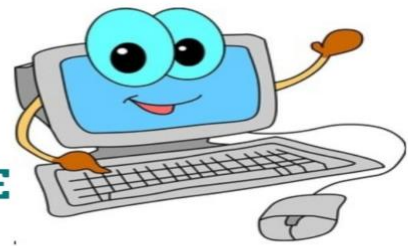


CHAPTER -1

COMPUTER -A MACHINE



Learning objectives:

What is a Machine ?
Computer -a Machine
Types of Computer

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What is a Machine?

A machine is a man-made device that makes our work easier.



A machine is a thing that is created by people to make work easier. It is a tool which multiplies the effect of human effort. Machines are non-living things.

Some machines work on electricity

Printer



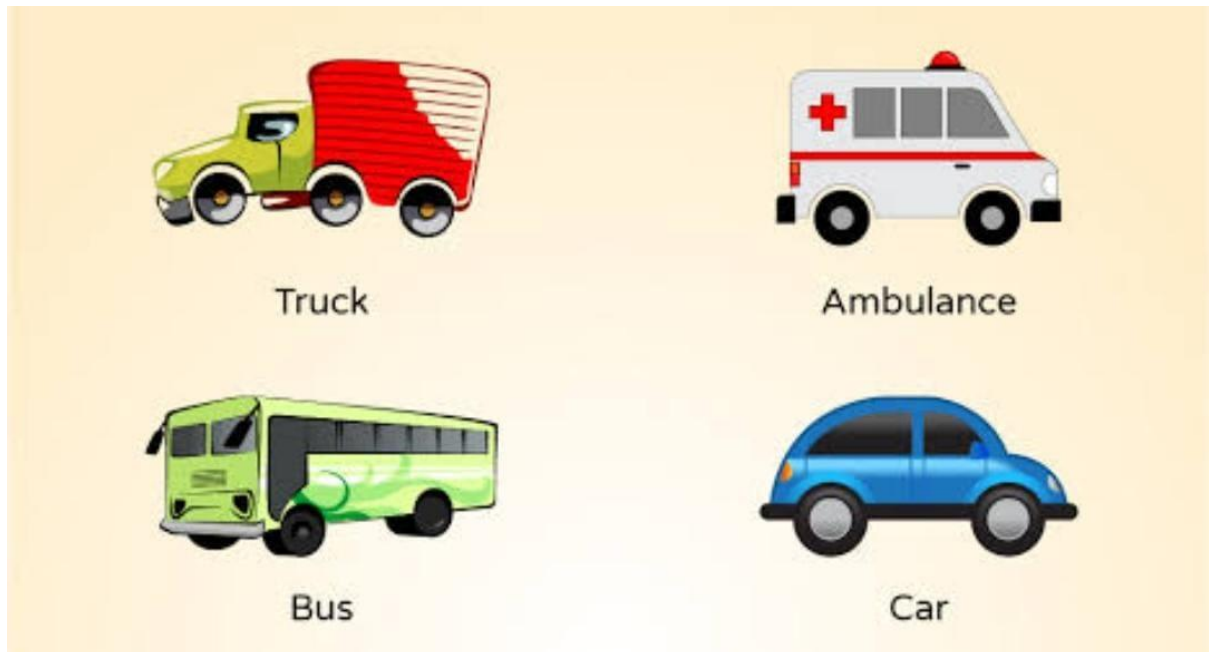
Microwave



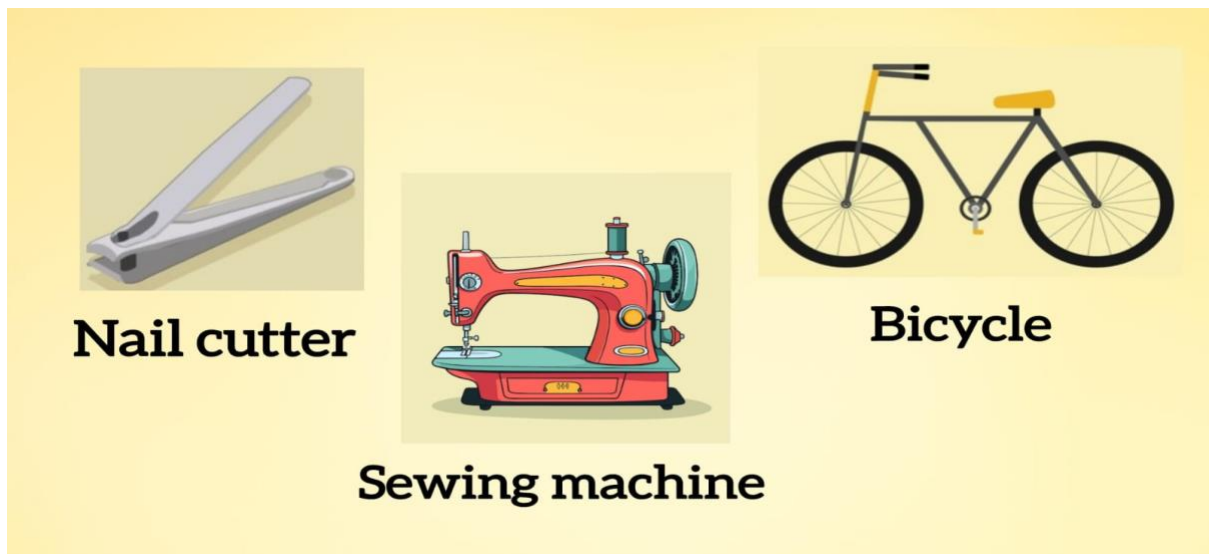
Toaster



Some machines works on fuel.



Some machines need human energy



Machine help us in many ways.

- **It saves our time.**
- **It makes our day-to-day work easier.**

Computer: A Machine

Children! All these machines help us to do different types of tasks. Machines make the work easier and save time.

Similarly, a computer allows us to do different tasks on it.

We can play games ,solve sums, make drawings, write stories and Listen to music.



COMPUTER

Types of Computers

Some computers are larger in size while other computers are smaller.

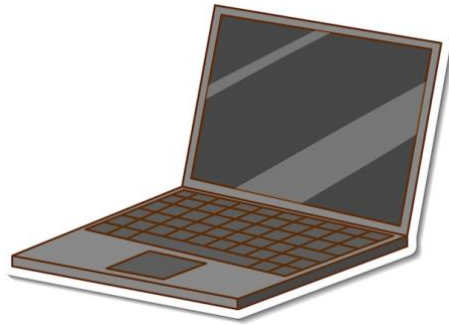
Desktop

A desktop computer is a machine that helps make our work simple and easy . It is kept at one place.



Laptop

A laptop is a machine that can be carried around .It can be placed on a flat surface, It can be carried anywhere.



Tablet

A Tablet is smaller than a laptop in size .It can be used with a touch and swipe of a finger.



Smartphone

A smartphone is smaller than a tablet .It is a device that works like a regular cellphone but with the added features of a computer.



BOOK EXERCISES

A. Multiple choice questions.

1. Which of these is not a machine?

a) paper () b) fan () c) bicycle ()

2. It helps us to talk with friends.

a) Television () b) smartphone () c) car ()

3. Which of the following run on fuel?

a) nail cutter () b) printer () c) bus ()

4. Computer placed on a table is known as _____

a) Desktop () b) Smartphone () c) Tablet ()

B. Fill in the blanks

(Hint Box: computer, Machine, Nail cutter, man-made)

1. A machine is a _____ device.

2. _____ is a machine that needs human energy.

3. _____ saves our time.

4. We can play games on a _____.

C. State True (T) OR False (F).

1. A desktop is kept at one place. _____

2. A computer makes mistake. _____

3. A tablet works by touching its screen. _____

4. A computer works on fuel. _____

D. Unscramble the words:

1.TELBAT-_____

2.ECNALUBMA-_____

3.ENIHCAM-_____

4.ELCYCIB-_____

E.Missing Letters

1.S M _ _ R T P H O _ _ E

2.L _ _ P T _ _ _ P

3.M _ _ C R O W _ _ V E

4.P _ _ I N _ _ E R

F.Answer the following questions.

1.What is a machine?

2.Name two machines that work on human power.

3.Name two machines that work on fuel.

4.Write the names of different types of computer?

CHAPTER 2

USES OF COMPUTER



Learning objectives:

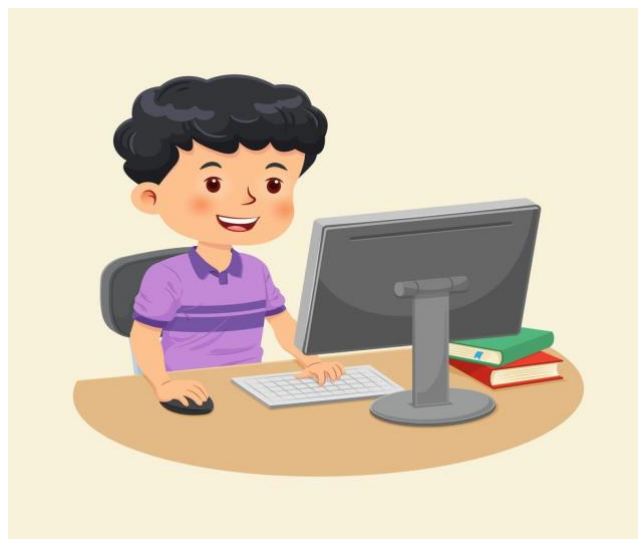
Uses of a Computer

**Places where computers
are used**

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USES OF A COMPUTER

Computer has become a part of our daily life. It helps us to do lot of things. They are used at home, in schools, offices, and even in hospitals. Computers make our work easier and faster. Let us study in details.





We can write letters,
stories and school
work.



We can draw
colourful pictures.



We can play fun games.



**We can watch cartoons,
movies and songs.**



We can listen to music.



**We can make video call
and send messages.**

★ FUN FACT ★

**The first computer was very big,
almost the size of a room!**

PLACES WHERE COMPUTERS ARE USED

● HOME

Computers are used at home for watching cartoons, movies, playing games, listening music, doing homework.



● SCHOOL

Computers are used at school for learning new things drawing and colouring pictures, writing assignments, watching educational videos.



●OFFICES

Computers are used at offices for sending emails ,making reports, storing important information ,printing documents.



●HOSPITAL

Computers are used at hospital for keeping patient records, taking X-rays and scans, finding information about diseases.



● SHOPS and MALLS

Computers are used at shops and malls for billing items when we buy things, keeping track of items in the store, scanning barcodes on products etc.



● BANKS

Computers are used at banks for checking account details, depositing and withdrawing money, printing bank statements.



BOOK EXERCISES

A. Multiple choice questions:

1) We can use a computer at:

a) Home () b) office () c) both ()

2) Computers help us to:

a) Sleep () b) Play games () c) eat food ()

3) In hospitals, computers are used to:

a) Keep patient records () b) cook food () c) clean rooms ()

B. Fill in the blanks:

(Hint: bills, games, movies, schools)

1) We can play _____ on a computer.

2) Computers are used in _____ to teach students.

3) We can watch _____ and cartoons on a computer.

4) A computer helps shopkeepers to make _____.

C. State True (T) or False (F):

1) We cannot play games on a computer. _____

2) Computers are not used in schools. _____

3) Computers can be used to watch videos. _____

4) Computers help people do their work faster. _____

D.Unscramble words:

1) OOTMPERC = _____

2) AEMSG = _____

3) SKDOLOH = _____

4) IBLL = _____

E.Missing letters:

1) C ____ M ____ U ____ E ____

2) G ____ M ____ S

3) S ____ H ____ O ____ L

4) B ____ N ____

F. Answer the following questions:

1.How is a computer used in school?

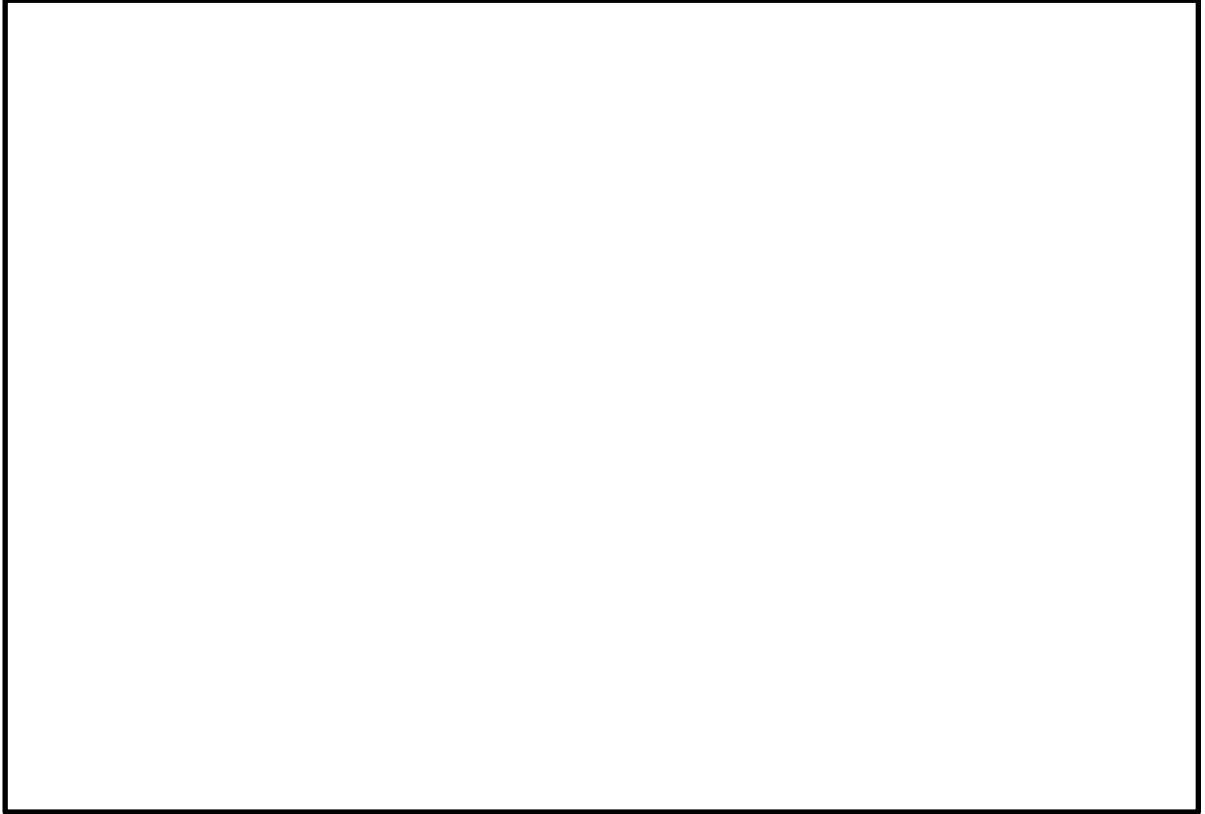
2.Write any three uses of computer?

3.Name the place where computers are used to keep the records of billing items.

4.Write any one use of computers at banks?

G.Drawing Activity:

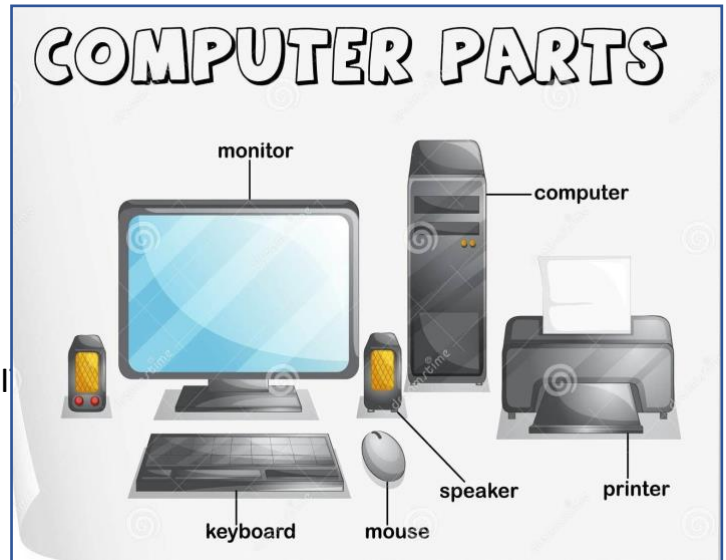
1.Draw and colour a computer.



Lesson – 3 PARTS OF A COMPUTER

Table of Contents:

1. Introduction to Computers
2. Monitor
3. Keyboard
4. Mouse
5. CPU (CENTRAL PROCESSING UNIT)
6. Printer
7. Speaker
8. Scanner



1. Introduction to Computers

Computers are amazing machines that help us to do many things. We can play games, draw pictures, and even learn new things on a computer. Like we human beings have our body parts to do different task , a computer also has parts to perform different task.



Monitor

The monitor looks like a TV screen. It shows us pictures, videos, and words. It helps us see what we are doing on the computer.



Keyboard

The keyboard has many buttons called keys. We use the keyboard to type letters and numbers. It helps us to write messages and play games. A keyboard is used to type on a computer .



Mouse

A computer mouse is a pointing device that allows the users to move the cursor on a computer screen. It is used to select items, open programs, and perform other actions.

The mouse is a small device that fits in our hands. It has two buttons with a small wheel in between that is called as the scroll wheel. It helps us to move the pointer on the screen.



CPU

The CPU is called as the brain of a computer as it controls all other parts of the computer. The full form of CPU is Central Processing Unit .It helps the computer to think and to do different tasks.



Printer

The printer helps us to print pictures and documents from the computer. It puts the images and words on paper which is called as printout .



Speaker

With the help of speakers you can listen to the music and stories .



Scanner

Scanner is used to scan pictures , text and store them inside a computer.



Conclusion Computers have many parts that work together to help us do fun and important things. Now that you know the parts of a computer, you can use them to learn and play!

EXERCISES

Q1. Match the column.

- | | |
|-------------|--------------------------|
| 1. Monitor | a. brain of the computer |
| 2. Keyboard | b. looks like TV screen |
| 3. Mouse | c. to take printout |
| 4. CPU | d. used for typing |
| 5. Printer | e. pointing device |

Q2. Fill in the blanks with the words given in the bracket

(printer, mouse, CPU, monitor , keyboard)

1. The _____ is looks like a TV screen.
2. We use the _____ to type letters and numbers.
3. The _____ helps us move the pointer on the screen.
4. _____ is the brain of the computer.
5. The _____ helps us to print pictures and documents.

Q3. Jumbled Words.

- | | | | |
|------------|-------|-------------|-------|
| 1. OUSEM | _____ | 2. TERPUCOM | _____ |
| 3. PCU | _____ | 4. BORDAKEY | _____ |
| 5. KEASPER | _____ | 6 NITORMO | _____ |

Q4: Write T for True and F for False next to each statement:

1. The monitor is used to type words and numbers. _____
2. The keyboard has many buttons called keys. _____
3. The scanner is used to scan the documents. _____
4. The CPU is used to listen to music. _____
5. The printer is used to watch videos. _____

Q5. Question and Answers

1. What is the use of printer ?
2. What is the full form of CPU?
3. Which part of a computer is used to type on the monitor ?
4. What is the use of scanner ?
5. Which computer part is used to listen to music ?

Q6. Long Answer

1. Name any five parts of a computer ?

Q7. Multiple Choice Questions

- a. Which part of a computer is used to listen music ?

i. Speaker () ii. Mouse () iii. Keyboard ()

- b. It looks like a typewriter

i. keyboard () ii. CPU () iii. Mouse ()

- c. It is used to print on a paper

i. Printer () ii. Mouse () iii. Monitor ()

- d. We can see movies on _____

i. Monitor () ii. CPU () iii. Mouse ()

Activities

Colour the Parts

Provide a simple colouring sheet with pictures of different computer parts (monitor, keyboard, mouse, CPU, printer). Ask the students to colour each part and write the name of each part below the picture.

Draw and Label

Ask the students to draw a simple computer setup and label the parts they have learned about (monitor, keyboard, mouse, CPU, printer).

LEARNING IN THIS CHAPTER

- Introduction to the Keyboard
- Alphabet Keys
- Number Keys
- Special Keys



Content:

Introduction to the Keyboard

The keyboard is a magical tool that helps us to type letters and numbers on the computer. Let's explore all the amazing keys on the keyboard!



Keys on a keyboard.

1. Alphabet keys
2. Number keys
3. Special Keys

Alphabet Keys

The alphabet keys are the keys with letters from A to Z. We use these keys to write letters , words and sentences. Each key has a letter on it. There are 26 alphabet keys on the keyboard.



Number Keys

We use these keys to write numbers. The number keys are marked from 0 to 9 . There are 10 number keys on a keyboard. Can you find the number keys on the keyboard?



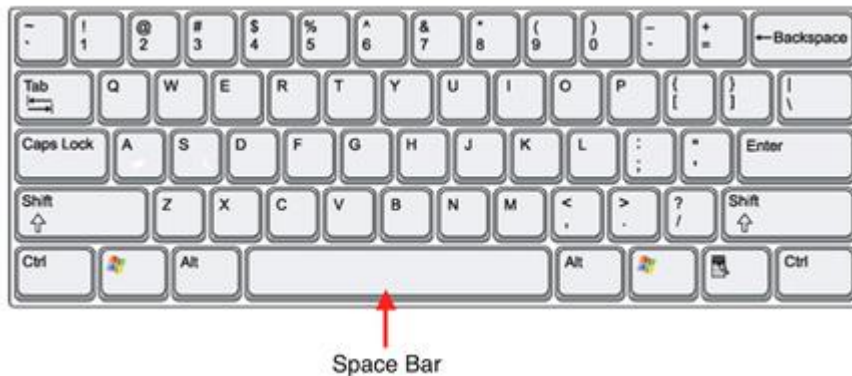
Special Keys

Special keys on a computer keyboard perform specific functions that go beyond typing letters and numbers. There are some special keys on the keyboard like the Spacebar key , Enter Key , Backspace key , Delete key , Caps Lock key and the Arrow key etc . These keys help us do extra things on the computer.



Space Bar

The space bar is the longest key on the keyboard. It helps us put a space between letters , words or numbers. Can you find the space bar on your keyboard?



Enter Key

The Enter key is used to shift the cursor to the next line. It's usually located on the right side of the keyboard. There are two enter keys on the keyboard.



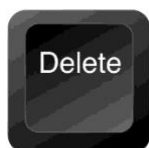
Backspace Key

The backspace key is used to erase characters or symbols to the left of the cursor on a computer screen.



Delete key

The Delete key (Del) on a computer keyboard removes characters, images, or objects to the right of the cursor. It is also known as the "forward delete" key.



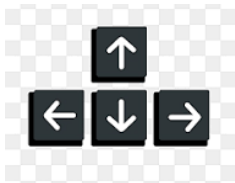
Caps Lock key

The Caps Lock key on a computer keyboard is used to type in capital letters.



Arrow key

Arrow keys are used to move the cursor left, right, up, and down on the screen,



Fun Keyboard Exercises Let's practice typing with some fun exercises! Can you type your name? How about typing the alphabet? Let's try typing some numbers too!

Conclusion The keyboard is an important part of the computer. Now that you know about the different keys, you can use the keyboard to write and play games!

Exercises:

Q1. Match the keys, **draw lines to match the key with its function.**

- | | |
|------------------|------------------------------|
| 1. Space Bar | a. Start a new line |
| 2. Alphabet Keys | b. Write numbers |
| 3. Number Keys | c . Write letters |
| 4. Enter Key | d. Put a space between words |

Q2. Question Answers

1. How many enter keys are there on the keyboard ?
2. Which is the longest key on the keyboard?
3. What is the use of backspace key ?
4. How many Alphabet keys are there on a keyboard ?
5. Which key removes the character to the right side of the cursor ?

Q3 Long Answer

1. Name any five keys of a keyboard .

Q4 Name the keys .

1. To write words. _____
2. To write numbers. _____
3. To delete words. _____
4. To move cursor to the next line. _____
5. To write capital letters. _____

Q5. Multiple Choice Questions.

a. For writing on a computer we use a

- i. Keyboard () ii. Pencil () iii. Pen ()

b. Arrow keys are _____ in numbers .

- i. 4 () ii. 3 () iii. 2 ()

c .A to Z are _____ keys.

- i. Number keys () ii. Alphabet keys () iii. Special keys ()

d. It is used to type in capital letters

- i. Caps lock key () ii. Backspace key () iii. Enter key ()

Chapter 5: THE MOUSE

1. Introduction -

This is a computer mouse .it has a long wire that attaches the mouse to the CPU. It helps you to work on the computer. Mouse is an input device.



Mouse Pad

A mouse is mostly kept on a pad. It is called a mouse pad.



Mouse Pads

2. Parts of a Mouse



A mouse has:

Left Button-We use this to click and select things.

Right Button- it shows more options when we click it.

Scroll Wheel – It helps us move up

3. How to Use a Mouse

Clicking: Press the left button to select something.

Double-clicking: Press the left button twice quickly to open a file or program.

Right-clicking: Press the right button to see a list of choices.

Dragging: Hold the left button and move the mouse to drag things.

4. Types of Mouse

Wired Mouse: It has a wire and connects to the computer.

Wireless Mouse: It does not have a wire and works with batteries.

Touchpad: It is found on laptops and works like a mouse.



Wireless mouse



Touch Pad mouse



5. Mouse Care

Hold the mouse gently.

Keep it clean and dry.

Do not press the buttons too hard.

Use a mouse pad for smooth movement

Exercise:

1. Tick (✓) the correct option:

a) The computer mouse looks like a:

☐ Cat

☐ Mouse

☐ Dog

b) Which button do we use to select something?

☐ Left button

☐ Right button

☐ Scroll wheel

c) A wireless mouse works with:

☐ Wires

☐ Batteries

☐ Water

d) The scroll wheel helps to:

☐ Move up and down

☐ Select items

☐ Turn off the computer

2. Fill in the blanks .

work	Right button	mouse	Scroll wheel
------	--------------	-------	--------------

a) A computer mouse helps us to ____ the computer.

b) The ____ button is used to see more options.

c) The ____ is used to move up and down on a page.

d) We should always use a ____ pad for smooth movement.

3. True or False:

a) A computer mouse has four buttons. ____

b) A wired mouse works with batteries. ____

c) We should press the mouse buttons gently. ____

d) The mouse is used to type letters. ____

4. Unscramble the words:

a) UMOES = ____

b) OLLSCR = ____

c) PHADOUTC = ____

d) BONTUT = ____

e) TERPOIN=____

5. Fill in the missing letters:

a) M _ U _ E

b) S _ R O _ L

c) C _ I C _

d) D _ A _ G

e) S __ R E __ N

*** Answer the following questions-**

Q1: What is a computer mouse?

Q2: What are the two buttons on a mouse called?

Q3: What does the scroll wheel on a mouse do?

Q4: What is a wireless mouse?

5. Drawing Activity:

Draw and color a computer mouse.

Label the parts of the mouse (left button, right button, scroll wheel).

Chapter 6: Storage Devices of a Computer

1. Introduction

The area in which you can store your important things is called **storage**.

Storage devices are things we use to keep or store items safely and in an organized way.

Look at the given pictures. These are used to store our things they are called **storage places**.

We use Almirah to store clothes, books or important documents at home or school so they don't get lost or damaged



Every day you carry your **school bag**. Your school bag and pencil

box are storage places for keeping your books, stationary and notebooks.



Your father keeps office papers, files, pens etc. in an office bag. It is a storage place



A refrigerator is a storage place to keep fruits, vegetables, cold drinks, chocolates and other eatables.

Computers help us do many things, like writing, drawing, and watching videos. But where does the computer keep all the information? It stores everything in storage devices. These devices help us save and keep our files, pictures, games, and music safe so that we can use them later.

➤ What are Storage Devices?

Storage devices are parts of the computer that are used to save and store information. Just like we keep our toys in a toy box, a computer stores files in special devices.

These devices help us to:

- Keep our important work safe.
- Open files whenever we need them.
- Transfer files to another computer or device.

Computers have internal storage (inside the computer) and external storage (outside the computer).

➤ Types of Storage Devices

There are different types of storage devices that we can use to save our work. Some are big and stay inside the computer, while others are small and can be carried anywhere.

1. Hard Disk (HDD/SSD)

The hard disk is the main storage device inside a computer or laptop.

It stores a lot of data, such as photos, videos, and documents.

The hard disk is fixed inside the computer and cannot be removed easily.

Some computers now use a Solid State Drive (SSD), which is faster than a regular hard disk.

Example: A computer saves all your drawings and homework in the hard disk.



Hard disk

2. Pen Drive (USB Drive/Flash Drive)

A pen drive is a small and portable storage device.

It connects to the computer through a USB port.

It is easy to carry and can be used to move files from one computer to another.

Example: We can store our favorite songs on a pen drive and listen to them on different computers.



Pen drive

3.CD/DVD (Compact Disc/Digital Versatile Disc)

A CD/DVD is a round, shiny disk that stores data, music, or videos.

We need a CD/DVD drive in the computer to use it.

CDs are used for music, while DVDs are used for movies and games.

Example: Watching movies or listening to songs by using a CD/DVD.



CD



DVD

4. Memory Card

A memory card is a tiny storage device used in mobile phones, cameras, and tablets.

It is very small but can store many photos, videos, and files.

It is also called an SD card (Secure Digital card).

Example: Taking photos on a mobile phone and saving them on a memory card.



Memory card



Cloud storage

5. Cloud Storage (Online Storage)

Cloud storage allows us to save files on the internet.

We can access our files from anywhere using an internet connection.

Popular cloud storage services include Google Drive, Dropbox, and OneDrive.

It helps to store large amounts of data without needing physical storage devices.

Example: Saving homework on Google Drive to access it from any computer.

➤ Why are Storage Devices Important

Storage devices are very important because they:

1. **Save Information:** They help us keep our files safe for future use.
2. **Easy to Share:** We can transfer files from one device to another using pen drives or memory cards.
3. **Keep Memories Safe:** Photos and videos are stored so we can watch them later.

4. **Backup Data:** Important files can be stored as a backup to avoid losing them.

Example: If we save our school project on a pen drive, we can take it to school and show it to the teacher.

➤ **Fun Facts About Storage Devices**

A pen drive is also called a **flash drive** because it stores data quickly.

The first hard disk was as big as a refrigerator!

CDs and DVDs need to be handled carefully to avoid scratches.

Cloud storage does not need any physical space.

Exercise

1. Tick (✓) the correct option:

a) Which device is used to store a lot of data inside the computer?

i. Pen Drive ()

ii. Hard Disk ()

iii Memory Card ()

b) Which device is small and can be carried easily?

i. school bag ()

ii. Pen Drive ()

iii. Monitor ()

c) Which device looks like a round shiny disk?

i. CD/DVD()

ii. Hard Disk ()

iii. pencil box ()

2. Fill in the blanks:

refrigerator	almirah	vegetables	School bag	eatables
--------------	---------	------------	------------	----------

- a) You keep your clothes in an _____.
- b) A _____ is used to keep the books and the notebook.
- c) You keep _____ in the lunch-box that you carry to the school.
- d) A _____ is a storage place to keep fruits, _____ and cold drinks .

3. True or False:

- a) A pen drive is very big and heavy. _____
- b) A Hard disk looks like a round shiny disk. _____
- c) We cannot save pictures on a computer. _____
- d) A hard disk is inside the computer. True

4. Unscramble the words:

- a) GNIWARD = _____
- b) SOEDIV = _____
- c) SEMAG= _____
- d) KROWEMOH= _____
- e) LATIGID= _____

5. Fill in the missing letters:

- a) D__C__M__N__S
- b) W__T__H__N__
- c) P__OT__S
- d) I__T__RN__T
- e) F__T__RE

Short Answers (4 Questions)

1. What is a Pen Drive?

2. What does a Memory Card do?

3. Why do we need Storage Devices?

4. What is a CD used for?

5.long answers

1.Name five storage devices.

6. Drawing Activity:

Draw and color a pen drive and a CD/DVD.

Label the drawings with their names.

Lesson 7 Tux Paint is Fun



Learning objectives

1. Start tux paint
2. Parts of tux paint
3. Colours in starters drawing
4. Tux paint tools
5. Save a picture

Introduction:

Tux Paint is a free drawing program that can be used by children in class 1 to learn computer literacy skills. It's a simple, easy-to-use program with a cartoon mascot that guides children as they create their drawings.

Tux paint is a fun programme that helps us to draw any color on the computer. It is a free program that can be downloaded by anyone. Tux paint has many tools which makes drawing and colouring, very easy for children. How do we start a Tux Paint?

STEPS TO START TUX PAINT

Key steps:

- Click on the start button on your computer.
- Navigate to "All Programs" or "All Apps" and locate the Tux Paint folder.
- Click on the "Tux Paint" application within the folder.

or

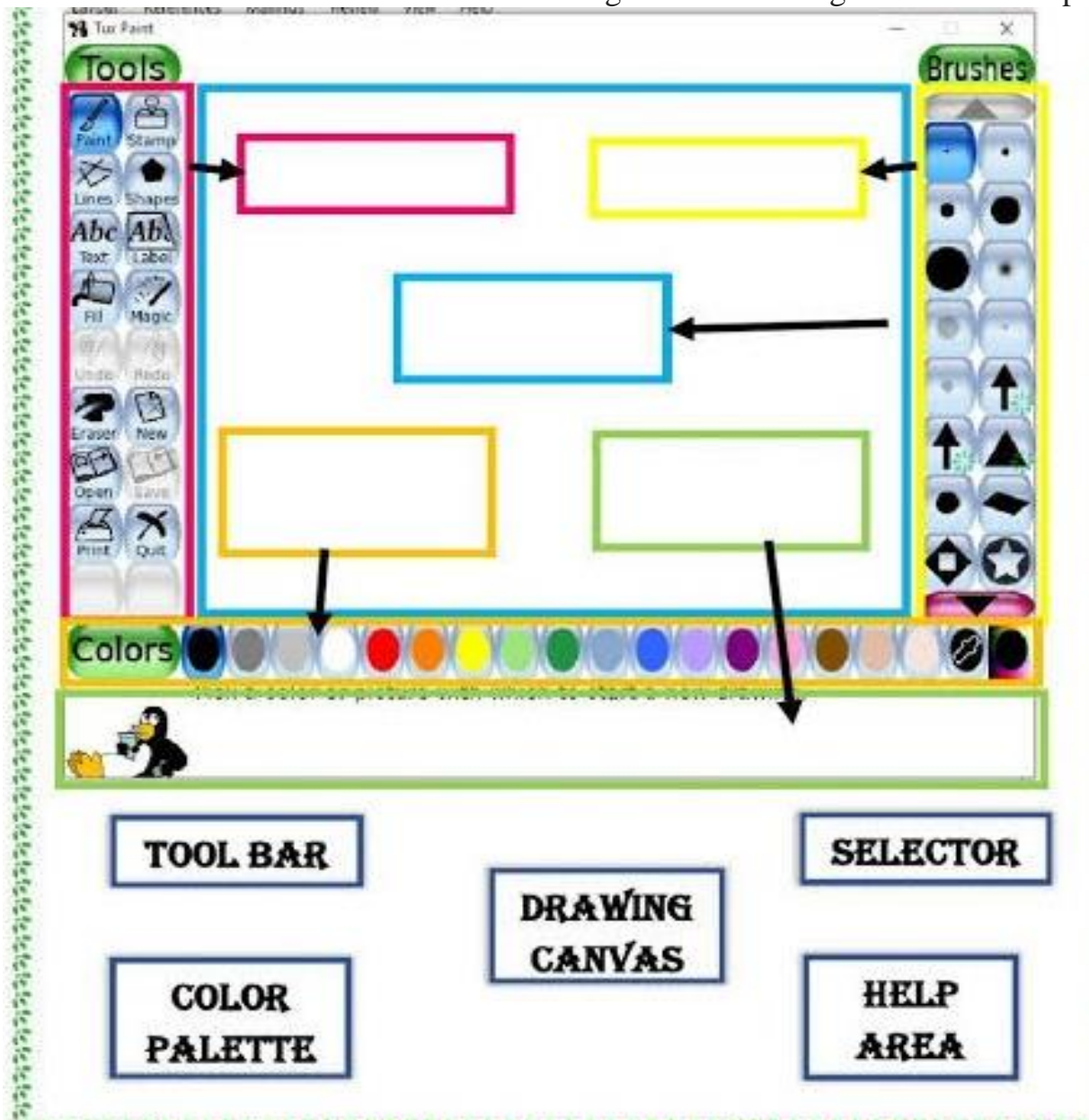
- If you have a Tux Paint icon on your desktop, double-click on it to open the program directly.



PARTS OF TUX PAINT

The main parts of a Tux Paint interface include: the canvas where you draw, the color palette to choose colors, the tool selector to pick different drawing tools, the information area with instructions and tips, and the toolbar with various buttons for different functions like brush size, color selection, and stamps; all within the main Tux Paint window.

- **Canvas:** The central area where you create your artwork.
- **Color Palette:** A section displaying available colors to choose from.
- **Selector:** Displays the different drawing tools like brushes, shapes, stamps, etc.
- **Help Area:** Provides helpful instructions, tips, and feedback while drawing.
- **Toolbar:** A row of buttons for accessing various drawing functions and options.



Uses of different tools.

Tux Paint window has several other tools, which helps us to create a new drawing. Let us learn about the same.

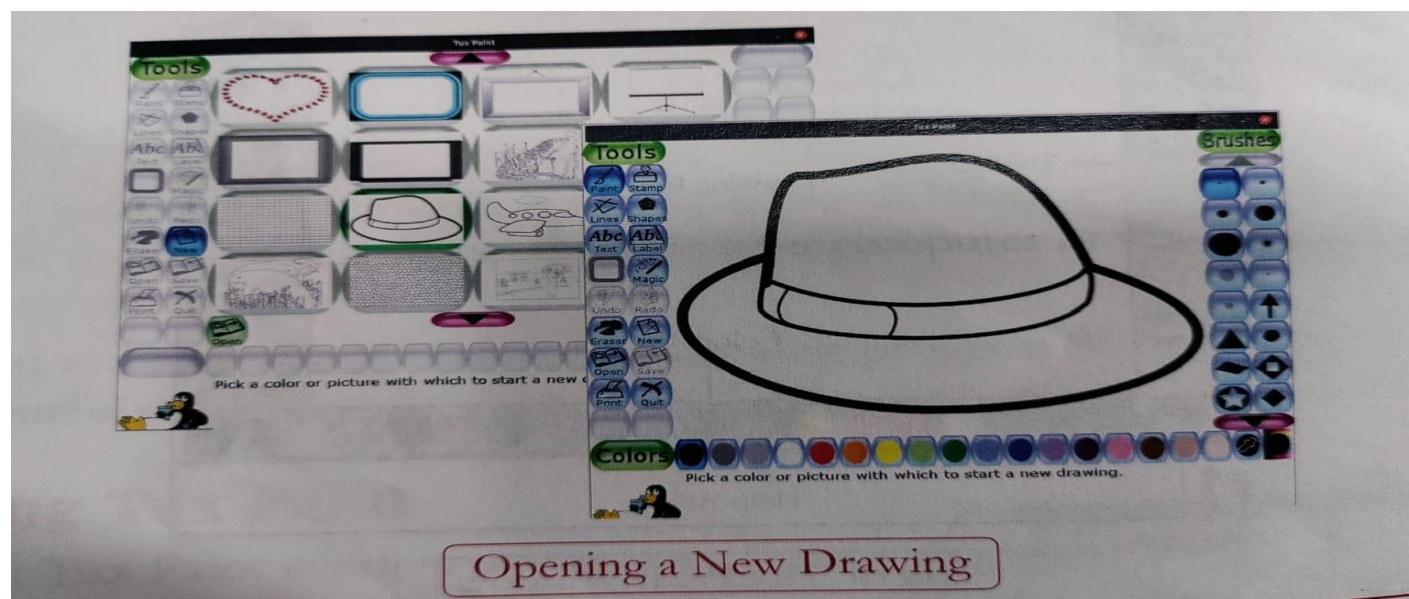
Steps to open New Drawing.

Step 1 - Click on the new tool in the tool box.

Step 2 - Using the arrow key, scroll down to find the starter images.

Step 3 - Select the drawing.

Step 4 - Click on open.



Colours in Starter Drawings

Children, once you have selected a drawing, now you can fill colours of your choice in the drawing.

Follow the following steps to colour, a drawing on Tux Paint.

1. Click on the magic tool in the toolbox.
2. From the selector, scroll down and click on the Fill effect.
3. From the colors palette, click on the colour of your choice.
4. Click on the Fill option.
5. Click inside the drawing to fill with colour.

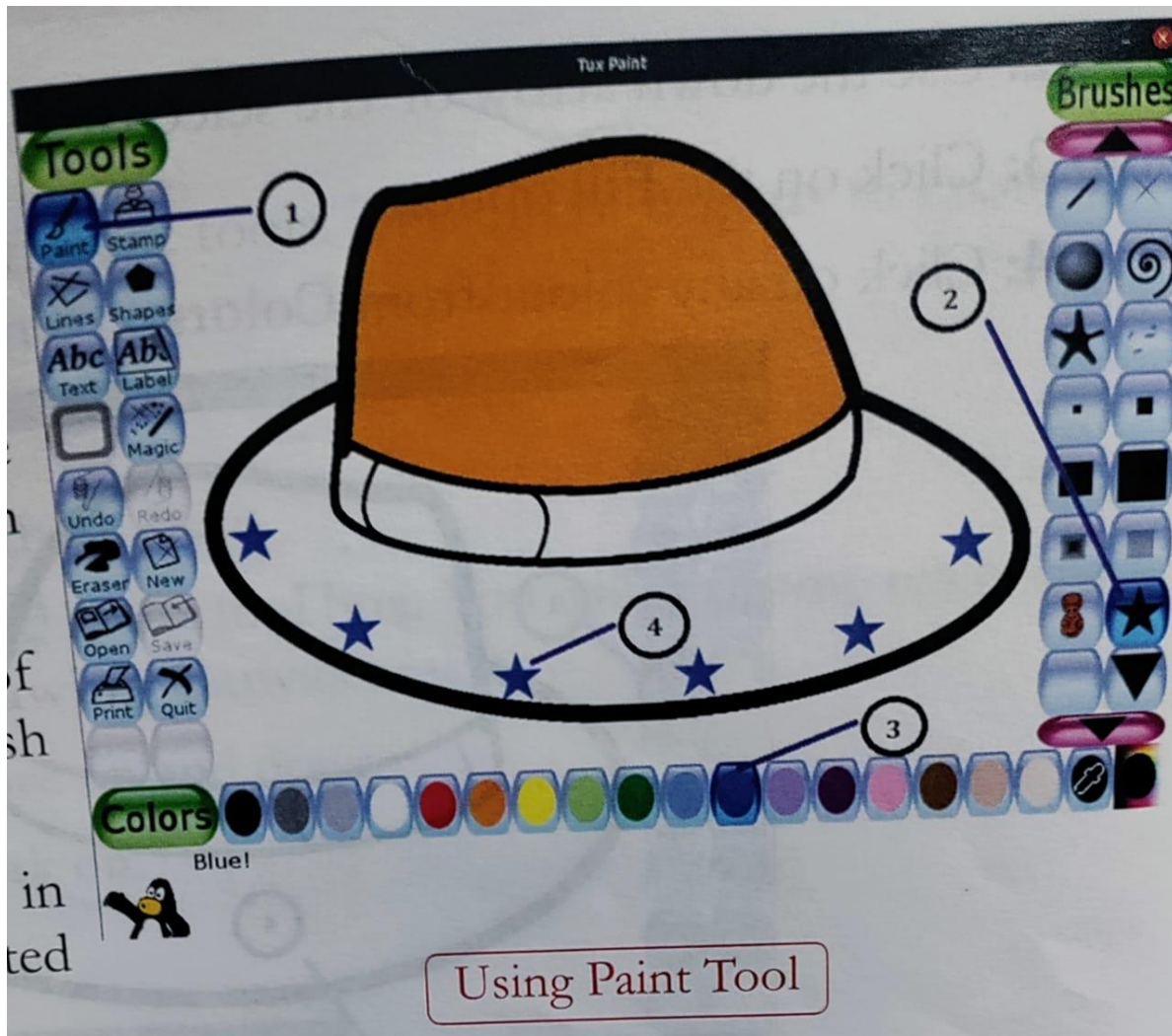
Let's learn about some of the tools that we can use to make our own drawings.

PAINT TOOL

The paint tool in Tux Paint is a brush tool that lets you draw freehand. You can select different brushes and colors to use.

Steps to follow.

1. Select a Paint tool from the toolbar.
2. Select colour from Color palette.
3. Select the brush from the Selector.
4. Now, click on the drawing selected.

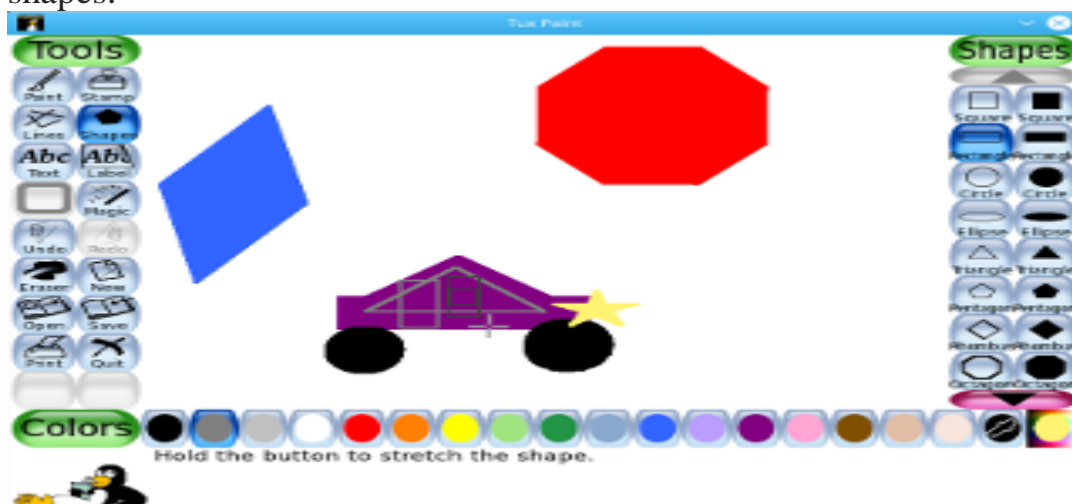


SHAPES TOOL

The shapes tool in Tux Paint allow us to draw filled or unfilled shapes in different colours. It can be used to create drawings by selecting shapes, choosing colours, and positioning them on the canvas.

How to use the shapes tool in Tux Paint

- Select a Shapes tool from the toolbar.
- Choose a colour from Colors palette and shape from the Selector.
- Bring the pointer on the drawing canvas, and click the left mouse button to start drawing the shapes.

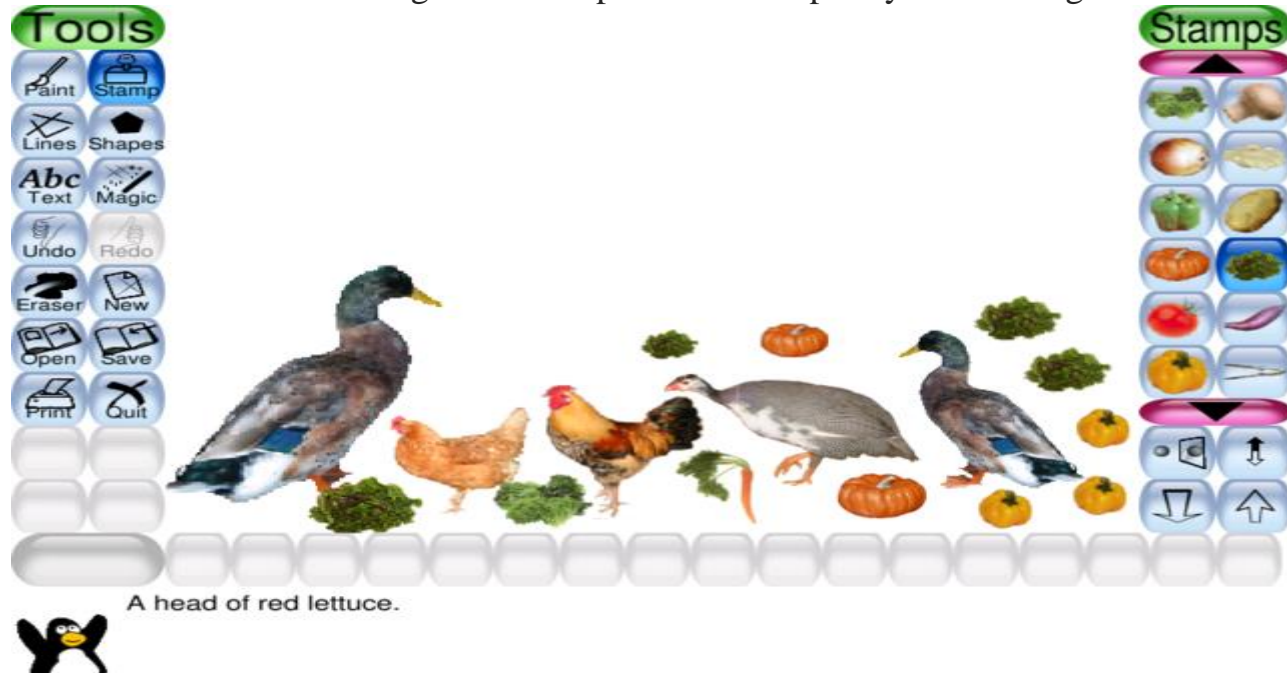


STAMP TOOL

The stamp tool in Tux Paint lets you add pre-drawn images or photos to your drawings. The tool is similar to a collection of rubber stamps or stickers.

How to use the stamp tool

- Click on the Stamp tool.
- Select the stamp to your drawing from Selector.
- Click on the Drawing Canvas to place the stamp on your drawing.



TEXT TOOL

The Text tool in Tux Paint is used to type text on a drawing canvas. The text becomes part of the drawing and can't be moved or modified later, but it can be drawn over or modified using the Magic tool.

How to use the Text tool

Select the Text tool from the toolbox.

- Choose a font.
- Click on the canvas to position the cursor.
- Enter text using the keyboard.
- Click on any other tool when done.

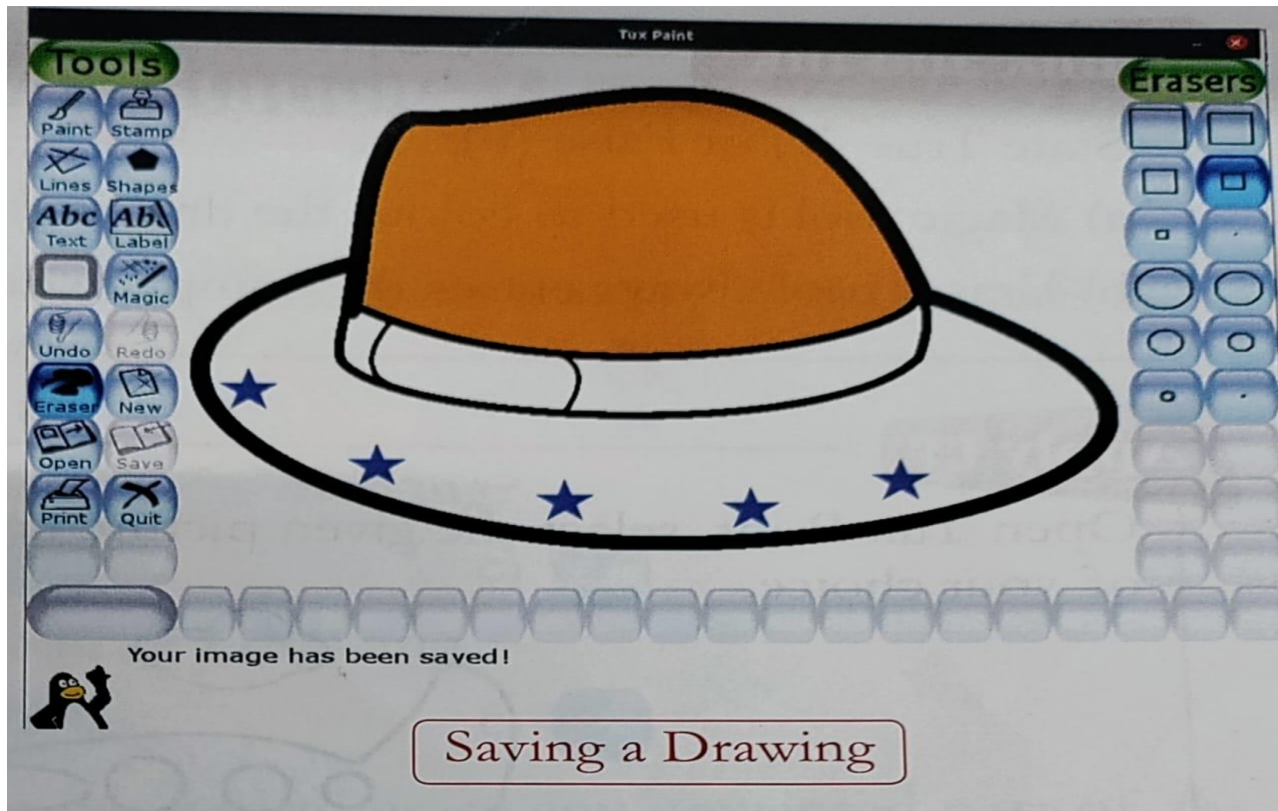
SAVE TOOL

The save tool is used to save the drawings in the computer, that way, we can view and can make changes on the same drawing later on.

You can save a drawing by clicking the save tool.

Click on the save button in the toolbar.

When your image is saved, you will hear a sound and also a message will appear on the Help Area showing your image has been saved.



CLOSING TUX PAINT

Steps to follow.

1. Click on Quit tool in the toolbar.

A message will appear on the screen.

i. Yes, I'm done!

ii. No, take me back!

2. Click on Yes, I'm done to close the touchpad window.

