

COMPUTER CONNECT

Teacher Manual



Class-2

Chapter-1 Computer- A Machine

Exercise:

A. 1. (c) 2. (a) 3. (c) 4. (c)

B. (3) (7)
drawing eating
listen to music dance
read books sing songs
play games swimming
cooking

Human	Computer
1. Human beings can do only on things at a time.	1. A computer can do many things at the same time.
2. Human beings may forget many things.	2. A computer never forgets.
3. Human beings get tired.	3. A computer never gets tired.

- D. 1. A computer is an electronic device.
2. A computer is called a smart machine as it is used at every place.
3. a) Water movies b) Listen to music
c) Do calculations d) Play games
4. Yes, computer is much better than a human being.

Activity Time:

- A. Do it yourself.
B. Do it yourself.

Chapter-2 Computer in Our Life

Exercise:

- A. 1. (a) 2. (c)
B. 1. YES 2. YES 3. YES 4. NO
5. NO

- C.**
1. multitasking device
 2. Computer-Aided Learning
 3. diseases
 4. DTP
 5. CCTV Camera
- D.**
1. Computers can be used in schools:
 - a) to prepare time tables and school notices.
 - b) to keep records of issued and returned books.
 - c) to keep fee records.
 - d) to teach students.
 2. In offices, computer can be used:
 - a) to keep records of salary.
 - b) to type and print documents.
 - c) to keep employee's record.
 - d) to conduct video conferencing.
 3. Multitasking means a device can do all the tasks together.
 4. Video conferencing is used in offices.

Activity Time:

- A.** Do it yourself.
B. Do it yourself.

Chapter-3 Parts of Computer

Exercise:

- A.**
1. (a)
 2. (d)
 3. (b)
 4. (c)
- B.**
1. Speakers : are used for listening to music/voice/sound on a computer.
 2. Keyboard : It is used to enter data and gives instructions to the computer.
 3. Mouse : It is a pointing device, connected to the computer through a wire.
 4. Monitor : It shows us the data which we input and the result we get after the computer finishes processing.
 5. CPU : The computer process the input in its CPU.

- C. 1. input 2. input 3. output 4. input
5. output
- D. 1. Input devices are used in computers to enter data and give instructions to a computer.
2. Functions of Mouse:
(a) Helps to move the mouse pointer.
(b) It helps to select icons on the screen.
(c) It is a pointing device.
(d) Used to give input.
3. Keyboard is used to enter data and give instructions to the computer.
4. The devices that we use to enter and give instructions to a computer are called input devices.
Eg- keyboard, microphone, joystick.

Activity Time:

- A. Do it yourself.
B. Do it yourself.
C. Do it yourself.

Chapter-4 How Does a Computer Work?

Exercise:

- A. 1. IPO cycle 2. processing 3. monitor 4. output
B. 1. NO 2. YES 3. YES 4. YES
C. Input → Process → Output

D.

Input	→	Process	→	Output
We give the data and instructions to the computer.		Computer processes the data.		The final result displayed on monitor.

- E. 'P' stands for Process.

Activity Time:

- A. Do it yourself.
B. Do it yourself.

Chapter-5 Keyboard

Exercise:

- A. 1. (a) 2. (c) 3. (b) 4. (c)
- B. 1. 4 2. backspace 3. ON
4. Num Lock
- C. 1. NO 2. NO 3. YES 4. NO
5. YES
- D. 1. (b) 2. (c) 3. (d) 4. (e)
5. (a)

Activity Time:

- A. Do it yourself.
B. Do it yourself.

Chapter-6 Notepad

Exercise:

- A. 1. (c) 2. (b) 3. (a) 4. (b)
- B. 1. Title bar : It displays the title the program.
2. Menu bar : It contains different menus.
3. Cursor : It is vertical blinking line on the screen.
4. Text area : It is the area where you can type the text.
- C. 1. NO 2. YES 3. NO 4. YES
- D. 1. **It is very easy to bunch** Notepad in computer system.
2. **Keyboard helps** to enter the text in the Notepad.
3. **The text you type, will appear** where the cursor is blinking on the Notepad screen.
4. **After completing your work**, it is important to save your work.
- E. Steps to Launch Notepad:
a) Click on the Start button.
b) Click on Windows Accessories.
c) Click on Notepad.

The Notepad window will appear on the screen.

F. Steps to exit the Notepad:

- a) Click on the File menu.
- b) Click on the Exit from the options that appear.

The Notepad window will close.

Activity Time:

A. Do it yourself.

B. Do it yourself.

C. 1. View the text 2. Edit the text 3. Enter the text

Chapter-7 Paint Again

Exercise:

A. 1. (b) 2. (c) 3. (c) 4. (c)

5. (a)

B. 1. Size box 2. Text 3. right 4. Home

5. Curve

C. 1. YES 2. YES 3. NO 4. YES

D. Steps to use Color Picker tool:

1. Open an existing image.
2. Draw an another image on the same page. Eg-rectangle.
3. Click on the Fill with color.
4. Click on the Color Picker tool.
5. Now, click on the colour you want to pick from the image.
6. Now, click inside the another image (rectangle).

E. 1. Paint program helps us to draw pictures on the display screen.
2. Color Picker tool is used to transfer a colour from one picture to another.
3. Text tool is used to enter text in the Paint program.
4. Home tab
5. View tab

Activity Time:

A. Home tab

- Fonts
- Resize
- Rotate
- Select

View tab

- Zoom in and Zoom out
- Rulers
- Gridlines
- Status bar

- B. Do it yourself.
- C. Do it yourself.

Chapter-8 Tux Paint

Exercise:

- A. 1. (c) 2. (c) 3. (a)

B. Do it yourself.

C. 1. It is very easy and simple drawing program.

2. Steps to start Tux Paint:

- a) Click on the Start button.
- b) Click on the Tux Paint.
- c) Click on Tux Paint (Full screen).

The Tux Paint program will appear on the screen.

3. Steps to insert ready-made pictures in Tux Paint:

- a) Click the New tool in the toolbar.
- b) Click the Down button.
- c) Select a picture of your choice.
- d) Click the open button.

The selected drawing appears on the canvas.

4. Saving the Picture in Tux Paint:

Click on Save tool from the toolbar.

It will simply save the picture.

Activity Time:

Do it yourself.

Project-1

Do it yourself.

Project-2

Do it yourself.

NCO

Do it yourself.

COMPUTER Connect



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