



पुर्णमा International School

Shree Swaminarayan Gurukul, Zundal

Grade-III

Super Computer

Sample plan

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Chapter-3

Introduction to MS Windows7

Focus of the Chapter

1. Starting Microsoft Windows
2. Desktop and its parts

Keywords

- Booting – Starting a computer.
- Icons- Small Picture on the desktop.



Exercise Corner

Date:

A. Tick () the correct answer.

1. The desktop background is also called?

- a. Gadget b. Wallpaper c. Theme

2. The icons on the desktop can be?

- a. Files b. Folders c. Both

3. The long bar at the bottom of the desktop is called

- a. Title bar b. Toolbar c. Taskbar

4. Which of the following should be clicked to open a list of programs?

- a. Taskbar b. Start button c. System clock

5. On which side of the screen is the show desktop button located?

- a. Left b. Right c. None of these

B. Give two examples of the following.

1. Operating systems

MS windows, Linux

2. Parts of a desktop

Title bar, Start button

3. Desktop icons

Files, Folders



C. Fill in the blanks.

1. An **operating** system manages the working of a computer
2. Microsoft windows is a popular **operating** system
3. The background picture of the desktop is called as a **wallpaper**.
4. An **icon** stands for a file, folder or program.
5. The long bar present at the bottom of the desktop is called **Task bar**

D. Circle the correct answer.

1. **Microsoft windows**/Microsoft paint is an operating system.
2. The background picture of the desktop is called the **wallpaper**/Chart paper.
3. The long bar at the bottom of the desktop is called the space bar/**taskbar**
4. The start button is located at the bottom **left** /right corner of the taskbar.
5. Clicking on the start button displays a list of **programs**/folders.

4. Introduction to MS

word 2010

Focus of the Chapter

1. Starting MS word
2. Parts of the MS word window
3. Creating, saving, opening and exiting a file



Keywords

- Word Processor** – A program that edits, formats and stores text according to the instructions given
- Title bar**- The bar that shows the name of the document and the program name.
- Document area**- The white space where what we type or edit appears.
- Status bar** – The bar that gives information about the word document that we are working on.

Checkpoint

A. Give two examples of the followings.

- | | | |
|---------------------------------|---------------|------------------|
| a. Parts of the MS word windows | Ribbon | Title bar |
| b. Tabs on the Ribbon | File | Home |

B. Fill in the blanks.

1. **MS word** is a word processor.
2. The **save** and **new** are two commands under the file tab.
3. The **document area** is the blank white space where we can type text.
4. The word window has **two** scroll bars.

C. Which option under the files tab will you chose to do the following?

- a. To create a new file.
- b. To save a file for the first time.
- c. To open a saved file.

Exercise Corner

A. Tick (☐) the correct answer.

1. MS word is a?

- a. Word processor b. Hardware c. Game
-

2. The save command is present under the?

- a. File tab b. Home tab c. View tab
-

3. This option under the file tab is used to open a saved file.

a. Save _____

b. Exit _____

c. Open

4. This option is used to exit MS word?

a. Save _____

b. Exit c. Save as _

5. Click on this button if you want to close your file without saving it?

a. Save _____

b. doesn't save c. Save as _

B. Write T for true and F for False.

1. MS paint is a word processor.

F

2. The ribbon has three parts-Files, tabs and groups.

T

3. The file tab is the first tab on the ribbon.

F

4. The status bar is present at the bottom of the word window.

T

5. The vertical scroll bar is on the left side of the word window.



C. Complete the steps to save a file in MS word.

1. Click on the **file** tab.

2. Click on **save.**

(The save as dialog box appears)

3. Type a **File name.**

4. Click on the **Save** button.

