



पुर्णा International School

Shree Swaminarayan Gurukul, Zundal

Grade-III

Super

Computer

Sample plan

June-July

Year-2021

CHAPTER-3

Introduction to MS Windows 7

V



EXERCISE CORNER

A. Tick (✓) the correct answers.

- The desktop background is also called
a. gadget. _____ b. wallpaper. ✓ c. theme. _____
- The icons on the desktop can be
a. files. _____ b. folders. _____ c. both. ✓
- The long bar at the bottom of the desktop is called
a. title bar. _____ b. toolbar. _____ c. taskbar. _____
- Which of the following should be clicked to open a list of programs?
a. taskbar _____ b. start button ✓ c. system clock _____
- 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.

- Operating systems
- Parts of a desktop
- Desktop icons

Linux

Mac OS

Task bar

Icons

Recycle bin

Computer

C. Fill in the blanks.

- An operating system manages the working of a computer.
- Microsoft windows is a popular operating system.
- The background picture of the desktop is called a Wallpaper.
- An Icon stands for a file, folder or program.
- The long bar present at the bottom of the desktop is called Taskbar.

D. Label the parts of the taskbar.

Start button

System clock

Icons on quick launch toolbar

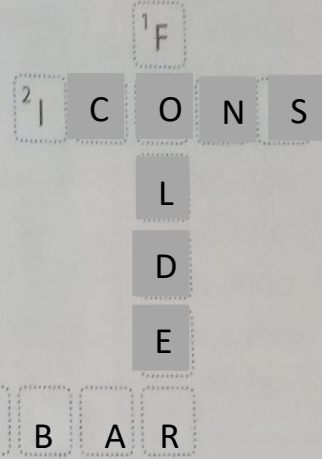
Notification area

Show desktop button

F. Complete the crossword with the help of the clues given.

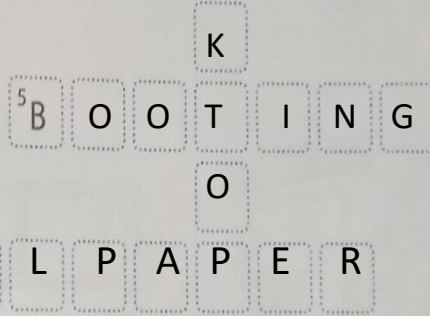
Across

- 2 Small pictures on the desktop
- 4 A long bar present at the bottom of the desktop
- 5 Starting a computer
- 6 The background picture on the desktop



Down

- 1 A container for storing files
- 3 The display area on the monitor



G. LAB ACTIVITIES

1. Open Paint. Draw a shape. Save your file after giving it a name. Select the file. Right-click and choose the delete option.
2. Click on the Show desktop button to minimize/hide all open windows and display the desktop.



A VALUE FOR ME

H. Tick (✓) the correct answers.

Nidhi wants to use her brother's computer. She needs a password to log in. What should she do?

1. She should steal the password when her brother is typing it. _____
2. She should try different passwords until she gets the right one. _____
3. She should ask her brother for the password. _____



CHAPTER-4

Introduction to MS Word 2010

CHECKPOINT



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.

CHECKPOINT



1. Give two examples of the following.

- | | | |
|--------------------------------|-----------|--------|
| a. Parts of the MS Word window | Title bar | Ribbon |
| b. Tabs on the Ribbon | Insert | Home |

2. Which option under the File tab will you choose 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 answers.

- MS Word is a
 - word processor. ✓
 - hardware. _____
 - game. _____
- The Save command is present under the
 - File tab. ✓
 - Home tab. _____
 - View tab. _____
- This option under the File tab is used to open a saved file.
 - Save _____
 - Exit _____
 - Open ✓
- This option is used to exit MS Word.
 - Save _____
 - Exit ✓
 - Save as _____
- Click on this button if you want to close your file without saving it.
 - Save _____
 - Don't Save ✓
 - Cancel _____

B. Write T for true or F for false.

- MS Paint is a word processor. F
- The Ribbon has three parts – File, tabs and groups. F
- The File tab is the first tab on the Ribbon. F
- The status bar is present at the bottom of the Word window. T
- The vertical scroll bar is on the left side of the Word window. F

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

- Click on the file tab.
- Click on save.

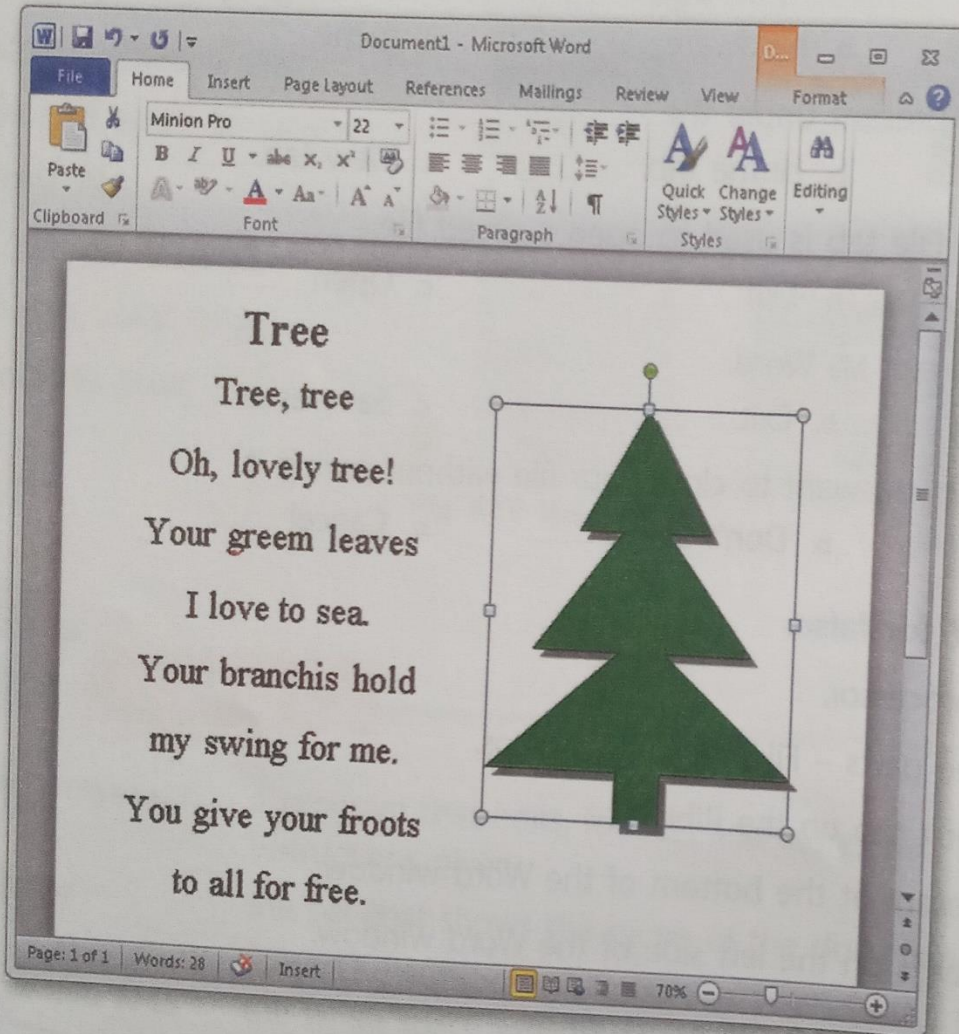
The Save As dialog box appears.

- Type a File name
- Click on the save button.



SUBJECT LINK – ENGLISH

E. Riya has written a poem in MS Word. It has a few spelling errors. Read the poem and rewrite the correct spellings in the space provided.



green

branches

fruits