WOODS

3

COMPUTER CONNECT

Teacher Manual

Class-3
Chapter-1 Computer- A Machine

Let's Go:

1. Process   2. Output   3. Output   4. Output
5. Output   6. Output

Exercise:

A. 1. b)   2. a)   3. b)   4. a)
    5. c)   6. b)

B. 1. LAPTOP   2. CPU   3. MOUSE
    4. MONITOR   5. OUTPUT

C. 1. b)   2. a)   3. d)   4. e)
    5. c)

D. 1. Following are the main features of computer:

     a) Versatility : A computer is a multitasking machine.

     b) Storage : A computer can store a large volume of data.

     c) Accuracy : Computer can do the calculations without errors.

     d) Reliability : Computer can produce reliable result.

     e) Speed : Computer works very fast.

   2. Input : It takes data/instruction from the user.

     Process : It works on the execution of data and instruction.

     Output : It gives result in the form of meaningful information.

     Input → $\boxed{\text{Process}}$ → Output

     2,3+   2+3   5

   3. Three applications of computer in today's life are:

     a) In office   b) In hospital

     c) In banking

4. Types of computers are:

a) Personal Computer: These are small general purpose computer to be used by one person at a time. Eg-Laptop.

b) Minicomputer: These computers can support multiuser at a time or it is a multiprocessing system. Eg-IBM,DEC.

c) Workstation: It is faster and more powerful than a desktop computer. Eg- used in gaming, animations etc.

d) Mainframe Computer: It is capable of supporting hundreds or even thousands of user simultaneously. Eg-VAX 8842

e) Supercomputer: It is used for processing data quickly. It is the fastest and largest computer. Eg-CRAY CDC 6600.

5.

Mainframe	Supercomputer
a) It can store large amount of data. b) It is used for reliable tasks. Eg- VAX 8842	a) It can store very large amount of data. b) It is used for extremely difficult tasks such as weather forecasting. Eg-CRAY CDC 6600.

Activity Time:

A. 1. Personal Computer   2. Personal Computer
   3. Supercomputer   4. Mainframe Computer
   5. Minicomputer

B. Do it yourself.

C. 1. Monitor   2. Joystick
   3. Printer   4. Supercomputer

Chapter-2 Hardware and Software

Let's Go:

a) Input   b) Process   c) Output

d) Output   e) Input   f) Output

g) Process h) Input i) Input

j) Input k) Input

Exercise:

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

5. (b)

B. 1. WORD 2. SOFTWARE 3. HARDWARE

4. PRINTER 5. SYSTEM 6. MICROPHONE

C. 1. Hardware 2. Software 3. Mouse

4. user, hardware 5. Application Software

D. 1. c) 2. a) 3. b) 4. d)

5. f) 6. e)

E. 1. CD 2. Monitor 3. Notepad

4. System Software

F. 1. It represents the physical and tangible components of a computer that can be seen and touched.

2. It is a set of instructions or programs that tell the computer to do specific tasks. It helps the user to interact with computer.

3. System Software: Windows, Android

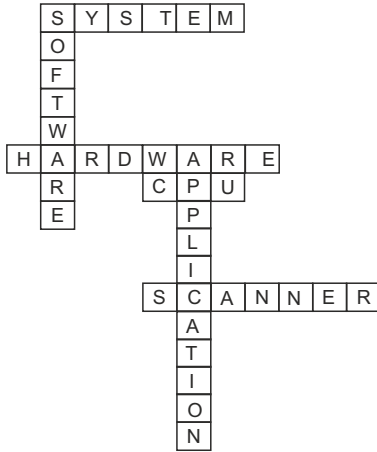Application Software: Microsoft Word, Google Docs.

4.

CD	DVD
a) CD stands for Compact Disk. b) It is used to store information.	a) DVD stands for Digital Versatile Disk. b) It is u sed to store large amount of information.

5. Functions of CPU are:

a) It stands for Central Processing Unit.

b) It is the brain of a computer.

c) It is a processing device.

d) It controls all the parts of a computer.

Activity Time:

A. Do it yourself.

B.

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Chapter-3 Windows 10 (Operating System)

Exercise:

A. 1. c) 2. b) 3. a) 4. b)
5. a)

B. 1. Icon 2. Time and Date
3. Taskbar 4. Desktop screen 5. Icons

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

D. Start Menu: Start menu has two parts i.e., left part and right part.

Left part shows all the installed apps like power settings, File Explorer and User's Icon.

The right part contains the tiles or tiles that can be customised, risized and reorganised.

E. 1. Windows is a special program that controls the working of a computer. It acts as an interface between the user and the computer.

2. There are different versions of windows:

a) Windows 98 b) Windows xp

c) Windows Vista d) Windows 7

e) Windows 8 f) Windows 10

3. Windows 10 starts automatically after turning on the computer. It will ask for a password, enter the password and press the Enter Key.

4. Benefits of Windows 10:
   a) It controls the storage of data.
   b) It deals with errors and user instructions.
   c) It controls the hardware attached to the computer.
   d) It helps to open and close programs.

5. There are two ways to open the program in Windows 10:

   Click the icon, which you want to select and press the Enter key. The application window will open.

   OR

   Double-click the left mouse button on the icon to open it.

Activity Time:

A. Do it yourself.

B. Do it yourself.

Chapter-4 Let's Paint Again

Exercise:

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

B. 1. YES   2. YES   3. NO   4. YES

   5. YES

C. Microsoft paint is a basic computer graphics program. It is very easy and simple to draw and paint in the computer.

D. 1. It will rotate the image to the angle of 30° both horizontally and vertically.
   2. It will not make any change in the image.
   3. It will create a mirror image of the picture.
   4. It will compress the image to the half of its original size.

E. 1. Select the image using any of the selection tools.
   2. Use the 'Copy' option to create a duplicate of the selected image.
   3. Go and click on that place where you want to paste the picture.
   4. Click on the 'Paste' option.

Activity Time:

A. Do it yourself.

B. Do it yourself.

C. Do it yourself.

Chapter-5 MS Word 2016

Exercise:

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

  5. b) 6. a)

B. 1. YES 2. YES 3. YES 4. NO

  5. YES

C. 1. Title bar : At the top of the Word window, there is the title bar named Document1 by default.

  2. Status bar : A horizontal bar at the bottom of an active window that gives details about the document.

  3. Ribbon : Below the title bar, there is the Ribbon which gives you access to the major command menus in Word.

  4. Views buttons : Buttons that enable, adjust and display different views of a document.

  5. Tabs : An area on the Ribbon that contains buttons that are organised in groups. Default tabs are Home, Insert etc.

  6. Working Area : It is the area where you type the text.

Activity Time:

A. Do it yourself.

B. Do it yourself.

Chapter-6 Logo

Exercise:

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

B. 1. YES 2. YES 3. YES 4. NO

  5. YES

C. 1. LOGO 2. Language of Graphics Oriented
    3. Logo Primitives 4. Forward (FD)
    5. Back (BK)

D. 1. (d) 2. (e) 3. (b) 4. (a)
    5. (c)

E. 1. CS - Clearscreen
    2. RT - Right
    3. LT - Left
    4. FD - Forward
    5. BK - Back

Activity Time:

A. 1. Repeat 360 [FD 1 RT 1]
    2. FD 100
       RT 90
       FD 100
       RT 90
       FD 100
       RT 90
       FD 100

B. Do it yourself.

Chapter-7 Tux Paint

Exercise:

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

B. 1. Next button : This button is used to go to the next slide in the slide-show.

    2. Back button : This button is used to go to the back of the slide in the slide show.

    3. Redo : You can click on the Redo button to undo the Undo command.

    4. Undo : You can click on the Undo button, if you want to undo the previous activity that you have done.

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

D. Steps to add Rainbow effects:
   a) Click on the Rainbow Effect from the Magic tool.
   b) Drag the magic wand from one point to another in an arc shape.
   c) The rainbow effect will be applied on your drawing.

Activity Time:

A. Fill Tool   Grass Tool   Line Tool
   Stamp Tool   Rainbow Effect   Text Tool
   Flower Tool   Paint Tool   Shapes Tool

B. 1. Flower Effect   2. Grass Effect
   3. Rainbow Effect   4. Stamp Tool   5. Text Tool

Chapter-8 Internet

Exercise:

A. 1. ARPANET   2. Netizens 3. E-commerce
   4. Search Engine   5. Microsoft Edge

B. 1. NO   2. YES   3. NO   4. YES
   5. NO

C. 1. Some uses of Internet are:
   a) It is used to send and receive messages at very low cost.
   b) Air, rail and even bus tickets can be looked using internet.
   c) Internet is used to exchange views on any topic with a group of people.
   2. WWW or World Wide Web is a system of interlinked pages containing a variety of information which can be accessed through internet.
   3. Netiquettes we need to follow:
   a) Always use decent language while chatting.

b) Always chat with a nickname, don't use your real name.

c) Use the internet for searching only the required information.

d) Surf the internet only under your elders guidance.

4. Web browser is an application that helps you surf the net. Eg- Google Chrome, Mozilla, Firefox etc.

5. Home Page is the opening page or the main page of a website which is displayed when the address of a website is typed in.

Activity Time:

A. Do it yourself.

B. Do it yourself.

Project-1

Do it yourself.

Project-2

Do it yourself.

NCO

Do it yourself.

COMPUTER
Connect