A. Names of the output devices are:
monitor, speaker and printer.

7. Write short note on the following.

- a) Keyboard b) Printer c) Digital camera
- d) CD/DVD e) Hard disk f) USB flash memory
- g) Monitor

a) Keyboard

The keyboard is a manually operated input device for alpha numeric data, and providing other functions.

It has numerous buttons on it that are called keys. A keyboard has following types of keys:

- i. **Alphanumeric keys** – all of the letters and numbers on the keyboard. A-Z and 0-9.
- ii. **Punctuation keys** – All of the keys associated with punctuation such as the comma, period, semicolon, brackets, parenthesis and so on. Also, all of the mathematical operators such as the plus, minus and equal sign.
- iii. **Special keys** – All of the other keys on the computer keyboard such as the function keys (F1, F2, F3 F12), control keys, arrow keys, caps lock key, delete key, escape key, enter key, backspace key, caps lock key, alt key, etc.

b) Printer

A printer prints text or illustrations on paper. There are many different types of printers, but the most common of them are laser printers and ink-jet printers. An output by a printer is called the hard copy.

c) Digital camera

A digital camera is used to input line and still images into the computer. It stores image in digital form which can be stored and used in the computer.

d) CD/DVD

CD and DVD are storage media. CDs vary in their data storage capacity. 74 minute/650 MB, 80 minute/700 MB (12 cm), and 21 minute/185 MB (8 cm) discs are available in the market. You can run a CD in a CD-ROM drive.

A DVD is somewhat similar to a CD in composition. It can store data more than a CD can. A DVD has a storage capacity of usually 4.1 GB. These DVDs are one layered. There is also an 8.54-GB dual-layer version, called DVD-R DL. You can run a DVD in a DVD-ROM drive. A DVD-ROM drive can play CDs as well.

e) Hard disk

Hard disk is also called hard disk drive or hard drive. Hard disks, these days, are a sealed unit. They have magnetic plates that store data. These plates are called platters. Hard disks can be divided into two categories: the internal hard disk drive and the external hard disk drive. The internal HDD is fixed on the motherboard. This is the main storage device on your computer. It stores all your data like files and folders, documents, music and video, and the operating system and computer programs. When the internal drive does not have any free space, external hard disk drives are used to store more data. They can be connected to a computer by USB. Several additional hard drives can be connected to each other at the same time. Hard disks available in the market have a memory range from 20GB to 1024GB. However, there are hard disks with a storage capacity of even 2TB (terabytes), which is equal to 2048GB.

f) USB Flash memory

USB (Universal Serial Bus) flash memory storage device is portable and rewritable. It is very small in size but can store large amounts of data— in most cases, more than CDs or DVDs. It can be carried around on a key chain. This type of a secondary storage device has become incredibly popular. Data can be easily read using the USB (Universal Serial Bus) interface. This interface now comes standard with most of the computers. The USBs easily available in the market usually have a storage capacity ranging from 256MB, 512 MB, 1GB, 2 GB, 4 GB to 16GB. The highest storage of USB is 256 GB.

g) Monitor

Monitor is a TV-like box. It displays the results of your work on its screen. This screen is called display screen. Now, LCD monitors are also available in the market for the same purpose.

B Choose the correct answer and encircle it.

1. A computer stores the data in?
(a) **memory** (b) keyboard
(c) mouse (d) . printer
2. What type of device is a hard disk?
(a) Input (b) Output
(c) **Storage** (d) Processing
3. Which of the following device is used for the Internet?
(a) Mouse (b) **Modem**
(c) keyboard (d) Scanner
4. F1, F2, F3... keys are called:
(a) Alphanumeric keys (b) Control keys
(c) Escape keys (d) **Function keys**
5. An output through a printer is called
(a) Software (b) Soft copy

(c) **Hard copy**(d) **Hardware****C Fill in the blanks with suitable words.**

1. A computer can perform different processes on data.
2. Hardware devices function according to the command provided by software applications.
3. A port is the place on a computer to which you can connect a device.
4. The name 'mouse' was given to the device at the Stanford Research Institute.
5. Integrated microphones are usually a small hole in front of the computer.
6. The process of providing instructions to the computer is called input.

D Match column 'A' with column 'B'.

Column A	Column B
a. Input	c. CD/DVD
b. Output	e. Modem
c. Storage	a. Scanner
d. Processing	b. Printer
e. Communication	d. CPU

2

Working with Windows

A Answer the following questions.

1. What is Windows? Can your computer run properly without it?
 - A. Windows is an operating system (OS) that runs our computer. No, our computer can't do anything without operating system.
2. What is the use of mouse?
 - A. Mouse is used to interact with the computer in Windows environment. It is used to point, click, drag, open or close any file or folder.
3. Define a file and folder. How are they different from one another?
 - A. A file is a collection of data or information that has a name and can be stored on a storage device whereas a folder is a name given to a reserved location for data storage. It is used to contain files and sub-folders.
4. Is it always possible to restore a deleted file or folder? Explain.
 - A. Deleted files can be restored to their source location from the Recycle Bin. But if we delete a file permanently, then we can't restore the file.
5. What functions are performed by the Windows?
 - A. Some functions, performed by Windows are:
 - i. Windows recognizes input from keyboard or any other input device.
 - ii. It sends output to the display screen or other output devices.
 - iii. It keeps the track of files and directories on disks.
 - iv. It controls the devices attached to the motherboard.

- v. Windows provides a software platform on top of which other programs, called applications, can run.
 - vi. It manages all the programs/applications in the computer.
 - vii. It enables linkage of various computers. This is called a network.
 - viii. Windows enables different users to work separately on the same computer.
6. Write down short keys for cutting, copying, and pasting a file or folder.

Operation	Shortcut key
cut	Ctrl + x
copy	Ctrl + c
paste	Ctrl + v

B Choose the best possible answer and encircle it.

1. What recognizes input from the keyboard and other input devices?
 - (a) Modem
 - (b) Desktop
 - (c) Windows**
 - (d) Monitor
2. The arrow head that moves on the screen when you move the mouse is called
 - (a) Right-click
 - (b) Pointer/Cursor**
 - (c) Scroll wheel
 - (d) Dragging
3. Where is the Start button located on the Desktop?
 - (a) On the title bar
 - (b) On the upper right corner
 - (c) On the lower right corner
 - (d) On the lower left corner**
4. The bar just below the title bar is called
 - (a) Menu bar**
 - (b) Toolbar

- (c) Scroll bar (d) Status bar
5. What has a name and an extension?
 (a) Folder (b) directory
 (c) **File** (d) Subfolder

C Fill in the blanks with appropriate words.

- The Clock button is displayed in the notification area area.
- A menu that appears in the upward direction is called a popup menu.
- The Close button is on the right of maximize button.
- The explore option allows you to easily navigate through different locations.
- Files of the same application with the same name cannot stay in the same folder.
- Deleted files can be restored to their source location from the recycle bin.

D Tick T if the statement is true and F if the statement is false.

- Windows cannot link various computers. T F
- Scroll bar is along the bottom of the Desktop. T F
- A dot separates the file name and extension. T F
- When you press and hold the Shift key, the dragged and dropped file or folder is moved to the new location. T F
- Ctrl+X is the short key to copy a file or folder. T F

E Match Column A with Column B.

Column A	Column B
Double-click	mouse
Programs	start menu

Column A	Column B
Ctrl+C	copy
Open a file	double-click
Deleted items	recycle bin

F Label the components of window in the diagram.

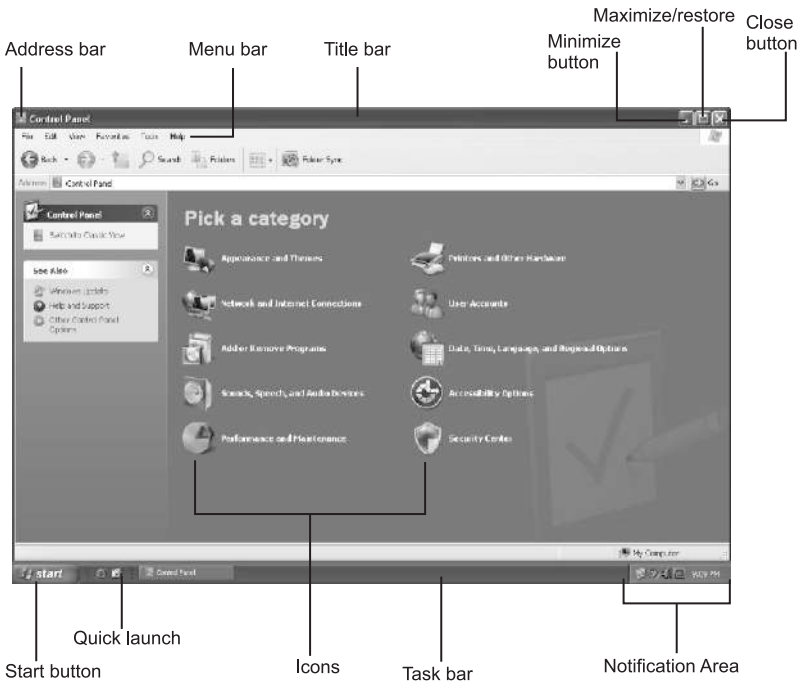


Fig 1: A Control Panel window