

My Book of Computer - 1

(Activity Answers)

Chapter 1: What is a computer and what it can do?

Exercise A:

Computer is electronic machine.

We can listen to music on a computer.

We can play games on a computer.

We can draw pictures on a computer.

We can watch movies on a computer.

We can send e-mails from a computer.

We can make telephone calls through a computer.

Exercise B:

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

Chapter 2: Parts of a Computer

Exercise A

1. Four
2. Hardware
3. CPU
4. Monitor
5. Type
6. Mouse

Exercise C:

Answers

1. It is the main part of the computer and does all the work.
2. We can type and give command to the computer with it.
3. We can select item with it.

Chapter 3: Computer here, there and everywhere

Exercise A

Hospitals, offices, schools,

Exercise B

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

Chapter 4: Why do we use a Computer?

Exercise A

1. We use a computer because it works faster and better.
2. A computer can do a work quickly and accurately.
3. When we type a document on a computer the document looks tidy.

Exercise B

1. quantity
2. perfect
3. manually
4. us
5. better

Chapter 5: Move with the Mouse

Exercise A

Right button

Left button

Scroll wheel

Exercise B

1. Scroll to move page up and down on the screen
2. Drag to move an object from one place to another
3. Click to press the mouse button

Exercise C

It has two buttons.

It has a scroll wheel

It is used for clicking, dragging and scrolling

Chapter 6: Meet the Keyboard

Exercise A

Answers

1. Keys
2. Typing
3. On the right side of the keyboard

Exercise B

1. Keys
2. Alphabet
3. Alphabetic
4. Two
5. Numeric
6. Caps lock key

Exercise B

Caps lock key	types capital letters
Enter key	move the cursor to the next line
Backspace key	deletes backwards
Numeric keys	type numbers
Spacebar key	inserts space
Arrow keys	moves the cursor on the screen
Delete key	removes what is not needed
Alphabet keys	types letters

Chapter 7: The Store Rooms of the Computer

Exercise A

Flash drives

Hard disk

CD / DVD drive

Exercise B

Internal storage devices

Removable storage devices

Hard disk

Flash drive, CD / DVD drive

Exercise C

Answers

1. Hard disk
2. It is located inside the computer.
3. Because it can attached and removed from a computer.
4. Floppy disk, USB, DVDs, CDs
5. DVDs, CDs, USBs

Exercise D

1. False
2. True
3. False
4. False
5. True
6. True
7. True
8. False
9. True
10. False

Chapter 8: Learning about Software

Exercise A

Answers

1. Software is a set of instructions.
2. A program or software which runs computer.
3. Windows XP, Windows 8
4. Paint

Exercise B

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

Chapter 9: Being careful with the computer

Exercise A

Answers

1. By pressing the keys gently
2. By proper covering and shut down of the computer.
3. It stops working.

Exercise B:

1. False
2. True
3. True
4. False
5. True
6. True
7. False
8. False
9. True
10. True

Chapter 10: Fun with Paint

Exercise A

Click on start button. Start menu will open

Bring the mouse to All Programs. A menu will open

Click on Accessories, again a menu will open.

Finally click on Paint, Paint window will open.

Exercise B

The sheet area is the working area in Paint

Paint is used to make drawing on a computer

Ribbon shows various tools available in Paint

Exercise C

Answers

1. Ribbon
2. Drawing area
3. For drawing and painting
4. Start menu open
5. It enlarges drawing area

Chapter 11: Let us Save the work

Exercise A

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

Exercise B

Answers

1. Storing files or data on hard disk.
2. In a folder

Exercise C

1. Open MS Paint. Go to Paint Button and click it. An option list will open.
2. Go to Open and click it.
3. A new window will open. On left there will be a list of all the main places in your computer.
4. Select the place where you have saved your file. Click it open. Your saved file will be here.
5. Select your file then double click. Your saved file will open.

Chapter 12: The Typing Fun

Exercise A

Open Paint

Go to text button and click it.

Bring the cursor on the drawing area.

Hold the left mouse button and drag the mouse.

Type your text.

Click anywhere on the screen

Exercise B

1. Shift + s
2. Press Enter
3. ↑
4. Space bar
5. Delete / back space
6. →
7. ↓
8. ←

Exercise C

1. Open a new file.
2. Make any shape from shapes
3. Make a text box and type your text
4. Now select the word you have typed by double clicking on it.
5. Select your required colour from Colors and click it for applying.

Chapter 13: Be an Artist

Exercise A

Answers

1. Because she wants to give a birthday card to his grand father.
2. MS. Paint
3. Because she learned and worked in MS. Paint perfectly.

Exercise B

1. Rectangle
2. Pencil
3. Fill with color
4. Circle
5. Pencil
6. Circle