



पुर्णा International School

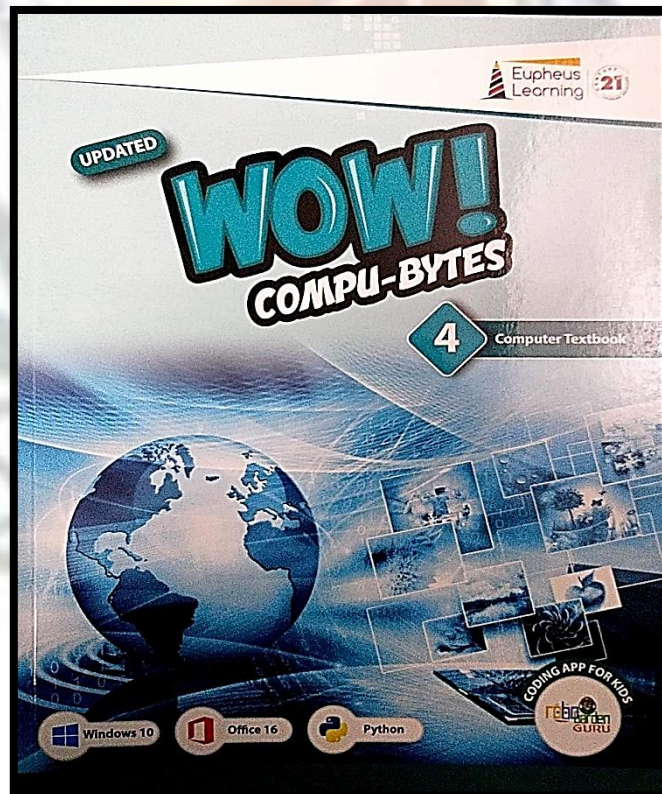
Shree Swaminarayan Gurukul, Zundal

CLASS - IV

COMPUTER

SEM-1

YEAR 2022-23



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CH-1

HISTORY OF COMPUTERS

➤ Keywords

1. **Mechanical Device** - A device that is operated by hand or uses power from an engine.
2. **Electronic Device** - A device that runs on electricity and has many small parts.
3. **ENIAC** - Electronic Numerical Integrator and Computer
4. **Vacuum tubes** - An electronic component

EXERCISE CORNER

A. Tick (✓) the correct answer: -

1. Which was the first mechanical calculating device?

- a. Napier Bones b. Pascal Adding Machine c. **Abacus**

2. In which of the following was the concept of punched cards used?

- a. Pascaline b. Napier's bones c. **Jacquard Loom**

3. Which of the following was invented by Babbage?

- a. Loom b. **Analytical Engine** c. Mark 1

4. Which of the following was the first electronic computer?

- a. Mark I b. UNIVAC c. **ENIAC**

5. In which year was the first UNIVAC computer delivered to US Census Bureau?

- a. 1944 b. 1946 c. **1951**

B) Fill in the blanks. Compare your answers with your classmates' answers:-

Information	dials	large	arithmetic	IPO	small
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1. Early means were helpful to count **small** numbers only.

2. An abacus could count **large** numbers and perform arithmetic calculations.
3. In Pascaline, **dials** were moved clockwise to enter numbers for calculations.
4. A punched card was a piece of paper that could store **information** for doing calculations.
5. The Analytical Engine was based upon the concept of **IPO (Input-Process- output) .**

C) State 'True' or 'False':-

1. Calculations are done on an abacus by sliding beads across the rods. **T**
2. Pascaline is known as the first gear - driven calculator. **T**
3. Mark 1 was developed for Army Ordnance to compute World War II ballistic firing tables. **F**
4. Apple II was the first personal computer with colour monitor. **T**
5. Mark 1 was the first electromechanical computer. **T**

D) Answer the following questions: -

Q1) What is abacus?

Ans: -Abacus is the first mechanical device, developed by the Chinese around 5000 years ago .

Q2) Describe punched card?

Ans:-A punched card was a piece of paper that could store information for during calculations.

Q3) What does IPO stand for?

Ans:-IPO stands for Input – Process – Output cycle .

Q4) In which year was Pascaline developed?

Ans:-Pascaline was developed in 1642.

Q5) Mark 1 was the first electromechanical computer?

Ans:-Charles Babbage is known as the 'Father of Computer' .

E) Long answer questions: -

Q 1) Describe any two early developments?

Ans: - i. Abacus: It was the first mechanical calculating device used for counting large numbers and doing arithmetic calculations.

ii. Napier's Bones : It was a manually operated calculating device used to perform multiplications.

Q 2) Why is Charles Babbage known as the 'Father of Computer'?

Ans: - **The present-day computer took shape from the designs of Charles Babbage, so Babbage is known as the 'Father of Computer'.**

Q 3) Write notes on the following: -

Ans: - a. **Mark 1 - It was the first electromechanical computer. It was huge and heavy. It consisted of about 750,000 different part .**

b. **ENIAC - It stands for Electronic Numerical Integrator and Computer. It was the first electronic general-purpose computer. It was faster than the Mark-I .**

c. **UNIVAC - It stands for Universal Automatic Computer. It was the world's first commercially available computer.**

BRAIN TEASER

➤ **Expand the following terms: -**

1. ENIAC - Electronic Numerical Integrator and Computer

2. UNIVAC - Universal Automatic Computer

3. IPO - Input-Process-Output

CH-2

INPUT AND OUTPUT DEVICES

➤ Keywords

1. **Barcode** - A code in the form of a pattern of parallel lines of varying widths.
2. **OCR** - The technology that converts scanned documents into editable files.
3. **OMR** - The technology that recognizes pre-specified type of marks made by a person on the OMR sheets.
4. **MICR** - A device that recognizes data printed with magnetically – charged ink.

EXERCISE CORNER

A. Tick (✓) the correct answer: -

1. Which of the following is NOT an input device?

- a. touchpad b. **projector** c. MICR

2. What does OCR stand for ?

- a. **Optical Character Recognition**
b. Oriented Character Recognition
c. Jacquard Loom

3. A plotter prints on paper by using _____?

- a. a stylus b. pencils c. **pens**

4. Which of the following is an output device?

- a. projector b. laser printer c. **both a and b**

B) Fill in the blanks. Compare your answers with your classmates answers: -

Picture barcode biometric projection MICR typeface

1. A **barcode** is a pattern of parallel lines of varying widths printed on different products.
2. OCR does not treat the text as **picture**.

3. A projector projects an image (or moving images) into a large surface known as **projection** screen.
4. The MICR technology recognizes the data printed in the **MICR type face**.
5. A **biometric** device uses fingerprint, facing scans or voice recognitions to identify users.

C) Short answer questions: -

1. What are input devices?

Ans:- The devices that are used to enter instructions into the computer are called input devices .

2. What are the full forms of OCR and OMR?

Ans:- OCR- Optical Character Recognition

OMR- Optical Mark Recognition

3. Give names of any two output devices?

Ans:- Mouse, Keyboard .

4. Give names of any two output devices?

Ans: - Monitor, Printer

5. List names of any two non- impact devices?

Ans:- Inkjet, Laser

6. What are impact printers?

Ans:- An impact printer makes contact with the paper. It usually forms the print image by pressing an inked ribbon against the paper using a hammer or pins.

7. What is ALU?

Ans:- The ALU is a part of CPU which does all the arithmetic calculations and takes logical decisions.

8. What is CU?

Ans:- The CU is a part of CPU which controls all the operations carried out on a computer.

D) Long answer questions: -

- Q1) What is a scanner? Describe its types.

Ans:- A scanner allows you to scan information printed on paper or some other media. The types of scanners are:

a. Flatbed scanner- It is great for scanning the occasional newspaper articles, book chapter or photographs.

b. Hand-held scanner- It is moved by hand over the information which is to be scanned.

Q2) Distinguish between impact and non-impact printers. Give examples of each?

Ans:- Impact printer - It makes contact with the paper and forms the print image by pressing an inked ribbon against the paper using a hammer or pins. For e.g. Dot-Matrix Printer, Daisy Wheel printer .

Non-Impact printer - It does not make contact with the paper. It prints without the use of a striking device to hammer against the paper to produce characters. For e.g. laser printer, inkjet printer.

BRAIN TEASER

➤ Write the following devices under correct headings: -

INPUT DEVICE	OUTPUT DEVICE	INPUT DEVICE	OUTPUT DEVICE
Keyboard	monitor	Touchpad	plotter
Scanner	speaker	Touch screen	projector
OCR	GPS	webcam	printer
Light pen	headphones	microphone	Sound card

CH-3

COMPUTER MEMORY AND STORAGE

➤ Keywords

1. **Bit** - The smallest amount of data.
2. **Volatile memory** - It requires power to maintain the stored information.
3. **Non- Volatile memory** - It does not require power to maintain the stored information.
4. **Magnetic storage media** - It uses magnetic material to store data.

EXERCISE CORNER

A. Tick (✓) the correct answer: -

1. 1024 bytes = _____
a. 1 MB b. 1 GB c. 1 KB
2. Which of the following is an optical storage media?
a. hard disk b. CD c. RAM
3. Which of the following stores high definition videos?
a. CD b. DVD c. Mark 1
4. The CPU directly retrieves information or data from the _____ ?
a. hard disk b. CD c. RAM
5. Which of the following is a secondary storage device?
a. ROM b. cache c. hard disk

B) Fill in the blanks. Compare your answers with your classmates' answers: -

1024 secondary memory primary memory hard disk bit

1. A **hard disk** can store 2 TB to 5 TB data.
2. The **primary** memory comprises of RAM and ROM.
3. The **secondary** memory is also known as auxiliary storage.
4. One GB is equal to **1024 MB**.
5. Individually, a binary number is known as **bit**.

C) State 'True' or 'False': -

1. RAM is faster than secondary storage devices.
2. Bits and bytes are units of computer memory.
3. A portable hard disk is generally used for taking back-up
4. The instructions that are written into ROM cannot be altered.

- T
 T
 F
 T

D) Match the columns:-

Column A

1. 1 MB
2. Pen drive
3. ROM
4. Operating system
5. Hard disk

Column B

- a. Magnetic secondary storage **5**
- b. 1024 KB **1**
- c. Secondary memory **2**
- d. Primary memory **3**
- e. Loaded into the main memory **4**

E) Short Answer questions: -

Q1) What is a bit?

Ans: - Bit is the smallest amount of data in a computer. It has a single binary value, either 0 or 1.

Q2) What is machine language?

Ans: - A machine language consists of binary digits, i.e. 0 and 1. A computer understands and stores, data and information in the form of machine language (i.e. 0 and 1) .

Q3) Write types of RAM?

Ans: - Static RAM (SRAM), Dynamic RAM (DRAM) .

Q4) What is computer memory?

Ans:- A storage space where data and instructions are stored either for processing or the further use is called computer memory .

Q5) What is storage devices?

Ans: - The maximum amount of data that can be stored in a computer is called its storage capacity.

Q 6) Describe cache memory.

Ans: - Cache memory is an extremely fast memory type that acts as a buffer between RAM and the CPU. It is used to reduce the average time to access data from the Main memory

E) Long answer questions: -

Q 1) What is primary memory? Describe RAM and ROM?

Ans: - A primary memory is also known as the main memory or internal memory of a computer which is in built memory of a computer in which data and instructions are stored for processing.

RAM - Random Access Memory holds the data and instructions on which computer is currently working.

ROM - Read Only Memory, information can only be read from this type of memory. One data is written on ROM, it cannot be changed or altered.

Q 2) Describe secondary memory?

Ans: - A secondary memory is also called auxiliary memory or external memory. It stores the large amount of data permanently until someone deletes it purposely. A secondary memory is important for a computer because the internal memory has less capacity to store data.

Q 3) Define the following: -

Ans: - a. Hard Disk- A hard disk is a type of magnetic secondary storage media. It is the main secondary storage for the computers. It can store upto 2 TB to 5 TB data

b. Pen drive- It is also known as flash drive. It is portable and used to store large amount of information. Its storage capacity varies from 1 GB to 256 GB.

c. CD- It is a type of secondary storage media. It is circular in shape and small in size. It is portable. It can store around 700 MB data.

CH-4

WORKING WITH WINDOWS 10

➤ Keywords

1. **Windows** - A popular operating system developed by Microsoft.
2. **Desktop** - The screen that appears after loading of the OS and the login process.
3. **Start button** - The button located at the bottom left corner of the desktop that opens the start menu.
4. **Wallpaper** - A background picture of the desktop
5. **Icon** - A small picture on the desktop that represents a file, folder or a program.

EXERCISE CORNER

A. Tick (✓) the correct answer: -

1. Windows is the product of _____?
a. Infosys b. Intel c. **Microsoft**
2. Which of the following is the latest version of windows?
a. Windows 7 b. Windows 8 c. **Windows 10**
3. Which does GUI stand for?
a. Graphic unique interface b. **Graphical user interface**
c. General user interface

B) Fill in the blanks. Compare your answers with your classmates' answers: -

Unpin from start	icon	task view	search box	thumbnails
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1. The **task view** also allows you to add multiple desktops on your computer.
2. The **search box** allows you to search within your documents and files or on the Web for anything you write.
3. The task view shows you **thumbnails** of different applications.
4. To remove a tile from the Start screen, right-click and select **unpin from start** option.

5. An **icon** represents a file, folder or an application on the desktop.

C) State 'True' or 'False':-

1. An operating system is a system software.

T

2. An operating system loads first when a computer starts.

T

3. The desktop is the main screen of the computer.

T

4. The start button allows to access the start menu.

T

5. Linux is an application program.

F

D) Short answer questions: -

Q1) What is an operating system?

Ans:- An operating system is a set of programs which acts as an interface between the user and the hardware.

Q2) Define booting?

Ans:- The process of loading the OS into computer's main memory when a computer is switched on, is called booting.

Q3) What are icons?

Ans:- Small pictures on the desktop that represents files, folder, or applications are called icons

Q4) How do you add an application tile to the Start menu?

Ans:- Right click on any application and select pin to start.

Q5) What you do adjust the system volume?

Ans:- Click the symbol denoting a speaker. A slider appears. Move the slider left or right to raise and lower the volume.

E) Long answer questions:-

Q 1) Describe any two components of the Windows 10 desktop?

Ans:- Icons- Small pictures on the desktop that represent files, folder, or applications are called icons.

Task view button - It shows thumbnails of different active applications so that a user can easily and quickly switch among applications.

Q 2) Distinguish between wallpaper and screen saver?

Ans:- A background image of a desktop is called desktop background or wallpaper. When a computer is in an idle state, a moving image appears, called screen saver .

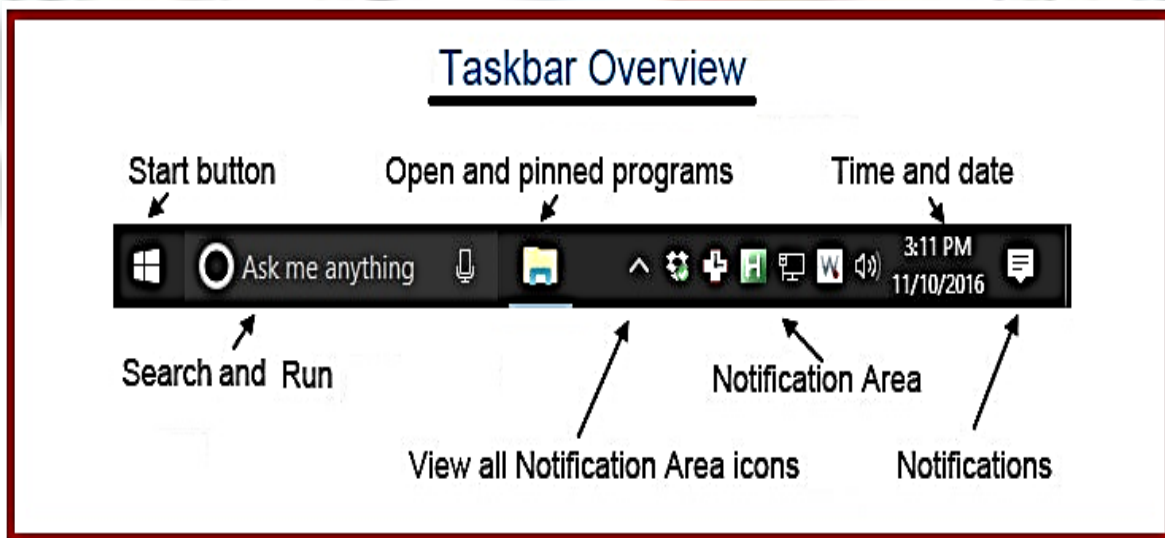
Q 3) What is taskbar? Write steps to hide it?

Ans:- A horizontal bar which is located at the bottom of desktop is called taskbar.

Steps to hide task bar are-

1. Right click on the empty area of the taskbar
2. Click taskbar settings
3. Click the option auto hide

➤ **Label the components of Windows Taskbar :-**



CH-5

INTRODUCTION TO MICROSOFT WORD 2016

➤ Keywords

1. **Word processor** - An application software that allows you to create any kind of text document.
2. **Cursor** - A vertical blinking line.

EXERCISE CORNER

A. Tick (✓) the correct answer: -

1. Which of the following is an extension of Microsoft Word document?
a. .dod b. **.docx** c. .dob
2. A vertical blinking line in a word document is called ?
a. pointer b. Indicator c. **cursor**
3. Which of the following is present to cancel the last action?
a. Ctrl + X b. **Ctrl + Z** c. Ctrl + Y
4. In which ribbon is the Font group present?
a. Insert b. **Home** c. Review
5. To create a duplicate copy of text in Word document, you use?
a. cut and paste b. **copy and paste** c. Redo and Paste

B) Fill in the blanks. Compare your answers with your classmates' answers: -

Italic	cut	word processor	cursor's	clipboard
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1. Microsoft Word is a **word processor**.
2. To create a document, you simply start typing text from the **cursor's**.
3. The Paste button is present in **clipboard** group.
4. The keyboard shortcut Ctrl + X is used to **cut** the selected text.
5. The **italic** button gives a tilted effect to the text.

C) State 'True' or 'False': -

1. Saving a document is required if you want to use it in future. **T**
2. The Undo command cancels the last action performed. **T**
3. The Cut and Paste command is used to create copy of the selected text. **T**
4. The Paste option is always highlight after Copy or Cut operation. **T**
5. To open an existing document, click Home >> open. **T**

D) Write the use of the following keyboard shortcut: -

1. Ctrl + N: To open a new document
2. Ctrl + C: To copy selected text.
3. Ctrl + V: To paste copied text
4. Ctrl + Y: To redo an undo action
5. Ctrl + X: To cut selected text

E) Short answer questions: -

1. What is a word processor?

Ans:- Word processor is an application software that allows you to create any kind of text document.

2. Write names of any two word processors.

Ans:- Microsoft Word , Open Office Writer

3. Define quick access toolbar.

Ans:- Quick Access toolbar is located on extreme left of the title bar. It holds various frequently used buttons such as Save, Undo, Redo, etc.

4. Which method is used to move the text in a document?

Ans:- . i. 'Cut and Paste' ii. 'Copy and Paste'

5. What is clipboard?

Ans:- The clipboard is a section of RAM where your computer stores copied data.

F) Long answer questions:-

Q1) What is Microsoft Word? Describe any five elements of the Word interface?

Ans:- Microsoft Word is the most popular typing program used all over the world. It allows you to type, edit and format text document.

5 elements of Word Interface are:

- i. **Title bar:** The title bar is located at the top of the window. It shows name of application and the current document.
- ii. **Quick Access Toolbar:** This is located on extreme left of the title bar. It holds various frequently used buttons such as Save, Undo, Redo, etc .
- iii. **Tabs:** Tabs are placed below the title bar. They contain various commands that are used to work in the word.
- iv. **Ribbons:** A ribbon appears when you click on any tab.
- v. **Scroll bars:** Scroll bar are used to view the hidden area of the document .

Q2) What is the different between ‘ Save’ and ‘Save As’ options?

Ans:-

Save	Save as
It is used to save a new document or anything (which you want to save) with a name.	It is used to save an already saved document or anything (which you want to save) with a new name

Q3) Write the steps to open a Word document?

Ans: -_Steps to open a Word document are:

Step 1 : Open Microsoft Word application.

Step 2: Click the File -> Open -> Computer -> Browse. The open dialog box appears.

Step 3: Locate your file in the left pane look for the name of the file which is to be opened in the right pane. Select the file.

Step 4: Click the Open button.

Q4) Distinguished between ‘Cut and Paste’ and ‘Copy and Paste’ methods. Write the steps to copy the text ?

Ans:-

Cut and Paste	Copy and Paste
The method ‘cut and paste’ moves the selected text from one position to another, i.e. when you cut the text it removes from the current position and makes it appear at the new one, on performing paste action.	The method ‘copy and paste’ allows to create copy of text the selected from document. You can create single copy or multiple copies of the selected text in different positions.

Steps to copy the text :

Step 1: Select the text which is to be copied.

Step 2: Click on Home tab and select Copy.

Step 3: Bring the cursor at the new position to insert copied text.

Step 4: Click the Home tab and select Paste option.

