Chapter - 1   Introduction of Computer

In this chapter, students will learn:
- **Define Computer.**
- **Computer at various places.**
- **Different types of computers.**
- **Computers vs man.**

A computer is a man-made electronic machine, which works on electricity. As we know that in today's life, we all are using computer everywhere like school, shops bank and railway station etc. We can play games, write letters, draw pictures, listen to music, check spellings, do calculations etc. on a computer. It has become an important part of our lives. We can save our documents in a computer.

Strength
- computer is very fast.
- It never make mistake.
- It always give accurate result.
- It does not get tired.

Weakness
- Computer cannot work with out command.
- Computer cannot think.
- Computer does not have feelings.
- Computer cannot take its own decisions.

The word Computer has come from a Latin word compute, it means to Calculate.

COMPUTER AT VARIOUS PLACES

You must have seen computers at many places. They are used in almost all the fields of life.

HOME

- ❖ Searching information on any topic.
- ❖ Playing games and quizzes.
- ❖ Watching movies and listening songs.
- ❖ Draw pictures and solve sums.

SCHOOL

- ❖ Keeping records of books and helping in teaching.
- ❖ Making time table, report cards and library records.
- ❖ Keep records of students and teachers.
- ❖ To teach students in classroom and labs.
- ❖ Use to maintain records of all the books in the library.

OFFICE AND SHOPS

- ❖ Type, store and print official documents.
- ❖ Send and receive emails.
- ❖ Keeping records of items.
- ❖ To maintain employees' details.

HOSPITALS

- ❖ Keeping records of patients.
- ❖ Prepare medical reports, X-rays, bills etc.
- ❖ Knowing more about diseases and their causes.
- ❖ Do medical tests and operations.

BANKS

- ❖ Keeping the details of customers and their accounts.
- ❖ Taking out money from ATMs.
- ❖ Maintain record of money.

RAILWAY STATION AND AIRPORTS

- ❖ Booking and cancelling tickets.
- ❖ Giving information about arrival and departure timings.
- ❖ Keeping records of all passengers.

HOTELS

- ❖ Keep details of guests
- ❖ Keep the list of rooms and their availability.
- ❖ Make bills.

DIFFERENT TYPES OF COMPUTERS

Computer comes in different sizes and shapes. They can be classified as:

Desktop Computer

This is a Desktop Computer. It is big in size and kept on the desk or a table. It cannot be easily carried from one place to another. These computers come with a separate CPU box, monitor, keyboard and mouse. All the parts of computer are connected to CPU with wire.

Laptop Computer

A laptop is a small computer that you can also keep on your lap. It can also be taken anywhere with you. It needs power source to charge and once charged, it can work for several hours on battery.

Tablet Computer

A tablet computer is smaller than a laptop. It does not have a physical keyboard or mouse but has a touchscreen to operate. It can be easily carried from one place to another. It also has a camera for clicking pictures.

Smartphone

A smartphone is even smaller than a tablet. It also has a touchscreen and can also be carried easily in our pockets. It easily fits within our palms. It works on a chargeable battery.

COMPUTER Vs MAN

A computer stores a large amount of information and never forgets it.	**STORAGE**	A man may forget the information stored in his mind.
A computer works very fast and can do many jobs at the same time.	**TIME**	A man needs time to do any work as compared to a computer.
A computer does not make any mistake.	**ACCURACY**	A man can make mistakes.
A computer does not get tired and can work for long hours.	**WORK PROCESS**	A man needs rest after working for some time.
A computer cannot take its own decisions.	**DECISION**	A man can take his own decisions.

Let's Recall

- A computer is an electronic machine.
- The computers are available in many sizes.
- Computers can be used for work as well as for entertainment.
- Different types of computers which we use are: desktop, laptops, tablets and smart phones.
- We find the computer everywhere.
- Computers are used in many places such as in schools, colleges, shops, banks, hospitals, at railway stations, airports etc.
- Human are better than a computer as they can think, feel or take decision on their own.

Exercises

A. Tick (✓) the correct option.

1. A _____ computer is kept on desk.

a. Desktop　　　　　　　b. palmtop　　　　　　　c. laptop

2. A computer stores a large amount of _____.

a. Water　　　　　　　b. money　　　　　　　c. information

3. Which type of computers does not have any physical keyboard?

a. Tablet　　　　　　　b. laptop　　　　　　　c. desktop

4. A _____ does not have any feelings.

a. Man　　　　　　　b. computer　　　　　　　c. None of these

5. Which of these is not a feature of a computer?

a. It never makes mistakes.　　　　　　　b. It can think and plan.

c. It works very fast

B. Fill in the blanks:

Decisions, medical, booking, lap, electricity, ATM, electronic, records

1. A computer is an _____machine.

2. At airports, computers are used for _____ of tickets.

3. We can withdraw money from an _____.

4. A computer is a machine that runs on _____.

5. Laptop computer are small, light and can be kept on a _____.

6. Man can take his own _____.

7. A computer is used for keeping _____ of all items.

8. A computer can be used to prepare _____ reports at hospitals.

C. State True or False:

1. A computer works on human command. _____

2. A desktop computer is a portable computer. _____

3. We can save our documents in a computer. _____

4. Computers are used in office for calculating marks. _____

5. We cannot draw pictures on a computer. _____

6. A computer always give correct results. _____

D. Match the column A with column B:

Column A	Column B
1. To book tickets	Schools
2. To print bills	Hospitals
3. Maintain accounts	Shops
4. Making time table	Railways and Airports
5. Medical tests	Banks

E. Answer the following questions.

1. What is a computer?

2. How many types of computers are there?

3. Write some features of a desktop.

4. Define the characteristics of a computer.

5. Write any four places where computers are used.

6. What can you do with the help of a computer?
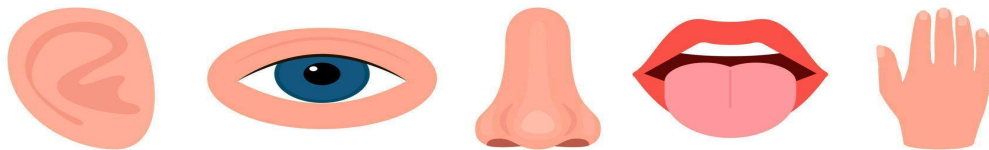
LAB ACTIVITY

Draw and colour different types of computers.

Chapter 2   Different Parts of a Computer

In this chapter, students will learn:

- **Monitor**
- **CPU**
- **Keyboard**
- **Mouse**
- **Some more parts of a computer**

Human body is made up different parts. Each part has special work to do. In the same way, a computer is made up of different parts. All these parts together make a computer work**.**

A computer is a machine that has four main parts: Monitor, CPU, Keyboard and Mouse are attached to the CPU by wires.

MONITOR

A monitor looks like a television screen. It is also known as Visual Display Unit (VDU). Whatever we do on a computer, we can see it on the monitor. It is available on different sizes.

CPU

The CPU stands for Central Processing Unit. It is the brain of the computer. It helps a computer to think and do all work. We have a brain too. We think with it.

MOUSE

A computer mouse has two buttons with a small scroll wheel in between. It is used to point, move and select any item on the computer screen or monitor. It enables us to select, draw and open files on the monitor.

KEYBOARD

A keyboard has many buttons which are called keys. Each key has a letter, a number or a symbol written on it. It is used for typing letters, words, numbers and special symbols. There are 104 keys present on a standard keyboard.

SOME MORE PARTS OF A COMPUTER

SPEARKER AND HEADPHONE

Speaker and headphones are one of the most common output devices used with computer system. It allows us to listen to music and hear sound effects stored in a computer. Headphones are used when one person wants to listen to the music or sound personally.

MICROPHONE

A microphone is used to record our voice and different sounds into a computer. It also helps us to talk to our friends through Internet.

PRINTER

A printer is used to print the text or pictures on a paper. A printed copy is also called hard copy or printout. There are different types of printers available.

SCANNER

A scanner is a device used to captures text or pictures from a computer. It does the opposite of what printer does. It helps in uploading a printed page on the computer. A scanned copy is called soft copy.

UPS

UPS stand for Uninterrupted Power Supply. It provides power to run computer during power cuts. Its acts like a small battery for a computer.

CD (COMPACT DISK)

CD is round in shape. It is used to store a lot of information. It is a shiny disk that runs on a CD drive. The CD drive is fixed in the CPU.

Let's Recall

- Main parts of a computer are monitor, mouse, keyboard and CPU.
- Other devices of computer are printer, scanner, microphone, headphones, speaker, CD and UPS.
- Monitor is also called VDU.
- CPU is the brain of the computer.
- CPU stands for Central Processing Unit.
- The keyboard keys help us to write on the computer.
- UPS stands for Uninterrupted Power Supply.

Exercises

A. Tick (✓) the correct option.

1. The keyboard keys help us to _____ on the computer.
   - a. Drink
   - b. write
   - c. eat
2. Which device is used to upload drawing on a computer?
   - a. CD
   - b. scanner
   - c. headphone
3. Which of the following devices are used to listen to music?
   - a. Speaker
   - b. microphone
   - c. printer
4. A microphone is used:
   - a. To scan images
   - b. to hear music
   - b. to record your voice on computer
5. The printed copy on paper is called the _____
   - a. Soft copy
   - b. record copy
   - c. hard copy

B. Fill in the blanks.

Two, microphone, processing, T.V., Four, UPS, wire, uninterrupted, supply,104, CPU

1. There are _____ main parts of a computer.
2. The monitor looks like a _____.
3. The CPU stands for Central _____ Unit.
4. UPS stands for _____ Power _____.
5. The _____ is the brain of the computer.
6. The standard keyboard has _____ keys.
7. A mouse has _____ buttons on it.
8. A _____ is used to record our voice into a computer.
9. The computer mouse is connected to the CPU through _____.

10._____ works like a battery for a computer.

C. Write T for True and F for False:
1. A computer mouse has two or three buttons. _____
2. Without a keyboard you cannot do any work. _____
3. VDU stands for Visual Display Unit.   _____
4. The buttons on the keyboard are called keys. _____
5. Speakers are used to play sound.   _____

D. Match the column A with column B:

Column A	Column B
1. CPU	a. To remember things and actions
2. Monitor	b. to type a name
3. Keyboard	c. To watch movies
4. Mouse	d. To point and select an item

E. Answer the following questions:

1. Name the four main parts of a computer.
2. Which part of a computer is known as the brain of the computer?
3. Why do we use the UPS in the computer system?
4. Write the name of some special keys of the keyboard.

F. ACTIVITY

Draw a computer and it's parts.

Chapter 3 -Operating a Computer

In this chapter, students will learn:

➢ Starting a computer
➢ Desktop
➢ Shutting down a computer

Children, computer is an electronic machine. But we cannot directly switch it on or off like any other machine.

So, let us now learn how to switch ON and OFF a computer.

STARTING A COMPUTER

We know that all the parts of a computer are connected to the CPU. The CPU needs electricity to work which is provided by the UPS. The UPS is connected to the main power.

Step1: Switch on the main power supply button.

Step 2: Switch ON the UPS.

Step:3 Switch on the power supply button of the CPU.

Step:4 Switch in the monitor button and wait for some time.

You will find a welcome screen of Edubuntu.

Note: If the electricity goes off, the UPS makes the computer work.

DESKTOP: The first display screen that appears on starting a computer is known as the Desktop**.**
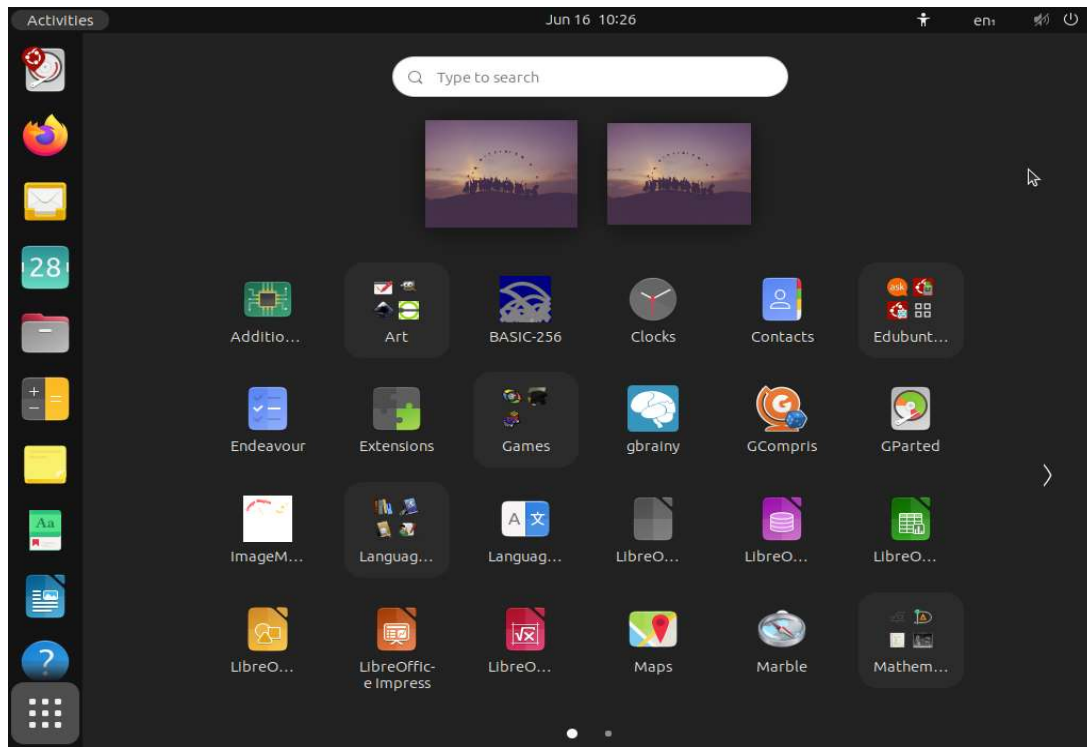
ICONS: The Desktop holds many small pictures. They represent a program or a file.

Taskbar: A long horizontal bar at the bottom of the Desktop is called Taskbar. Start button is on the left side of this bar and you can see date and time on its right side.
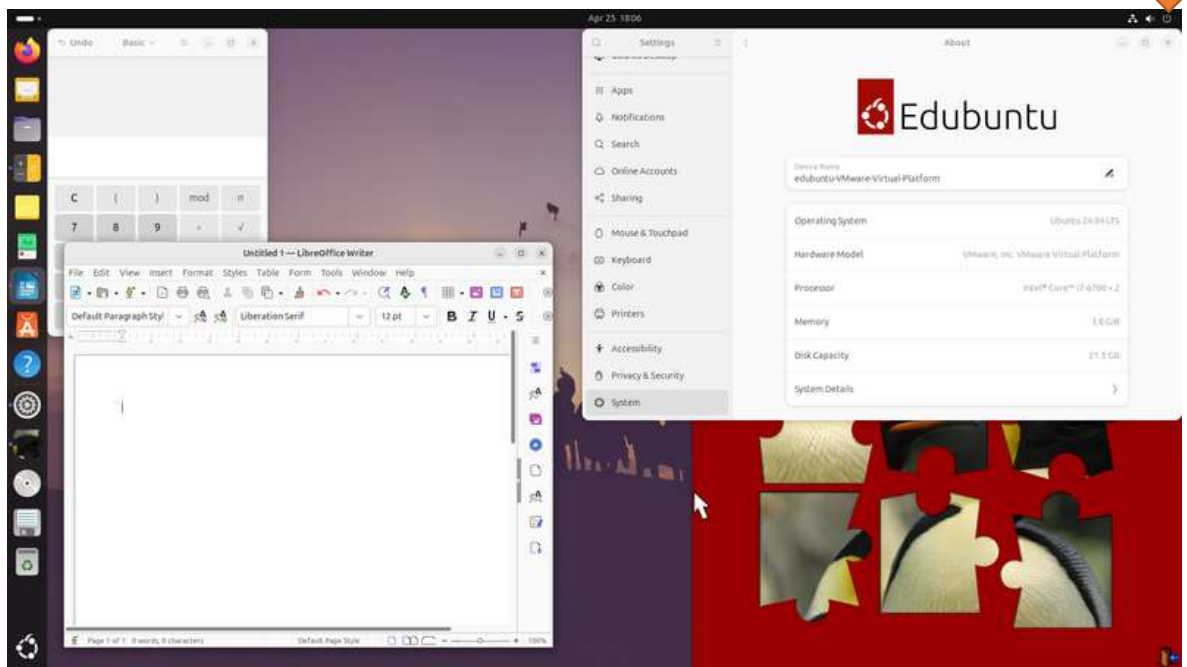

NOW, look at these buttons on the top right corner of the window**.**

These are called **Control buttons.** These are used to **minimize, maximize** or **close** the window.

SHUTTING DOWN A COMPUTER

Shutting down a computer means to switch it off. After completing our work it is important to switch off the computer. We should never switch off the UPS directly to shut down a computer. This may harm the computer parts and its programs. We must follow proper steps to shut down a computer.

Step 1: Click on the Start button. The Start menu opens.

Step 2: Click on Shut down option.

A shutting down message will appear on the screen.

After a few minutes the CPU switches OFF. Now, do the following:

Step 3: Switch OFF the monitor.

 Step 4: Now, switch OFF the UPS.

Note: Do not switch off the main power switch to let the UPS charge.

Let'sRecall

- ❖ **Desktop is the first screen we see after our computer is started.**
- ❖ **The small pictures on the Desktop are called icons.**
- ❖ **Taskbar is the long horizontal bar which appears at the bottom of Desktop screen.**
- ❖ **Shutting down a computer means to switch it OFF.**

EXERCISE

A. Tick the correct answers.

1. CPU stands for _____processing unit.

   (a) Control   (b) Central

2. UPS stand for _____ power supply.

   (a) Uninterrupted.   (b) Uniform

3. The computer thinks with it's _____

   (a) CUT.   (b) CPU

4. The keyboard keys help us to _____.

   (a) Write.   (b) eat

5. The first screen we see when the computer is started is called

   (a) Taskbar.   (b) Desktop

6. To start the computer first switch ON the

   (a) UPS.   (b) Monitor

B. Fill in the blanks.

Music, desktop, processing, icons, keys

1. The CPU stands for Central _____unit.
2. Speakers are used to listen _____.
3. The keyboard _____ help us to write on the computer.

4. Small pictures present on the desktop are _____.
5. The starting screen of the computer is called _____.

C. Answer the following questions.

1. Write the steps to turn off a computer.

2. What are Icons?

3. What is the use of the three control buttons?

4. Write the steps to turn ON a computer?

5. Name the parts of a desktop.

D. Unscramble words.

1. I have many keys. I am a _____ YEKROADB
2. I sit on a pad. I am a _____ SOUEM
3. I look like a TV. I am a _____ ROTINOM
4. I am the brain of a computer. I am _____ PUC

 E.   LAB ACTIVITY

Switch ON the computer and count the number of icons that appear on the desktop.

In this chapter

COMPUTER MOUSE

A computer mouse is a device which is used to give input to the computer. It enables us to point at, select and open items on the monitor.

It also helps us to play games, draw pictures and listen to music.

A mouse has two buttons and a scroll-wheel. Both buttons are used for different purposes. The scroll-wheel is used to move a page up or down on the monitor.

The mouse is connected to the CPU with a wire.

The mouse is usually kept on a mouse pad. It helps to move the mouse pointer smoothly.

MOUSE POINTER

The slant arrow on the screen is called **mouse pointer**. As we move the mouse, the pointer on the monitor also moves in the same direction.

TYPES OF MOUSE

A mouse can be of different types:

Scroll mouse: A scroll mouse has a scroll wheel in the middle of the left and right button.

 We can move a page up and down by moving the scroll wheel.

Ball mouse: A ball mouse has a ball under it. This ball helps to move the mouse pointer on the screen.

Optical mouse: An optical mouse uses a light instead of a ball for movement of the mouse pointer.

FUNCTIONS OF A MOUSE

1. **Clicking:** When we press the left button of a mouse once and release it, that makes a click sound. This is called clicking. A click is generally used to select an item on the monitor.
2. **Double-click:** Quickly pressing the left mouse button twice is called Double-click. It opens up an item on the monitor.
3. **Right-click:** Pressing and releasing the right mouse button once will show a list of commands on the monitor.
4. **Drag and drop:** To move an item or object by holding the left mouse button to a new place on the screen is called dragging.

Scroll Wheel

Right Button for Right Click

Left Button for Left Click

Mouse Body

WORKSHEET

A. Fill in the blanks.

scroll wheel, draw, twice, input, mouse pointer

1. A mouse helps us to _____pictures on the computer.
2. A mouse is used to give _____ to the computer.
3. The slant arrow on the screen is called a _____.
4. The left mouse button is pressed _____ for double-clicking.
5. The _____helps us to move a page up and down on the screen.

B. Write true or false.

1. We place and move the mouse on a mouse pad. _____
2. Drag and drop moves a page up and down. _____
3. A ball mouse has a ball fixed at its bottom. _____
4. Clicking on the right mouse button will show the list of commands. _____

5. The mouse is connected to the CPU with a wire. _____

C. Answer the following questions.
  1. Name the types of mouse.
  2. List the functions of a mouse.
  3. What is scrolling?

*LAB ACTIVITY

 To perform drag and drop on a computer:

1. **Decide which files you want to drag-and-drop**.
2. **Open the file(s) location and the destination**.
3. **Select the files you want to drag-and-drop**.
4. **Left-click and hold the file selection**.
5. **Drag the cursor into the new location**

****

CHAPTER-5 MORE ABOUT KEYBOARD

In this chapter

- Alphabet keys

- Special keys

- Number keys

A keyboard is an important part of the computer. It has many keys on it. These keys are used to type letters, numbers and symbols.

ALPHABET KEYS

A computer keyboard has **26 alphabetic keys, one for each letter of the English alphabet**. These keys are used to type words and sentences, and can be used to write both capital and small letters. The 26 alphabet keys are the building blocks of written communication on your computer. They enable you to type words, sentences, and entire documents.

NUMBER KEYS

A **number key** is any key on the keyboard with a number. On computer keyboards, there are ten number keys (1 through 0) above the top row of letters. Computer keyboards with a numeric keypad also have ten additional keys on the right side of the keyboard.

What are the symbols on the number keys?

Symbols are also on each number key that are accessed by pressing either Shift and the number key at the same time. For example, if you hold down Shift and press the number two on a keyboard, you'll get the at sign (@).
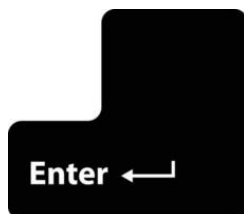
SPECIAL KEYS

These keys have special symbol on them, like:

+ - */ ' ; . ,] [{ } ? @ # $ % ^ & ( )

There are some more keys on the keyboard known as Special keys. Let us learn about them.

Enter Key

This key serves multiple purposes. It sends commands to your computer (like submitting a form), moves the cursor to the next line, and can even initiate actions in games.

Spacebar

The longest key on your keyboard, the spacebar inserts spaces between words, letters, numbers, and symbols. It's a crucial element of clear and organized typing.

Arrow Keys

Arrow keys are a group of keys on a computer keyboard that move the cursor up, down, left, or right. They are also known as cursor keys, direction keys, or navigation keys.

Backspace and Delete Keys

The backspace key erases characters to the left of the cursor, while the delete key erases characters to the right. They're indispensable for correcting mistakes.

Shift Key

The shift key, found on both sides of the keyboard, is a modifier key. It's used in combination with other keys to:

- Type uppercase letters.

- Access symbols printed on the upper portion of keys (like the @ symbol above the number 2).
- Use the numeric keypad as arrow keys.

Caps Lock Key

This toggle key allows you to type in all capital letters. When Caps Lock is on, every letter you type will be uppercase.

Escape Key (Esc)

Located in the top-left corner, the Esc key provides a way to abort, cancel, or close operations within various software programs.

Symbol Keys

Scattered across the keyboard, these keys allow you to type punctuation marks, mathematical symbols, and other special characters.

What is the difference between the backspace and delete keys?

The **backspace key** deletes characters to the left of the cursor, while the **delete key** deletes characters to the right.

WORKSHEET

A. Fill in the blanks.

Enter, delete, spacebar, directions, cursor

1. Arrow key is used to move the cursor _____.
2. The _____ key brings the cursor down to the next line.
3. The _____ key erases letter to the right side of the cursor.
4. A _____ is a small blinking line on the screen.
5. The _____ key is the longest key on the keyboard.

B. State true or false.

1. Number keys are present at the middle of the keyboard. ……………
2. To type a letter in capital, Arrow key is used with that letter. ……….
3. Enter key is used to shift the cursor to the next line. ………….
4. The Shift key is used in combination with other keys. ………….
5. A Keyboard is an output device. ……….
6. There are 10 number keys. ………….

C. Answer the following questions.

1. What is the function of special keys?
2. What is the use of shift key?
3. Write the difference between Delete key and Backspace key.
4. What are the uses of arrow keys?

D. LAB ACTIVITY

Type 5 lines on My School and observe which keys you would use while typing the text.

Chapter – 6 Tux Paint

In this chapter

- ➢ Starting Tux Paint
- ➢ Components of Tux Paint
- ➢ Drawing Tools
- ➢ Using Different Tools
- ➢ Saving a Drawing
- ➢ Closing Tux Paint

Tux Paint helps you draw beautiful drawings easily. It has many tools which help you draw and make the drawing experience fun. Let's learn more about this program.

Starting Tux Paint

Starting a Tux Paint program is very easy. Follow these steps to start tux paint.

Step 1: Click on the Grid button. A window will appear.

Step 2: Type Tux Paint in the search bar.

Step 3: Click on the Tux Paint icon.

Tech Byte

Tux Paint can be used to make greeting cards and posters.

Components of Tux Paint Window
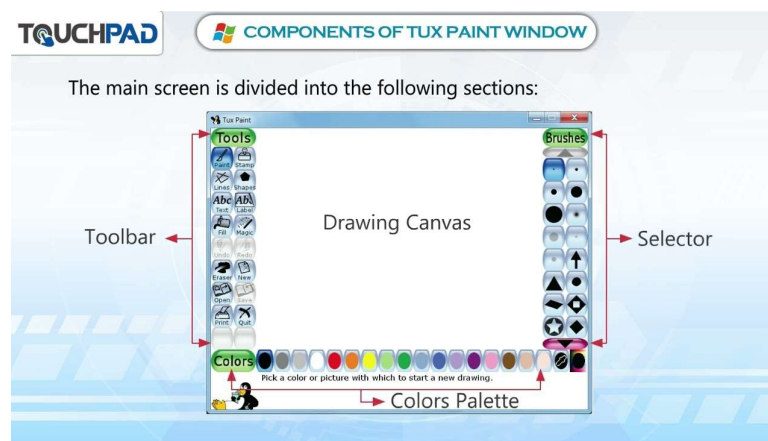
Toolbar

We use different tools to create our drawing and make it look attractive. It contains some drawings and makes it look attractive in the Tux Paint Window.

Drawing Tools

- **Paint brush:** It is used for freehand drawings.
- **Eraser**: It helps in erasing part of a drawing.
- **Lines:** It helps in drawing straight lines.
- **Magic**: It helps to add attractive effects to a drawing.
- **Shapes:** It helps in drawing various shapes like circles, squares, and ovals etc.

- **Text**: It helps in inserting a text into a drawing.
- **Stamp**: It contains some readymade shapes which can be added in the drawing.

Opening a New Drawing Follow these steps

To open a new drawing:-

Step 1: Click on the New tool in the Tools box. You will view some coloured choices of canvas.

Step 2: To get the readymade drawings, click the arrows to move up and down.

Step 3: Select a drawing to work on

Step 4: Click on the Open tool.

Commands

Along with these tools, the toolbar contains four commands.

New: It starts a new drawing.

Save: It is used to save drawings.

Open: It is used to open the saved drawings.

Quit: It closes the Tux Paint program.

Using Different Tools

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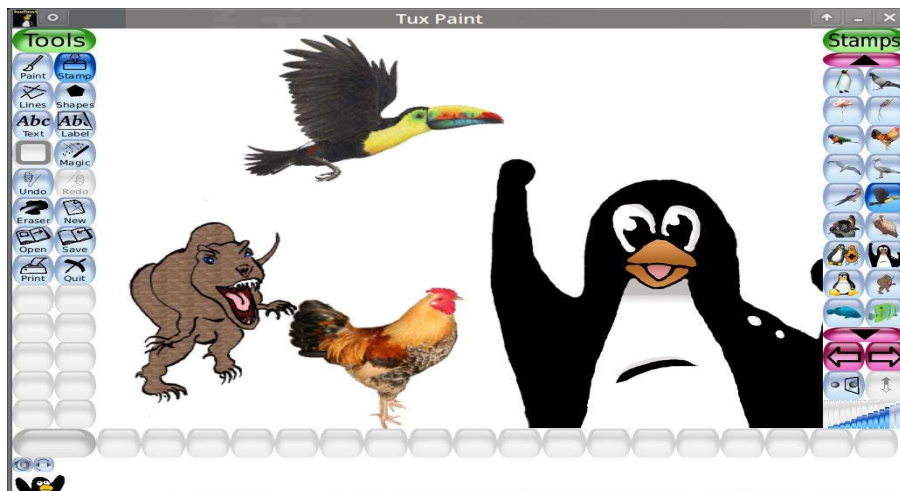
The stamp tool in Tux Paint lets you add pre-drawn images or photos to your drawings. It's similar to a collection of rubber stamps or stickers.

How to use the Stamp Tool:

1. Select a stamp to choose its shape
2. Choose a color for the stamp
3. Move the mouse around the canvas to see where the stamp will appear

Lines Tool

This tool helps to draw straight lines and patterns.

The lines tool in Tux Paint is used to draw straight lines using various brushes and colors. It's commonly used with the paintbrush tool.

How to use the line tool in Tux Paint

1. Click and hold the mouse to choose the starting point of the line
2. Move the mouse to draw the line
3. A thin "rubber-band" line will appear to show where the line will be drawn
4. Release the mouse to draw the line

Shapes Tools
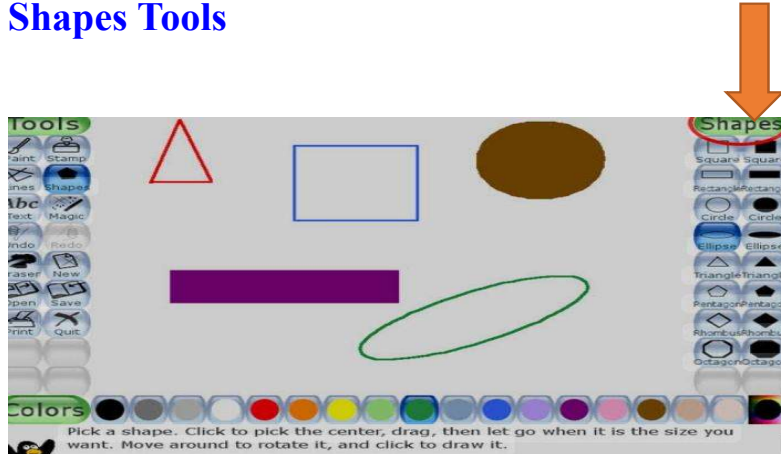
The shapes tool in Tux Paint has many readymade shapes. Follow these steps to draw filled or unfilled shapes.

1. Select a shape from the right
2. Choose to extend the shape from the center or a corner
3. Click or tap to position the shape
4. Drag to set the size of the shape
5. Drag to rotate the shape
6. Click or tap again to add the shape to your drawing.

Text Tool

This tool is used to type text in a drawing. Follow the steps to add a text.

Step 1: Click the Text Tool button .

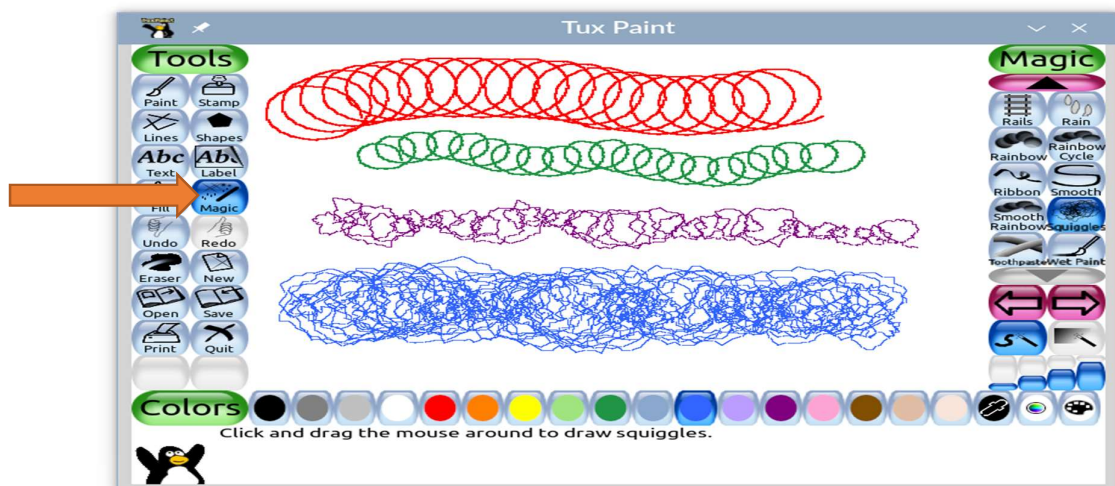Step 2: Select the font type, size and colour to be used from the Selector pane

Step 3: Click on the left mouse button where you want the text to appear.

Step 4:Write the text of your choice.Press Enter key.

Tech Byte You can increase or decrease the size of the text using the Up and Down ↓↑

Magic Tool

Magic Tool is a set of many tools for special effects.

Follow the steps to use the magic Tool

Step 1: Click on the Magic Tool from the toolbar pane.

Step 2: You will see a range of options to be used for drawings.

Step 3: Select any one of them and you will see a special effect on screen when you drag the mouse on it.

Saving a Drawing

The Save tool is used to save our drawings on the computer.

● **Steps to Save a drawing: -**

Step 1: To save a drawing in Tux Paint, click the 'Save' button

Step 2: Choose a name for your drawing, and select a location to save it

Tech Byte: Click on the Quit button to close the Tux Paint program.

Closing Tux Paint

Follow these steps to close the Tux Paint

Step 1: Click on the Quit tool in the Tools box.

Step 2: Click on ✓ to close the Tux Paint windows.

Tech Byte: A sound effect is created when we click on any tool in Tux Paint

EXERCISE

A. Multiple choice questions.

1.Which of the following is used to open a saved drawing?

a. save   b. quit   c. open

2.Which of these is not an effect under Magic Tool?

a. Ground   b. Rainbow   c. Grass

3.Which tool in Tux Paint is used to draw and give amazing effects to a picture?

a. Paint   b. Lines tool   c. Magic tool

4.Which of the following effects is used to fill colour in a drawing?

a. Bricks   b. Fill   c. Blocks

5.For creating a new drawing in Tux Paint, we use this tool.

a. Open   b. Save   c. New

B. Fill in the blanks.

Open, Selector, Text, Lines

1._____ contains different options for a selected tool.

2._____ tool help us in drawing straight lines.

3._____ command is used to open the saved drawings.

4.The selector of _____ tool shows different letter types.

C. Match the Column A with column B

A	B
1. AB	It is used to save drawing.
2. Save	To insert some words
3. 🎨	It close the drawing
4. Quit	To draw free hand drawing

D. Answer the following questions.

1. Name any four drawing tools used in Tux Paint.

2. How to open a new drawing in Tux Paint?

3. How Stamp tool is different from Shapes tool?

4. What are the steps to open Tux Paint?

5. Name any 3 effects in Magic tool.

E. Lab Activity

1.Go to the computer lab and open Tux Paint. Use different effects given under the Magic tool and draw a picture. Save the picture after completing the task.

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In The Chapter

- Text Editor
- Text Editor Interface
- Saving a Document
- Closing a Document
- Opening a Saved Document
- How To Cut, Copy or Paste The Text
- Printing a Document

Text Editor

A Text Editor is a software mainly used for typing or editing a letter or any other text document. For example, WordPad, and Notepad for windows and Gedit for Linux are common text editors. Using a Text Editor, you can open,view and edit plain text files. Unlike word processors, text editors do not add formatting to text, instead focusing on editing of plain text.

How To Open Text Editor

Open gedit by clicking Dash icon . Type Text Editor in the Search bar. The Text Editor icon appears below. Click on the open the text Editor.

Gedit Window
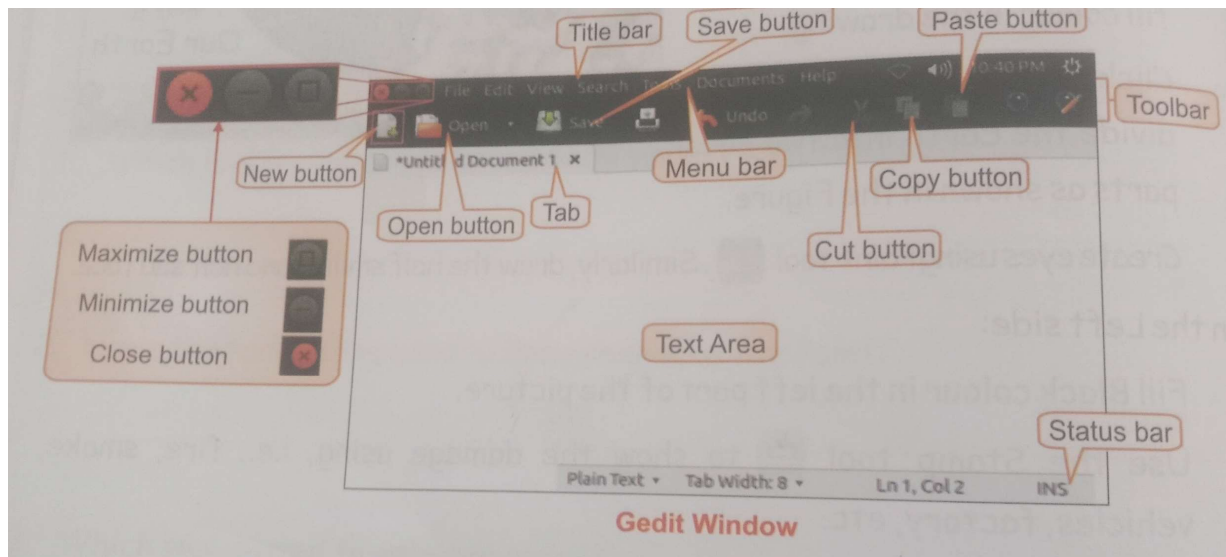
Title Bar: It shows the file name and application name. It also displays Control buttons, like Close, Minimize and Maximize buttons to its left corner.

Toolbar: This bar contains the tools that helps in editing and creating text document

Tabs: This bar allows you to view or work on more than one text file in a single window.

Status Bar: The status bar appears at the bottom of the program window.

Text Area. In this space you can type the text.

HOW TO CUT, COPY, OR PASTE THE TEXT

- Click on the Edit menu, and then select the Cut option.

- Place the cursor before Always and click on the Edit menu and then select the Paste option

Note

You can copy the text by selecting the Copy option from the Edit menu. Place where you want to Paste the text and then select the Edit > Paste option.

SAVING A DOCUMENT

To save your document,

STEP 1: Click on the Options menu.

STEP 2: Click on Save as or click on Save option.

STEP3: Choose the location and type a name in name box.

The document will be saved on the computer**.**

CLOSING A DOCUMENT
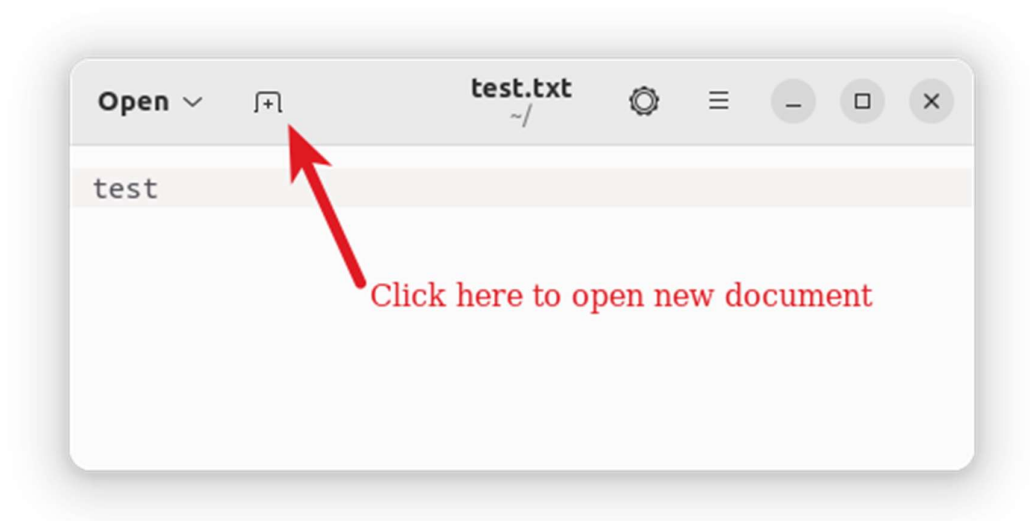
To close your document

 Click on the Close Button present on the extreme right on the Title bar.

Opening a Document

To open a document, follow the given steps.

Step 1: Click on the Open button. A dialog box will appear

Step 2: Locate the desired document and click on the Open button.

Opening a Document

Printing a Document

To print a document, follow the given steps:

Step 1: Click on Options menu.

Step 2: Click on the Printer button. A window will appear.

Step 3: Select the printer and click on the Print button**.**

- A text editor is a program that helps you to type and edit text in a text document.
- Control buttons on the Title bar are Minimize, Maximize and close.
- Gedit is a text editor for Linux.

EXERCISE

A. Fill in the blanks.

Options, linux, text editor, text area, Status bar

1._____ is a software for typing and editing documents.

2.The area where we type text is _____.

3. The _____appears at the bottom of the program window.

4.Gedit is the text editor for _____.

5._____ icon has the Print option.

B. State True or False

1.The Control buttons are present on the Menu Bar. (   )

2. The Save option is present on the right side of Title Bar. (   )

3. You cannot print a document in gedit text editor. (   )

4.Title bar shows the file and application name. (   )

C. Answer the Following.

1.What is a Text Editor?

2. Name any three parts of the gedit text editor.

3.How can you print a document in a Text Editor?

D. LAB ACTIVITY

Create a document and save as by giving your name.

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