

Class -IV

Super Computer

Exercise Corner

Specimen Copy

Year- 2021-22

Index

<u>SR NO</u>	<u>SUBJECT</u>	<u>PAGES</u>
1	Input and output devices	
2	Windows 7	
3	Editing in MS word 2010	
4	Formatting in MS word 2010	
5	Introduction to MS PowerPoint 2010	
6	Playing with Images in Paint	
7	The internet as a Superhighway	
8	Pen commands in MSW logo	
9	Drawing polygons	

1. Input and Output devices

- **Focus of the Chapter**

1. Input devices
2. Output devices

Keywords

- **Input device** – An input device sends data to the computer. Ex. Mouse, Keyboard, Microphone.
- **Output device** – An output device shows the results of data that has been processed. Ex. Monitor, printer, speakers.

● **CHECKPOINT**

Rearrange the letters to get the names of some input devices.

- | | |
|----------------|---------------|
| 1. TOUCHSCREEN | 4. SCANNER |
| 2. TOUCHPAD | 5. WEBCAM |
| 3. JOYSTICK | 6. MICROPHONE |

Exercise Corner

A. Tick (☐) the correct answer.

1. Which of the following is an input device?
a. Plotter _____ b. Touchpad
c. Printer _____ d. Projector _____
2. Which of the following is display screen?
a. Touchscreen b. Touchpad _____ c. Projector _____ d. Plotter _____
3. Which of the following mostly used play games?
a. Touchscreen _____ b. Touchpad _____
c. Joystick d. Printer _____
4. Which of the following is not an output device?
a. Printer _____ b. Scanner _____
c. Speaker d. Projector _____
5. Which of the following device prints large maps and banners?
a. Printer b. Scanner _____
c. Plotter _____ c. Projector _____

B. Write T for True or F for false.

- | | |
|--|----------|
| 1. A keyboard is an output device | <u>T</u> |
| 2. A touchpad is an input device found on laptops and some keyboards | <u>T</u> |
| 3. A graphics tablet helps you to draw with a pencil | <u>F</u> |
| 4. A scanner is used to input printed text or pictures into a computer | <u>T</u> |
| 5. Many desktop computers and laptops have a built-in webcam | <u>T</u> |

C. write one-word answers.

1. You touch me with your fingers to give instructions. I am a **Touchscreen**.
2. I am used to draw using a pen. I am a Graphic **tablet**
3. I am the best quality printer. I am a **Laser printer**.
4. I display text, images, and videos on a screen. I am a **Webcam**



2. Windows 7

❖ Focus of the Chapter

1. Windows desktop
2. Desktop icons
3. Start Menu
4. Task bar
5. Files and folders
6. Creating & saving new file/folder
7. Selecting a file/folder
8. Opening a file/folder
9. Renaming a file/folder
10. Deleting a file/folder
11. Moving a file/folder
12. Copying a file/folder
13. Creating a shortcut to a file/folder

Keywords

- **Booting** – Loading of the operating system.
- **Taskbar**- The long bar present at the bottom of the desktop
- **Notification area**- The area located on the right side of the taskbar
- **Folder**- A container for storing files and other folders.

• **CHECKPOINT**

1. The operating system is the first program to be installed in to a new computer. **T**
2. The start menu displays a list of icons. **F**
3. The long bar present at the bottom of the desktop is called the taskbar. **T**
4. The notification area is located on the left side of the taskbar. **F**

Exercise Corner

A. Tick (☐) the correct answer.

1. Which of the following is used to go to your computer's programs, folders and settings?
a. Start menu b. All programs _____
c. Taskbar _____ d. Notification area _____
2. Which of the following are small pictures present on the desktop?
a. Folders _____ b. Files _____ c. Icons d. Programs _____
3. Which of the following act as a dustbin for a computer?
a. Computer _____ b. Recycle Bin
c. Notification area _____ d. Taskbar _____
4. Which of the following is a container for storing files?
a. File _____ b. Folder
c. Start Menu _____ d. Recycle Bin _____
5. What will you do to open a file?
a. Double click on it b. Right click on it _____
c. Left click on it _____ c. Copy it _____

B. Fill in the blanks.

1. The **Start** menu is also used to shut down the computer
2. The long bar present at the bottom of the desktop is called the **Taskbar**
3. The **Notification** area is located on the right side of the taskbar.
4. A **folder** helps to store files and other folders.

C. Number the steps correctly to create a new file.

1. Choose the location in the left pane of the dialog box, where you want to save the file. 5
2. After completing your work, click on file and then on save. 3
3. Open Ms word. it starts with a blank page. 1
4. Start typing text on the blank page. 2
5. Type the file name in the file name box. 6
6. Click on save. Your file is now saved. 7
7. The save as dialog box appears. 4

