

CLASS IV
COMPUTERS
CONTENTS

CHAPTER – 1 : FUNDAMENTAL OF COMPUTER

- What is a Computer?
- Basic Components of Computer
- **Types of Computers**
- **Uses of Computers**
- **Working of a Computer**
- **Basic Terminology**
- **Computer Memory**

CHAPTER – 2: INTRODUCTION TO UBUNTU

- **What is Ubuntu?**
- **Features of Ubuntu:**
- **Parts of the Ubuntu Interface:**
- **How to Install Ubuntu?**
- **Why Use Ubuntu?**

CHAPTER – 3: INTRODUCTION TO LIBRE OFFICE WRITER

- What is LibreOffice Writer?
- **Basic Features of LibreOffice Writer**
- How to Create a Document in LibreOffice Writer
- **Why Use LibreOffice Writer?**
- **Why Use LibreOffice Writer?**

CHAPTER – 4 : EDITING AND FORMATING IN LIBRE OFFICE WRITER

- **What is Editing and Formatting in LibreOffice Writer?**
- **Editing in LibreOffice Writer**
- **Formatting in LibreOffice Writer**
- **Why is Formatting Important in LibreOffice Writer?**

CHAPTER – 5 : INTRODUCTION TO LIBRE OFFICE IMPRESS

- **What is LibreOffice Impress?**
- **Features of LibreOffice Impress**
- **Why Should You Use LibreOffice Impress?**
- **How to Create a Presentation in LibreOffice Impress**

CHAPTER – 6 : Creating Slides in LibreOffice Impress

- **Introduction**
- **How to Create Slides in LibreOffice Impress?**
- **Slide Show**
- **Creating a Presentation**
- **Saving Presentations**
- **Opening Saved Presentations**
- **Exiting LibreOffice Impress**

CHAPTER – 7 : The Internet

- **What is the Internet?**
- **Uses of the Internet**
- **How does the Internet Work?**
- **Safety on the Internet**
- **Accessing the Internet**

Chapter- 8 : Internet Safety, Netiquette, Cyber Crime, Emojis, and Social Networking

- Introduction
- Cyber Crime
- Types of Cyber Crime:
- How to Stay Safe:
- Popular Emojis:
- Social Networking
- How Social Networking Works:
- How to Stay Safe on Social Media:
- Summary:

Chapter-1:

Fundamentals of Computers



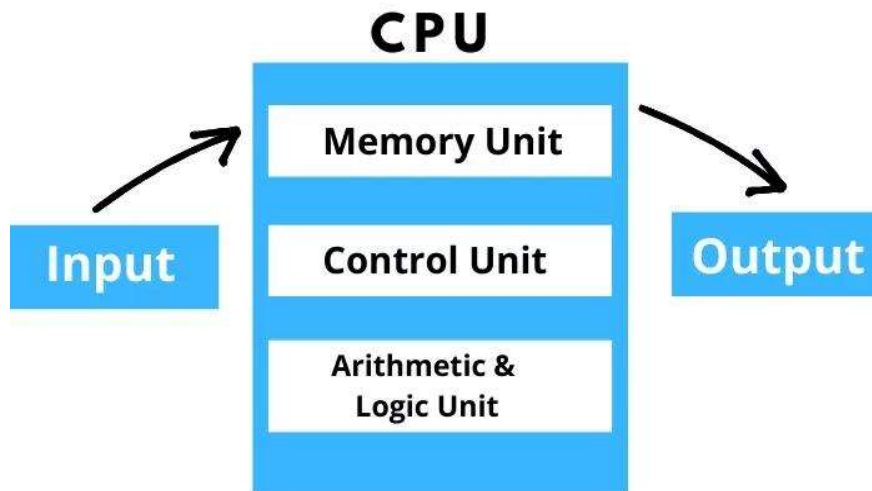
Introduction to Computers

What is a Computer?

A computer is an electronic device that can store, retrieve, and process data. It performs tasks based on instructions (software) and helps in various activities like learning, communication, entertainment, etc.

Basic Components of Computer

Components of Computer



A computer consists of two main parts:

1. **Hardware:** The physical parts of the computer that you can see and touch.

Input Devices: Devices used to input data into the computer, like the keyboard and mouse.

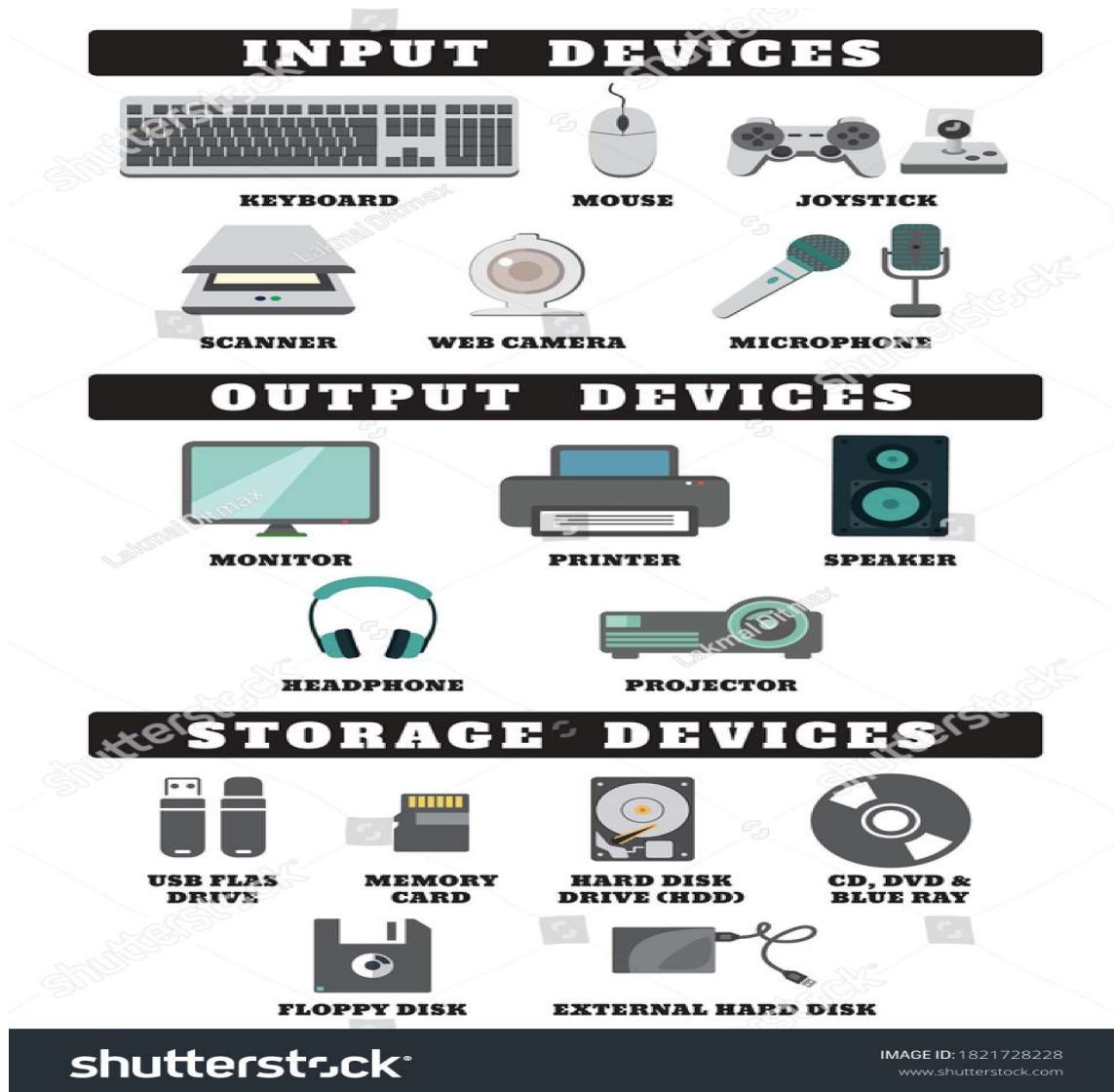
Output Devices: Devices that display the results of processing, like the monitor and printer.

Storage Devices: Devices used to store data, like the hard drive, CD, DVD, and USB flash drive.

CPU (Central Processing Unit): The brain of the computer that processes data and controls the operations.
2. **Software:** A set of instructions or programs that tell the computer how to perform specific tasks.

Application Software: Programs that help users perform specific tasks (e.g., Microsoft Word, Paint).

System Software: Programs that manage the computer's hardware and allow application software to run (e.g., Windows, macOS).



Types of Computers

1. Desktop Computer: A computer designed to be used at a desk. It has separate components, such as a monitor, CPU, keyboard, and mouse.
2. Laptop: A portable computer with a built-in screen, keyboard, and touchpad, designed to be used on the go.
3. Tablet: A small, portable touch-screen device used for a variety of tasks, including web browsing, watching videos, and playing games.
4. Smartphone: A mobile phone that can perform many tasks like a computer, such as accessing the Internet, sending emails, and running apps.

Types of Computer

- Desktop
- Laptop/Notebook
- Palmtop

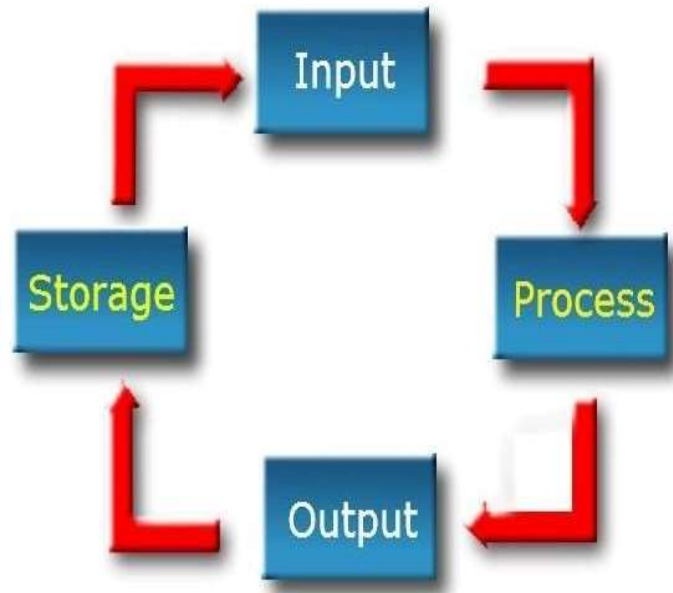


Uses of Computers

- Education: Computers are used for learning and research.
- Communication: Used for sending emails, chatting, video calls, and social media.
- Entertainment: Used for playing games, watching videos, and listening to music.
- Office Work: Used for creating documents, presentations, and spreadsheets.
- Business: Computers help in managing stock, sales, and customer details.

Working of a Computer

1. Input: The data is entered into the computer using input devices like the keyboard and mouse.
2. Processing: The computer processes the data based on the instructions from software.
3. Output: After processing, the result is shown on output devices like a monitor or printer.
4. Storage: Data can be saved in storage devices for future use.



Basic Terminology

1. Data: Raw facts and figures that the computer processes.
2. Information: Processed data that is meaningful and useful.
3. Program: A set of instructions written in a programming language that tells the computer how to perform tasks.
4. File: A collection of data stored in a computer.

Computer Memory

1. Primary Memory (RAM): Temporary memory used by the CPU to store data that is currently being processed.
2. Secondary Memory (Hard Disk): Permanent memory where files and data are stored for long-term access.

Exercises

1. Fill in the blanks:

1. The brain of the computer is the _____.
2. A _____ is a portable computer with a built-in screen and keyboard.
3. The primary function of a CPU is to _____ data.
4. _____ devices are used to enter data into the computer.
5. _____ is a device that stores data permanently.

Answers:

1. CPU
2. Laptop
3. Process
4. Input
5. Hard Disk

2. True or False:

1. A monitor is an input device. (True/False)
2. A laptop is a type of desktop computer. (True/False)
3. Software helps a computer perform specific tasks. (True/False)
4. A hard disk is a type of primary memory. (True/False)
5. A printer is an output device. (True/False)

Answers:

1. False
2. False
3. True
4. False
5. True

3. Match the following:

Column A

1. CPU
2. Laptop
3. Mouse

Column B

- a. Portable device
- b. Stores data
- c. Input device

4. Hard Disk d. Brain of the computer

5. Monitor e. Output device

Answers:

1 - d

2 - a

3 - c

4 - b

5 - e

4. Answer the following questions:

1. What are the main components of a computer?
2. Name two types of software.
3. What is the difference between hardware and software?
4. What is the function of the CPU?
5. List three uses of computers.

5. Short Answer Questions:

1. What is a computer?
2. Name any two input devices.
3. What does the CPU do in a computer?
4. What is the function of a monitor?

6. Long Answer Questions:

1. Explain the different types of computers and describe each type.
2. Describe the working of a computer with the steps of input, processing, output, and storage.
3. What is the difference between hardware and software? Explain with examples.
4. What are the main components of a computer? Describe the function of each component.

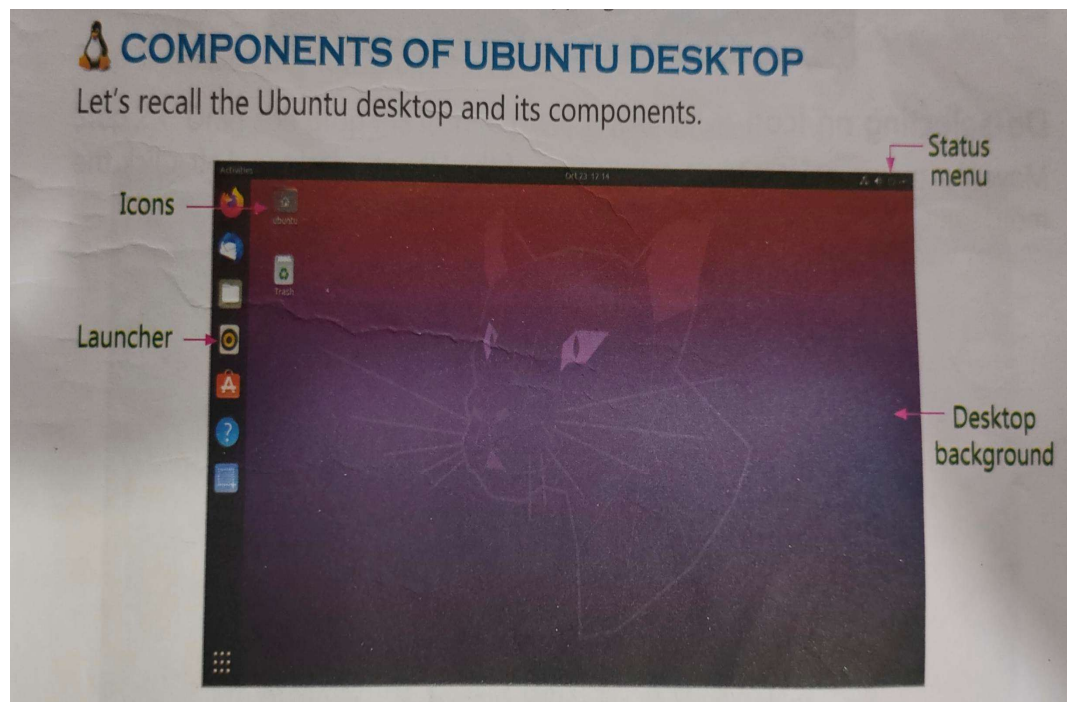
Chapter -2

Introduction to Ubuntu

What is Ubuntu?

Ubuntu is a popular operating system based on Linux. An operating system is the software that helps a computer run and lets you use applications like games, browsers, and more. Ubuntu is free, easy to use, and has a lot of features that make it perfect for beginners, students, and even professionals.

Unlike other operating systems like Windows or macOS, Ubuntu is open-source. This means anyone can download it, use it, and even change the code to improve it! Ubuntu is used by millions of people worldwide because it is simple, secure, and regularly updated.



Features of Ubuntu:

1. User-Friendly: Ubuntu has a simple and clean interface that is easy to use for beginners. You don't need advanced computer knowledge to get started.
2. Free to Use: Unlike some other operating systems, Ubuntu is completely free. You don't need to pay to install or use it.

3. Secure: Ubuntu is known for its security features. It is less vulnerable to viruses compared to other operating systems.
4. Software: Ubuntu has access to thousands of free applications that can be downloaded from the Ubuntu Software Center.
5. Regular Updates: Ubuntu provides regular updates to keep your system safe and add new features.
6. Customizable: You can change the look and feel of Ubuntu to suit your needs, including the desktop, icons, and themes.

Parts of the Ubuntu Interface:

- Desktop: This is the main screen you see when you first open Ubuntu. It has icons for files, folders, and applications.
- Dock: Located at the bottom of the screen, it allows you to quickly access your favorite applications.
- Applications Menu: This is where you can find all the installed applications on your system.
- System Settings: This allows you to customize and control different aspects of Ubuntu like screen brightness, sound settings, and more.

How to Install Ubuntu?

1. Download Ubuntu: First, go to the official Ubuntu website and download the latest version.
2. Create a Bootable USB: You can create a bootable USB drive to install Ubuntu on your computer. There are tools available like Rufus to make this process easy.
3. Install Ubuntu: Restart your computer and boot from the USB drive. Follow the on-screen instructions to install Ubuntu.

Why Use Ubuntu?

1. It's Free: You don't have to pay for Ubuntu. You can download it and start using it right away.
2. Easy to Use: Ubuntu is easy to use, even for people who have never used a computer before.
3. Open Source: This means you can see how Ubuntu works, and even contribute to making it better.
4. Secure: Ubuntu is very safe and secure. It's less likely to get viruses and other harmful programs.
5. Great for Learning: If you want to learn more about computers and how they work, Ubuntu is a good operating system to start with.

Exercises – 2

1. Fill in the blanks:

1. Ubuntu is an _____ operating system.
2. Ubuntu is known for being _____ to use.
3. The main screen in Ubuntu is called the _____.
4. Ubuntu is _____ to use, meaning you don't have to pay for it.
5. The applications you use in Ubuntu are found in the _____ menu.

Answers:

1. open-source
2. easy
3. Desktop
4. free
5. Applications

2. True or False:

1. Ubuntu is a paid operating system. (True/False)
2. Ubuntu is only for advanced users. (True/False)
3. Ubuntu is an open-source operating system. (True/False)
4. You can install Ubuntu using a USB drive. (True/False)
5. Ubuntu is known for being less secure than other operating systems. (True/False)

Answers:

1. False
2. False
3. True
4. True
5. False

3. Match the following:

Column A

Column B

- | | |
|---------------------------|--|
| 1. Ubuntu | a. Easy to use |
| 2. Free operating system | b. Open-source |
| 3. Applications Menu | c. Place to find all your installed apps |
| 4. Ubuntu Software Center | d. Free to use |

Answers:

- 1 - b
- 2 - d
- 3 - c
- 4 - a

4. Short Answer Questions (4):

- 1. What is Ubuntu?
- 2. Name any two features of Ubuntu.
- 3. Why is Ubuntu considered a secure operating system?
- 4. How can you install Ubuntu on a computer?

5. Long Answer Questions:

- 1. Explain the key features of Ubuntu.
- 2. How can you customize Ubuntu according to your preferences?
- 3. Why is Ubuntu a good choice for beginners?
- 4. Describe the steps to install Ubuntu on your computer.

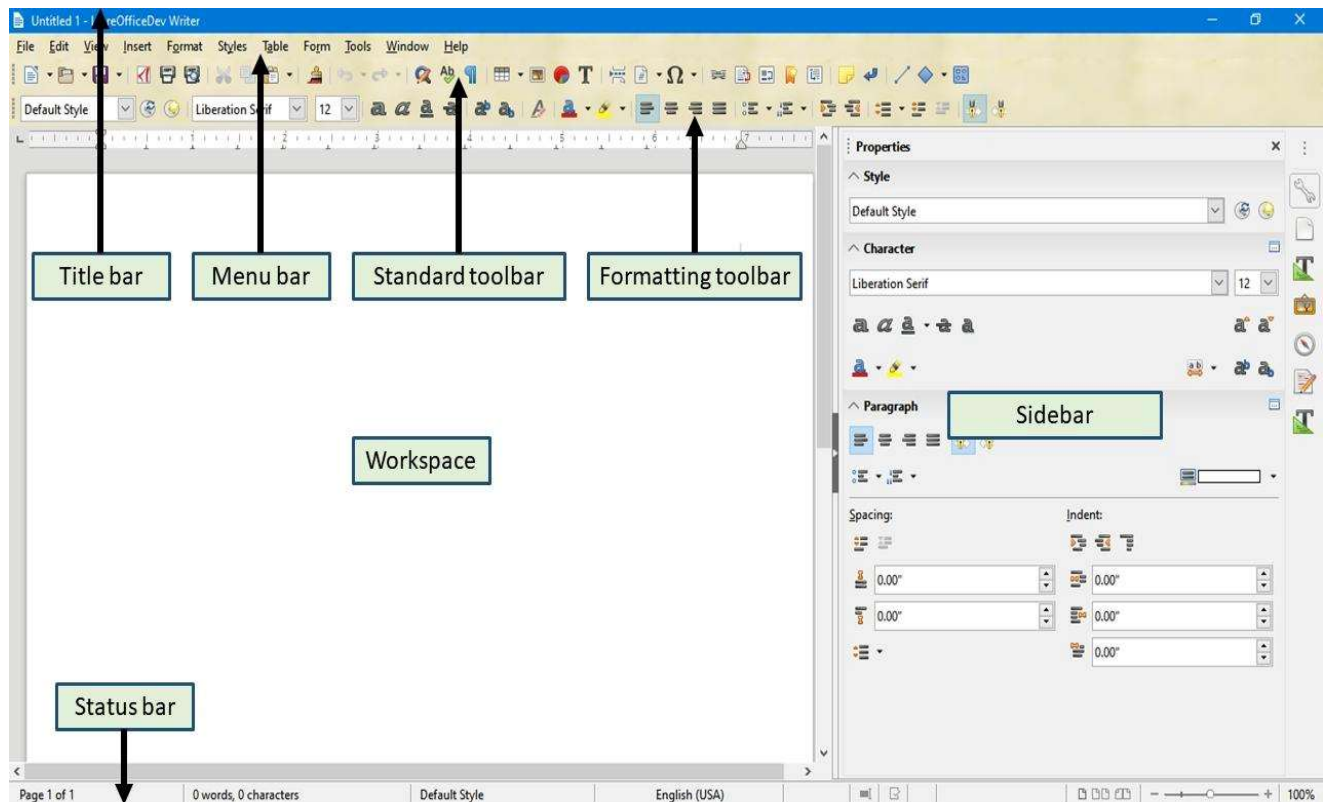
Chapter - 3

Introduction to LibreOffice Writer

What is LibreOffice Writer?

LibreOffice Writer is the word processing tool of the LibreOffice suite. It is used for creating, editing, and formatting text documents such as letters, reports, essays, and stories. It works similar to other word processing software like Microsoft Word but is free to use.

With LibreOffice Writer, you can type and edit text, insert pictures, create tables, and format your document with different fonts, colors, and styles. It also allows you to save and print your work, making it a powerful tool for students, teachers, and professionals.



Basic Features of LibreOffice Writer

1. Text Formatting:

You can change the font style, size, and color of the text. You can also make the text bold, italic, underline, or strikethrough.

2. Paragraph Formatting:

You can adjust the alignment (left, right, center, justify), set the line spacing, and use bullets or numbering for lists.

3. Inserting Images and Tables:

LibreOffice Writer allows you to insert images, shapes, and tables into your documents. You can resize and move them around as needed.

4. Spelling and Grammar Check:

Writer automatically checks your spelling and grammar while you type. It underlines mistakes and suggests corrections.

5. Headers and Footers:

You can add headers (top of the page) and footers (bottom of the page) to your document, which is useful for adding page numbers or document titles.

6. Page Setup:

You can change the margins, page size, and orientation (portrait or landscape) according to your requirements.

7. Saving and Printing:

LibreOffice Writer allows you to save your work in various formats, including .odt (the default format), .docx, .pdf, and more. You can also print documents directly from the software.

How to Create a Document in LibreOffice Writer

1. **Open LibreOffice Writer:** Click on the LibreOffice Writer icon to launch the program.
2. **Type Your Text:** Start typing your text. You can use the keyboard to input your content.
3. **Format Your Document:** Use the toolbar at the top to change the font, size, color, and alignment of your text. You can also add images or tables using the menu options.
4. **Save Your Document:** Click File > Save to save your document. You can choose the location on your computer where you want to store it.
5. **Print Your Document:** If you want to print your document, click File > Print.

Why Use LibreOffice Writer?

1. **Free and Open-Source:** LibreOffice Writer is completely free, unlike many word processors that require a paid license.
2. **Easy to Use:** The interface is simple and user-friendly, making it easy for students to create and format documents.

3. Compatibility: LibreOffice Writer can open and save documents in different formats like .docx, .odt, and .pdf.
4. No Need for Internet: Unlike some word processing tools, LibreOffice Writer doesn't require an internet connection to work, making it great for offline use.
5. Regular Updates: LibreOffice Writer is updated regularly, so you get new features and improvements.

Exercises - 3

1. Fill in the blanks:

1. LibreOffice Writer is used for _____ and editing text documents.
2. You can change the _____ and size of the text in LibreOffice Writer.
3. To check spelling in LibreOffice Writer, the program underlines the mistakes with a _____ line.
4. To add images to your document, click on the _____ menu.
5. You can save your document in the _____ format.

Answers:

1. Creating
2. Font
3. Red
4. Insert
5. .odt

2. True or False:

1. LibreOffice Writer is a free word processor. (True/False)
2. You cannot insert images into a document in LibreOffice Writer. (True/False)
3. LibreOffice Writer automatically checks for spelling and grammar mistakes. (True/False)
4. You can only save your document in the .docx format. (True/False)
5. You can change the page orientation to landscape in LibreOffice Writer. (True/False)

Answers:

1. True
2. False
3. True

4. False

5. True

3. Match the following:

Column A

Column B

1. LibreOffice Writer

a. To check your spelling and grammar

2. Insert Menu

b. Allows you to change text fonts, sizes, and colors

3. Spelling and Grammar Check c. You can insert images, tables, and shapes

4. Formatting Toolbar

d. A free word processing software

Answers:

1 - d

2 - c

3 - a

4 - b

4. Short Answer Questions (4):

1. What is LibreOffice Writer used for?
2. How can you change the font style in LibreOffice Writer?
3. What are the benefits of using LibreOffice Writer?
4. How can you insert an image into a document in LibreOffice Writer?

5. Long Answer Questions (4):

1. Explain the features of LibreOffice Writer.
2. Describe the process of creating a document in LibreOffice Writer, from opening the software to saving the file.
3. How can you format text in LibreOffice Writer? Give examples of text formatting options available.
4. Why is LibreOffice Writer a good choice for students? Explain in detail

Chapter - 4:

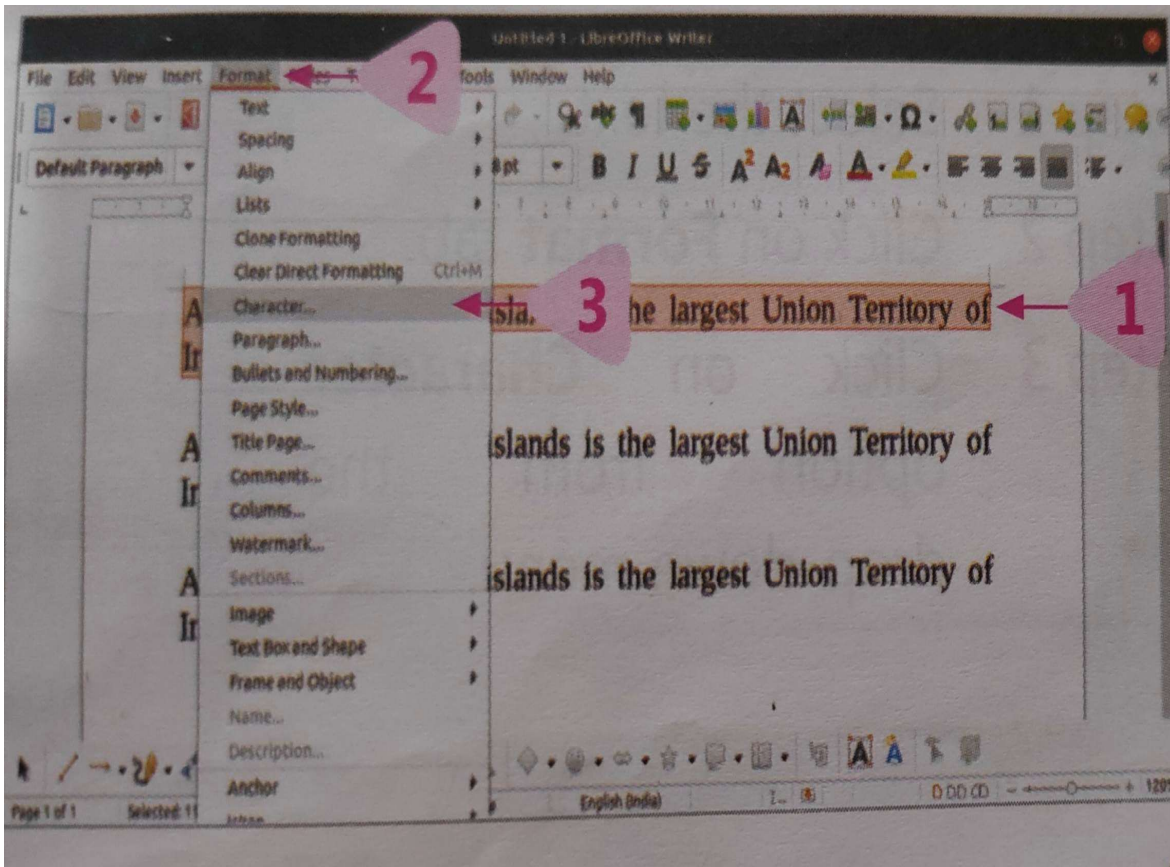
Editing and Formatting in LibreOffice Writer

What is Editing and Formatting in LibreOffice Writer?

In LibreOffice Writer, editing refers to changing the content of a document, such as adding or deleting text, while formatting involves changing the appearance of the document, like adjusting the font style, size, and alignment. Both editing and formatting are important skills to make your documents look neat, professional, and easy to read.

Editing in LibreOffice Writer

1. Selecting Text:
 - To edit text, you first need to select it. To select a word, click on it. To select a sentence or paragraph, click and drag your mouse over the text.
 - You can also use the keyboard. Hold down the Shift key and use the arrow keys to select text.
2. Deleting Text:
 - To delete text, simply highlight it and press the Delete key or the Backspace key on your keyboard.
3. Adding Text:
 - To add new text, place the cursor where you want to insert the text and start typing.
4. Cut, Copy, and Paste:
 - Cut: Use Ctrl + X (Windows) or Command + X (Mac) to remove selected text and store it in the clipboard.
 - Copy: Use Ctrl + C (Windows) or Command + C (Mac) to copy selected text.
 - Paste: Use Ctrl + V (Windows) or Command + V (Mac) to paste the copied or cut text in a new location.



Formatting in LibreOffice Writer

1. Font Formatting:

- Font Style: Change the font type (e.g., Times New Roman, Arial) from the Font menu.
- Font Size: Increase or decrease the size of the text using the Font Size drop-down list.
- Font Color: You can change the color of the text using the Text Color button on the toolbar.
- Bold, Italic, and Underline: Highlight the text and click on the Bold, Italic, or Underline button to apply these styles.

2. Paragraph Formatting:

- Alignment: Align text to the left, center, right, or justify it (distribute evenly across the page) using the alignment buttons in the toolbar.
- Line Spacing: Adjust the spacing between lines of text for better readability.

- Indentation: Change the left or right indentation to move text away from the page's edge.
 - Bullets and Numbering: Create bulleted or numbered lists by clicking the Bullets or Numbering button.
- 3. Changing Page Layout:**
- Margins: Adjust the space between the edges of the page and your text. You can do this by going to Format > Page and selecting Margins.
 - Page Orientation: Change the page layout from Portrait (vertical) to Landscape (horizontal) by going to Format > Page.
- 4. Headers and Footers:**
- You can add headers (at the top of the page) and footers (at the bottom of the page) by going to Insert > Header and Footer.
- 5. Inserting Images:**
- To insert an image into your document, click on Insert > Image and select the image you want to add. You can resize the image by dragging the corners.

Why is Formatting Important in LibreOffice Writer?

Formatting helps to make your document more organized, clear, and visually appealing. It also helps to emphasize important information, such as headings or key points, making it easier for the reader to follow and understand your content.

Exercises - 4

1. Fill in the blanks:

1. To make text bold in LibreOffice Writer, click the _____ button.
2. To copy text, use the shortcut _____.
3. You can change the size of the font using the _____ menu.
4. To insert an image, click on the _____ menu.
5. To change the page orientation to landscape, go to _____
_____.

Answers:

1. Bold
2. Ctrl + C
3. Font Size
4. Insert
5. Format > Page

2. True or False:

1. You can change the font style in LibreOffice Writer. (True/False)
2. To paste text, use the shortcut Ctrl + P. (True/False)
3. LibreOffice Writer allows you to insert images into your document. (True/False)
4. Paragraph formatting includes changing the alignment and line spacing. (True/False)
5. You can only create numbered lists, not bulleted lists, in LibreOffice Writer. (True/False)

Answers:

1. True
2. False
3. True
4. True
5. False

3. Match the following:

Column A

Column B

- | | |
|---------------------|--|
| 1. Bold | a. Changes the font size |
| 2. Page Orientation | b. Adds an image to the document |
| 3. Copy Text | c. Makes text appear darker |
| 4. Insert Menu | d. Allows you to change the layout of the page |
| 5. Font Size | e. Ctrl + C |

Answers:

- 1 - c
- 2 - d
- 3 - e
- 4 - b
- 5 - a

4. Short Answer Questions (4):

1. How do you change the font style in LibreOffice Writer?
2. What is the purpose of the Bullets and Numbering features in LibreOffice Writer?
3. What is the shortcut for copying text in LibreOffice Writer?
4. How can you insert an image into a document in LibreOffice Writer?

5. Long Answer Questions (4):

1. Describe the steps to format text in LibreOffice Writer, including font style, size and color.
2. Explain the importance of paragraph formatting. How can you change alignment, line spacing, and indentation in LibreOffice Writer?
3. What is the role of headers and footers in a document? How can you add them in LibreOffice Writer?
4. How can you change the page layout, such as margins and page orientation, in LibreOffice Writer?

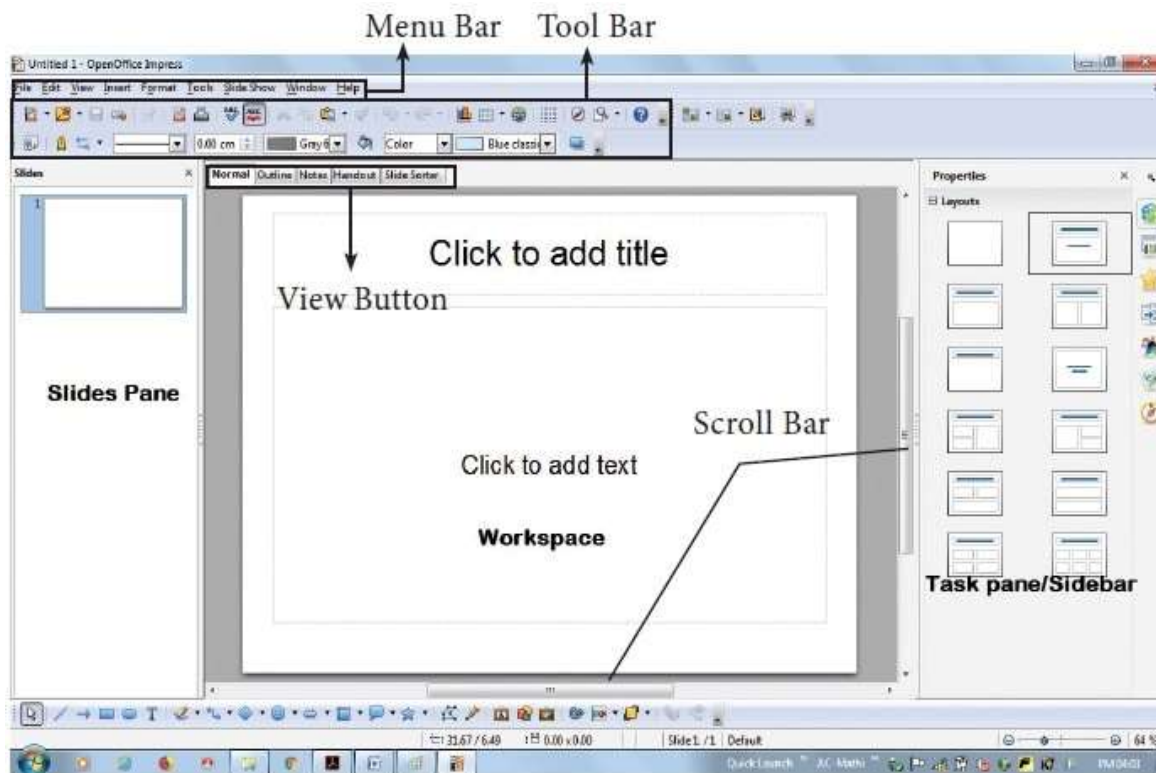
Chapter - 5

Introduction to LibreOffice Impress

What is LibreOffice Impress?

LibreOffice Impress is a presentation software in the LibreOffice suite used to create slideshows for presenting information in a fun and engaging way. Whether you are presenting a school project, a report, or any other topic, LibreOffice Impress helps you display your ideas visually.

Similar to Microsoft PowerPoint, Impress allows you to create a series of slides that can contain text, images, sounds, videos, charts, and more. You can add special effects, animations, and transitions to make your presentation more interesting and dynamic.



Features of LibreOffice Impress

1. **Creating Slides:**

- You can create multiple slides in a single presentation. Each slide can have a different layout (e.g., title slide, bullet points, images) depending on the content you want to show.

2. Text Formatting:

- Just like in a word processor, you can format text in LibreOffice Impress by changing the font, size, color, and style (bold, italics, underline).

3. Inserting Images and Shapes:

- You can add pictures from your computer, as well as shapes like circles, arrows, squares, and lines to your slides. These can help you highlight or explain key ideas.

4. Slide Transitions:

- Slide transitions are animations that occur when you move from one slide to the next during the presentation. For example, you can have a slide fade into the next one or fly from the side.

5. Animations:

- You can apply animations to objects like text, images, or shapes on a slide. This makes them appear, disappear, or move in a fun way when you show the slide.

6. Themes and Backgrounds:

- Impress offers pre-designed themes and backgrounds that make your presentation look professional. You can choose the design that suits your topic and style.

7. Inserting Audio and Video:

- You can add audio clips or video files to your presentation. This can make your presentation more interactive and interesting, especially when explaining complex ideas.

8. Slideshow View:

- When you are ready to present your work, you can switch to Slideshow View, where your slides will be shown one after another, and you can control the timing and transitions.

Why Should You Use LibreOffice Impress?

1. Free and Open-Source:

LibreOffice Impress is completely free, and you can download and use it without any cost. It is also open-source, meaning anyone can modify and improve the software.

2. Easy to Use:

Impress has a simple and user-friendly interface, making it easy for students and beginners to create and design presentations without needing special skills.

3. Multimedia Support:

You can add text, pictures, audio, and videos, making your presentation more engaging and effective for sharing your ideas.

4. Cross-Platform:

LibreOffice works on Windows, macOS, and Linux, so you can use Impress on almost any computer.

5. Compatibility:

LibreOffice Impress can open and save presentations in formats like .pptx (Microsoft PowerPoint) and .pdf, allowing you to share your presentations easily with others.

How to Create a Presentation in LibreOffice Impress

1. Open LibreOffice Impress:

When you open Impress, a blank presentation opens. You can choose a pre-designed theme to give your presentation a professional look.

2. Add Slides:

To add more slides, click Insert > Slide. You can select the layout for the new slide (e.g., title slide, blank slide, or text slide).

3. Add Text:

Click on the text box to type your text. You can change the font, size, and color by using the formatting options in the toolbar.

4. Insert Images and Shapes:

To insert an image, click on Insert > Image. To add a shape, click on Insert > Shape and choose from various options like circles, rectangles, and arrows.

5. Apply Transitions:

To add a transition, go to the Slide menu and select Slide Transition. Choose from various effects like Fade, Wipe, or Push to apply between slides.

6. Add Animations:

Select an object (text or image) on a slide, then go to Slide Show > Custom Animation to apply an animation effect (e.g., making text appear with a bounce).

7. View the Presentation:

When you are ready, click on Slide Show > Start from Beginning to view your presentation as a slideshow.

8. Save the Presentation:

Click on File > Save to save your work. You can choose from different formats like .odp (LibreOffice's default) or .pptx (PowerPoint format).

Exercises - 5

1. Fill in the blanks:

1. LibreOffice Impress is used to create _____.
2. To add a new slide in LibreOffice Impress, click on _____.
3. You can apply _____ to make objects like text and images appear or disappear in your presentation.
4. To change the background design of your presentation, you can choose a _____.
5. LibreOffice Impress allows you to add _____ and _____ to make your presentation more engaging.

Answers:

1. Presentations
2. Insert > Slide
3. Animations
4. Theme
5. Audio and Video

2. True or False:

1. You cannot add animations to text in LibreOffice Impress. (True/False)
2. LibreOffice Impress allows you to insert videos and images. (True/False)
3. Slide transitions are used to make objects move on a slide. (True/False)
4. You can save your presentation in the .pptx format. (True/False)
5. LibreOffice Impress is a paid software. (True/False)

Answers:

1. False
2. True
3. False
4. True

5. False

3. Match the following:

Column A

1. LibreOffice Impress
2. Animations
3. Slide Transitions
4. Insert Menu
5. Save Your Presentation

Column B

- a. Used to add effects between slides
- b. Free presentation software
- c. Making objects appear or disappear
- d. Used to add pictures, videos, and shapes
- e. File > Save

Answers:

- 1 - b
2 - c
3 - a
4 - d
5 - e

4. Short Answer Questions (4):

1. What is LibreOffice Impress used for?
2. How do you add a new slide in LibreOffice Impress?
3. What is the purpose of slide transitions in LibreOffice Impress?
4. How can you insert an image into a slide in LibreOffice Impress?

5. Long Answer Questions (4):

1. Explain the steps involved in creating a presentation in LibreOffice Impress, from adding slides to inserting text and images.
2. What are animations and transitions in LibreOffice Impress? How do they help make a presentation more interesting?
3. Why is LibreOffice Impress a good choice for students to create presentations? Explain its features.
4. Describe how to save and view your presentation in LibreOffice Impress. What options are available when saving your presentation?

Chapter - 6

Creating Slides in LibreOffice Impress

Introduction

In LibreOffice Impress, creating slides is the first step in making a presentation. Each slide can contain text, images, charts, shapes, and more. You can add multiple slides and customize each one according to your needs. In this chapter, we will learn how to create slides, add new slides, change layouts, and more.

How to Create Slides in LibreOffice Impress?

1. Opening LibreOffice Impress:

- To start creating a presentation, first, you need to open LibreOffice Impress. You can do this by clicking on the Impress icon in the LibreOffice suite or by selecting File > New > Presentation.

2. Adding New Slides:

- When you open a new presentation, one slide will be created automatically (usually a title slide). To add more slides:

- Go to the Menu: Click Insert > Slide.
- Use Keyboard Shortcut: Press Ctrl + M to add a new slide.

3. Changing the Layout of a Slide:

- Every slide can have a different layout, depending on the content you want to add. For example, you can choose a Title Slide, Text Slide, or a Picture Slide.

- To change the layout of a slide:
- Right-click on the slide in the left panel and select Slide Layout. A list of available layouts will appear. Choose the one that fits your content.

4. Adding Content to Slides:

- After adding a slide, click inside the text box to add text. You can also insert images by clicking on Insert > Image, and shapes by selecting Insert > Shape.
- To format the text, use the options in the toolbar to change the font, size, color, and alignment.

Slide Show

- 1. Starting the Slide Show:**
 - After creating your slides, you can present them as a slideshow. To start the slideshow:
 - Click on Slide Show in the menu and select Start from Beginning, or
 - Press F5 on your keyboard.
- 2. Navigating Through the Slideshow:**
 - You can move to the next slide by pressing the Right Arrow key or clicking the mouse.
 - To go back to the previous slide, use the Left Arrow key or right-click to select Previous Slide.
- 3. Exiting the Slideshow:**
 - To exit the slideshow and return to the editing view, press Esc on the keyboard.

Creating a Presentation

- 1. Adding Multiple Slides:**
 - Click Insert > Slide to add as many slides as you need.
 - For each new slide, choose the appropriate layout (e.g., Title Slide, Text Slide, Picture Slide).
- 2. Customizing the Presentation:**
 - You can change the background, apply themes, and add animations to your text and images for better visual appeal.
 - Add transitions between slides by going to Slide > Slide Transition and selecting a transition effect like Fade, Wipe, or Push.

Saving Presentations

- 1. Saving a New Presentation:**
 - To save your presentation, click File > Save or Ctrl + S.
 - Choose a location on your computer to save the file and give it a name. The default file format is .odp (OpenDocument Presentation).
- 2. Saving the Presentation as a PowerPoint File:**
 - If you want to save the presentation in Microsoft PowerPoint format, click File > Save As, and choose PowerPoint (.pptx) as the file type.
- 3. Saving the Presentation as PDF:**
 - If you want to save your presentation as a PDF file (for printing or sharing), go to File > Export As > Export as PDF.

Opening Saved Presentations

1. **Opening a Saved Presentation:**
 - To open an existing presentation, click File > Open and choose the file from your computer.
 - You can also open presentations saved in other formats like .pptx (PowerPoint format).
2. **Editing an Opened Presentation:**
 - Once opened, you can continue editing the presentation by adding or deleting slides, changing text, inserting images, etc.

Exiting LibreOffice Impress

1. **Exiting the Application:**
 - When you are finished working on your presentation, you can exit LibreOffice Impress by clicking File > Exit or simply closing the program window.
2. **Saving Before Exiting:**
 - If you haven't saved your work, Impress will ask you to save the presentation before exiting. Click Yes to save your changes, or No if you do not want to save.

Exercises - 6

1. Fill in the blanks:

1. To add a new slide in LibreOffice Impress, click _____ > Slide.
2. To change the layout of a slide, right-click on the slide and choose _____.
3. To start a slideshow, click _____ > Start from Beginning.
4. To save your presentation in PowerPoint format, choose _____ from the Save As options.
5. To exit the slideshow, press the _____ key.

Answers:

1. Insert
2. Slide Layout
3. Slide Show
4. PowerPoint (.pptx)
5. Esc

2. True or False:

1. You can only add one slide to a presentation in LibreOffice Impress. (True/False)
2. To change the background design, you need to go to the View menu. (True/False)
3. You can save your presentation as a PDF. (True/False)
4. You can add images and shapes to your slides in LibreOffice Impress. (True/False)
5. Pressing Esc exits the presentation mode. (True/False)

Answers:

1. False
2. False
3. True
4. True
5. True

3. Match the following:

Column A

1. Insert > Slide
2. Save
3. Slide Show > Start from Beginning
4. Right-click on the slide
5. PowerPoint (.pptx)

Column B

- a. Use this to start the presentation
- b. Used to add a new slide
- c. Used to save your work
- d. Opens options to change layout
- e. Save the presentation as PowerPoint format

Answers:

- 1 - b
- 2 - c
- 3 - a
- 4 - d
- 5 - e

4. Short Answer Questions (4):

1. How can you add a new slide to your presentation in LibreOffice Impress?
2. What is the shortcut to start a slideshow in LibreOffice Impress?
3. How do you save a presentation in LibreOffice Impress?
4. What can you do to change the layout of a slide?

5. Long Answer Questions (4):

1. Explain the steps to create a presentation in LibreOffice Impress. Include how to add slides, change layouts, and add content.
2. Describe the process of saving a presentation in different formats, such as .odp, .pptx, and .pdf.
3. What are the benefits of using slide transitions and animations in a presentation? How do they make a presentation more engaging?
4. Explain how to exit LibreOffice Impress safely, and what happens if you try to exit without saving your work.

Chapter – 7

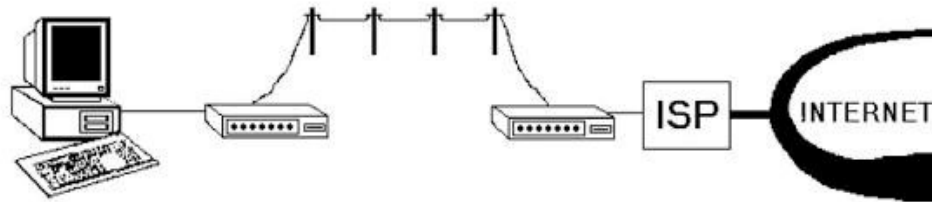
The Internet

What is the Internet?

- The Internet is a global network of connected computers that allows people to share information and communicate with each other from anywhere in the world.
- It allows you to access websites, send emails, chat with others, and much more.

Basic Requirements for Internet Connection

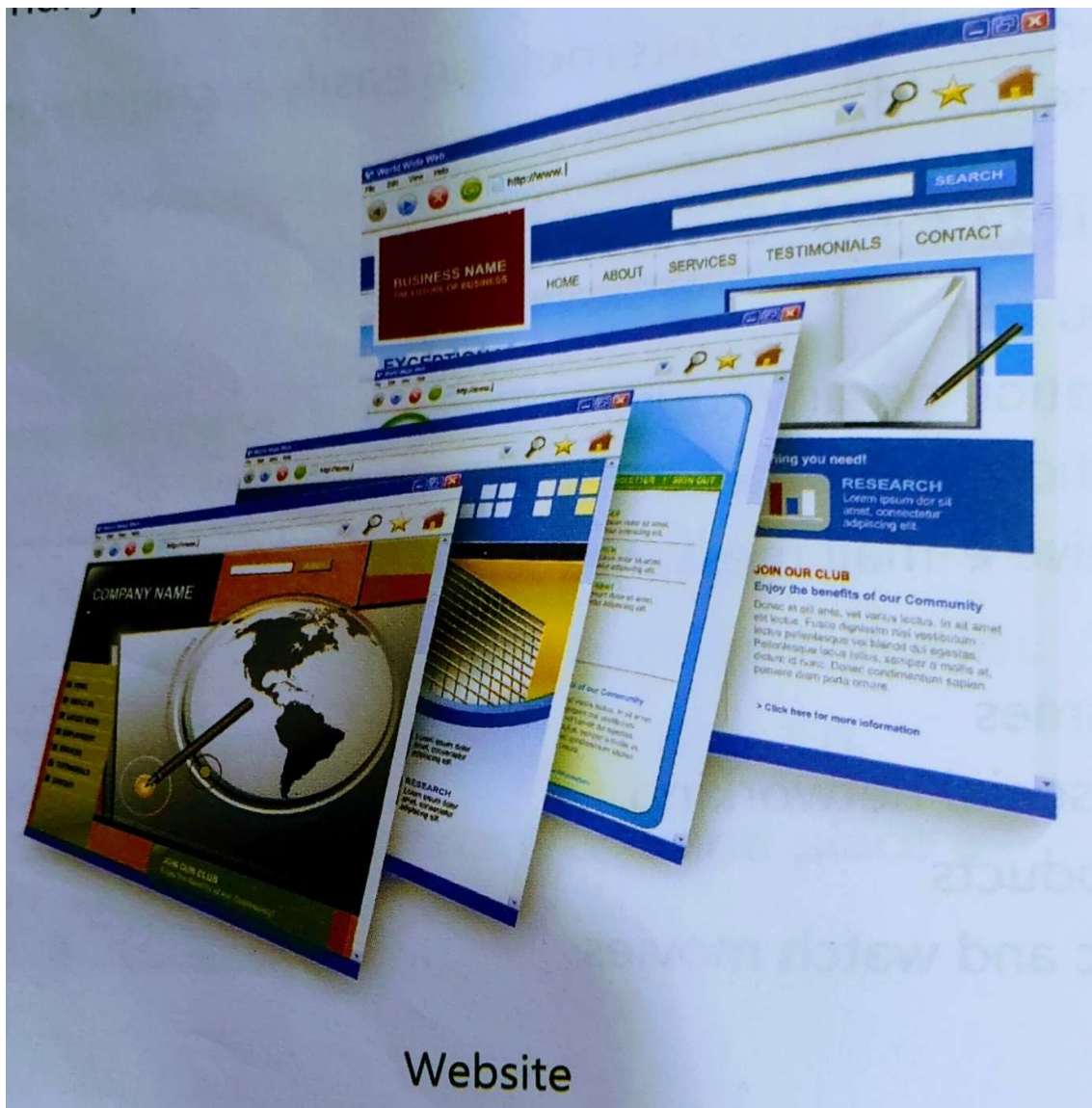
- Computer
- Web browser
- Modem/Tel.Line
- Internet Service Provider



Uses of the Internet

1. **Searching Information:** You can find almost any information you need on the Internet using search engines like Google.

2. **Communication:** You can send emails, chat with friends, or even talk using video calling apps like Zoom, Skype, etc.
3. **Entertainment:** Watch videos, play games, listen to music, or explore different types of entertainment online.
4. **Learning:** There are educational websites, videos, and resources to help students learn new things.
5. **Shopping:** You can buy things online through e-commerce websites.



Website

How does the Internet Work?

- The Internet uses a system of networks to connect computers to each other.
- It requires a device (like a computer, smartphone, or tablet) and an Internet connection (usually through a service provider).



Mozilla Firefox



Safari

Web Browser



Google Chrome



Opera



Internet Explorer

Important Terms

1. **Website:** A collection of pages on the Internet that can include text, images, and videos.
2. **Search Engine:** A tool to find information on the Internet. Example: Google, Bing.
3. **Browser:** A software used to access websites. Example: Google Chrome, Safari.
4. **URL (Uniform Resource Locator):** The address of a website (e.g., www.google.com).
5. **Wi-Fi:** Wireless Internet connection.

Safety on the Internet

- **Privacy:** Don't share personal information like your address, phone number, or passwords online.
- **Cyberbullying:** Be kind to others online. If someone is bullying you, talk to an adult.
- **Stranger Danger:** Never chat with strangers or agree to meet them in person.
- **Secure Websites:** Always check for a "lock" symbol on websites to ensure they are safe to use.

Accessing the Internet

- To connect to the Internet, you need a device and an Internet connection. You can either use a mobile data connection or connect to Wi-Fi.
- Once connected, you can open a browser (like Chrome or Safari) and search for websites or online content.

Exercise – 7

1. Fill in the blanks:

- a) The Internet is a global network of _____.
- b) You can search for information on the Internet using a _____.
- c) A _____ helps you access websites on the Internet.

d) Websites can be accessed using a _____.

Answers:

- a) computers
- b) search engine
- c) browser
- d) URL

2. True or False:

- a) The Internet is only used for communication. (True/False)
- b) A browser helps you search for information. (True/False)
- c) It's safe to share your password with strangers online. (True/False)
- d) You can watch videos and play games on the Internet. (True/False)

Answers:

- a) False
- b) False
- c) False
- d) True

3. Match the following:

Column A

- 1. Website
- 2. Search Engine
- 3. Browser
- 4. URL

Column B

- a. Browsing the Internet
- b. A collection of pages
- c. Google, Bing
- d. The address of a website

Answers:

- 1 - b
- 2 - c
- 3 - a

4. Answer the following questions:

- a) What is the Internet?
- b) Mention any two uses of the Internet.
- c) What are the main components needed to access the Internet?
- d) How can you stay safe while using the Internet?

Answers:

- a) The Internet is a global network of connected computers that allows people to share information and communicate with each other.
- b) Two uses of the Internet:
 - 1. Searching for information.
 - 2. Communicating through emails or chat.
- c) To access the Internet, you need a device (like a computer or smartphone) and an Internet connection (Wi-Fi or mobile data).
- d) To stay safe on the Internet:
 - Never share personal information.
 - Be kind and respectful to others online.
 - Only use secure websites (check for the lock symbol).

Project Work

- Create a list of websites you visit regularly. Write down the purpose of each website and how it helps you.
- Draw a simple diagram showing how a computer connects to the Internet (you can include a computer, router, and Wi-Fi symbol).

This chapter introduces students to the Internet and its uses while emphasizing safety and responsible usage. If you need more details or examples for any of these sections, feel free to ask!

[04/02, 11:06 am] Palak Ma'am Aloysius school: Sure! Here are the questions:

5. Short Answer Questions:

- 1. What is the Internet?
- 2. Mention two uses of the Internet.
- 3. What is a browser?

4. What does URL stand for?
5. How can you stay safe on the Internet?

6. Long Answer Questions:

1. What is the Internet, and how does it work?
2. What are the main components needed to access the Internet?
3. Explain how you can stay safe while using the Internet.
4. How does a search engine help you on the Internet?

Chapter- 8

Internet Safety, Netiquette, Cyber Crime, Emojis, and Social Networking

Introduction

The internet is a wonderful place to learn, play, and communicate with others. However, just like in the real world, it is important to follow certain rules to stay safe and respectful. This chapter will introduce you to netiquette, explain what cybercrime is, discuss the use of emojis, and explain social networking. It will also help you understand how to safely use the internet and why it is important to follow these guidelines.

Netiquette (Internet Etiquette)

Netiquette is a set of rules or guidelines for good behavior when using the internet. It helps to ensure that everyone is respectful and follows common courtesy while communicating online. Just like in the real world, how you treat others online is important.

Key Netiquette Rules:

1. Be Kind and Respectful:
 - Always be polite when talking to others online, just like you would in real life.
 - Avoid using hurtful language or saying things that can upset others.
2. Think Before You Post:
 - Once you post something online, it can be seen by anyone. Always think carefully before posting photos, comments, or messages.
3. Respect Privacy:
 - Never share someone else's personal information without their permission. Respect other people's privacy and never post their pictures without asking.
4. Avoid Shouting:
 - Shouting online means typing in capital letters, and it's considered rude. Always use normal letter cases.
5. Use Proper Language:
 - Use good language and avoid using slang or offensive words.

Example:

If you want to ask a friend for help in an online game, you could say:

“Hi, can you help me with this level? I’m having trouble. Thanks!”

Cyber Crime

Cybercrime is any criminal activity that happens on the internet. It involves the use of computers, smartphones, and other devices to commit illegal activities. These crimes can be harmful to individuals, companies, or governments.

Types of Cyber Crime:

- 1. Identity Theft:**
 - This happens when someone steals your personal information (like your name, address, or password) to impersonate you or commit fraud.
- 2. Cyberbullying:**
 - This is when someone uses the internet to hurt or intimidate another person, either through social media, emails, or messaging.
- 3. Hacking:**
 - This happens when someone illegally breaks into a website or computer to steal information or cause damage.
- 4. Phishing:**
 - Phishing is when someone pretends to be a trustworthy organization (like a bank) to trick you into giving away your personal information, like passwords or credit card numbers.

How to Stay Safe:

- Never share your passwords or personal details online.
- Avoid opening suspicious emails or links that might look like scams.
- Tell an adult if you encounter any form of cyberbullying or suspicious activity online.

Emojis

Emojis are small pictures or symbols used to express emotions, feelings, or ideas in text messages, emails, or social media posts. Emojis help make online conversations more fun and understandable.

Popular Emojis:

- 😊 (Smiling Face) – Used to show happiness or friendliness.
- 😭 (Crying Face) – Used to show sadness.
- 😎 (Smiling Face with Sunglasses) – Used to show confidence or coolness.
- ❤️ (Red Heart) – Used to show love or affection.

How to Use Emojis Properly:

- Use emojis to express feelings but avoid using them in serious conversations where clear words are needed.
- Don't overuse emojis in professional or important messages.
Emojis make communication fun but remember not to use them to replace meaningful words, especially in important or formal situations.

Social Networking

Social networking is a way of connecting with people on the internet. Websites like Facebook, Instagram, Twitter, and Snapchat allow people to create profiles, share information, and communicate with each other.

How Social Networking Works:

- People create profiles with their personal information and pictures.
- They can follow or friend other people to see updates, pictures, and posts from their friends and family.
- You can post photos, share videos, or send messages to others.

How to Stay Safe on Social Media:

1. Don't Share Personal Information:

Avoid posting your home address, phone number, or other private details online.

2. Adjust Privacy Settings:

Make sure your social media accounts are private so only your friends can see your posts.

3. Be Careful About Who You Accept as a Friend:

Only accept friend requests from people you know in real life.

4. Talk to an Adult:

If you ever feel uncomfortable or unsafe on social media, always talk to a trusted adult.

Summary:

- Netiquette teaches you how to behave kindly and respectfully online.
- Cybercrime is any illegal activity done using the internet, and you should always stay alert and protect your personal information.
- Emojis help express emotions online but should be used wisely.
- Social networking allows you to connect with others, but it's important to protect your privacy and be careful with what you share online.

Exercises – 8

1. Fill in the blanks:

1. Netiquette refers to the rules of _____ behavior on the internet.
2. Cybercrime involves _____ activities carried out online.
3. _____ is a type of cybercrime where someone steals your personal information.
4. Emojis are used to express _____ and _____ in messages.
5. When using social media, you should keep your accounts _____ to protect your privacy.

Answers:

1. Good
2. Illegal
3. Identity theft
4. Emotions, feelings
5. Private

2. True or False:

1. Cyberbullying is a type of cybercrime. (True/False)
2. You should share your password with your friends to keep them safe. (True/False)
3. It's okay to post your home address on social media if it's just for friends. (True/False)
4. Emojis should be used in professional emails. (True/False)
5. It's important to think before posting something online. (True/False)

Answers:

1. True
2. False
3. False
4. False
5. True

3. Match the following:

Column A

Column B

- | | |
|----------------------|---|
| 1. Netiquette | a. Use to show love or happiness |
| 2. Cyber Crime | b. Use emojis to express feelings |
| 3. Emojis | c. Be polite and respectful online |
| 4. Social Networking | d. Activities that are illegal online |
| 5. Privacy Settings | e. Keep your social media profile private |

Answers:

- 1 - c
- 2 - d
- 3 - b
- 4 - e
- 5 - e

4. Short Answer Questions (4):

1. What is netiquette, and why is it important?
2. Name two types of cybercrimes.
3. What are emojis used for in online communication?
4. How can you stay safe while using social networking sites?

5. Long Answer Questions (4):

1. Explain the importance of netiquette when using the internet. Give some examples of good netiquette.
2. What is cybercrime? Describe at least two types of cybercrime and explain how you can protect yourself from them.

3. Describe how to use emojis properly. What are the benefits and limitations of using emojis in online communication?
4. Explain social networking. What should you keep in mind while using social media to ensure your safety?

Conclusion

In today's world, the internet is a great place to learn and communicate, but it's also important to follow the rules of netiquette, be aware of cybercrimes, use emojis wisely, and stay safe on social networking platforms. Always be careful, kind, and respectful online.

This content provides an introduction to important online concepts for Class 4 students, helping them navigate the internet safely and responsibly. Let me know if you need further details or more exercises!

Computer class 4

MADE BY –

Index, Cover page, inner cover page – Ms. Roshni Singh

Mrs. Mridu Bahl

CHAPTER – 1 : FUNDAMENTAL OF COMPUTER

CHAPTER – 2: INTRODUCTION TO UBUNTU

Mrs. Palak Adhlakha

CHAPTER – 3: INTRODUCTION TO LIBRE OFFICE WRITER

CHAPTER – 4 : EDITING AND FORMATING IN LIBRE OFFICE
WRITER

CHAPTER – 5 : INTRODUCTION TO LIBRE OFFICE IMPRESS

Mrs. Mridu Bahl

CHAPTER – 6 : EXPLORING THE INTERNET

Ms. Roshni Singh

CHAPTER – 7 : MORE ON INTERNET
