

MEHRAN
SERIES



Standard Learning Series

COMPUTER UPDATE 2

Computer Made Friendly

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CHAPTER**1**

باب

INTRODUCTION TO COMPUTER

کمپیوٹر کا تعارف

EXERCISES**1. Answer the following questions:**

- Q.1 Mention any four surrounding places where you see computers.

Ans: 1. School _____ 2. Offices _____
3. Hospitals _____ 4. Bank _____

- Q.2 Mention any three differences between a computer and a calculator in your own words.

COMPUTER	CALCULATOR
(i) A computer is usually bigger in size.	(i) A calculator is usually smaller in size.
(ii) A computer has a vast memory.	(ii) A calculator has limited memory size.
(iii) A computer can do difficult calculations and draw pictures.	(iii) A calculator can do simple calculations only.

- Q.3 Mention any three advantages of a computer has over a human beings.

Three Advantages of Computer:

Ans: (1) A computer can store large amount of information.
(2) A computer can do complex calculations in seconds.
(3) A computer can work continuously.

2. Write True (T) or False (F) against the statements given below:

- ☐ A computer is an electronic device.
- ☐ A computer cannot work continuously.
- ☐ A computer does not make mistakes.
- ☐ A computer has feelings.
- ☐ A calculator is better than computer.

T
F
T
F
F

ACTIVITY**01. Collect picture of different types of calculators and paste them in the space given below:****2. Ask your teacher or parents to show you how a calculator is used.**

CHAPTER**2****USES OF THE COMPUTER****کمپیوٹر جا استعمال کپوٹر کے استعمالات****EXERCISES****1. Answer the following questions:**

Write how will you use a computer for your work?

Ans: We will use a computer for learning.

Mention any three uses of a computer at your school.

Ans: (1) Teachers use computer for teaching.

(2) Report cards and time table are prepared by the computer.

(3) Students can use computer for making notes.

Ask your parents how computers help them in their work? Write it in two or three sentences.

Ans: (1) Computer can help our parents to make daily reports.

(2) Computer can help our parents to watch drama or movies.

2. Fill in the blanks with the correct words.

At railway stations, the computer is used for printing _____
(Bills / tickets) ✓

_____ use the computer for designing buildings.
✓ (Architects / publishers)

The computer is used by _____ for research work.
✓ (Scientists / pilots)

In _____ computer is used for typing letters.
(Aeroplanes / offices) ✓

The computer helps _____ diagnose many diseases.
✓ (doctors / drivers)

Collect any computerized bill and paste it in the space given below:

(Hint: Restaurant Bill, ATM Slip, Hospital Discharge Slip etc.)

This is a/an _____ bill.

4. Cross Word Puzzle:

Complete the puzzle with answers from the questions given below:
(Follow the hints given in the puzzle box)

	4↓	3↓	2↓		5↓					6↓
1→	M	A	R	K	S	H	E	E	T	S
	O	R	O		C					H
	V	C	C		H					O
	E	H	K		O					P
	R	I	E		O					K
	S	T	T		L					E
		E	S		S					E
		C								P
7→	A	T	M							E
8→			C	O	M	P	U	T	E	R

01. Computers are used to prepare _____ in schools.
02. Computers are used to launch _____.
03. Computers help _____ in designing houses.
04. Computers are used at home to watch _____.
05. Your teachers use computers for teaching in _____.
06. _____ uses computers to prepare bills for customers.
07. Computers help you to draw cash from _____.
08. _____ can be used to design clothes.

ACTIVITY

01. Collect pictures depicting any three uses of the computer and paste them in your scrapbook.
02. Visit some places with your parents where computers are used. Write briefly the different uses of computers in the visited places.
(Hint: Father's office, Super markets, Railway stations etc).

1. Father's Office

Ans: 1. Making daily reports.

2. Printing important documents.

3. Making record of staff.

3. Railway Stations

Ans: 1. Booking of tickets.

2. Checking the schedule of trains.

3. Making record of daily
passenger.**2. Super Markets**

Ans: 1. Making customer bill.

2. Making record of items and
buying and selling.3. Watching the movers connecting
with cameras.**4. Hospitals**

Ans: 1. Making the OPD.

2. Making the bill of patients.

3. Making the record of medicines.

CHAPTER**3 باب****INPUT AND OUTPUT DEVICES**

ان پٹ اور آؤٹ پٹ ڈیوائسز ان پٹ ۽ آؤٹ پٹ ڈیوائسز

EXERCISES**1. Answer the following questions:**

- Name any three input devices.

Ans: (1) KEYBOARD

(2) MOUSE

(3) JOYSTICK

- Name any three output devices.

Ans: (1) MONITOR

(2) PRINTER

(3) SPEAKER

- Give an example of INPUT, PROCESSING and OUTPUT of a task performed at your home. (hint: making juice in a juicer).

2. Write the full form of each of the followings:♦ CPU: Central Processing Unit♦ ALU: Arithmetic Logic Unit♦ CU: Control Unit

3. Write appropriately "input device" or "output device" under each picture.



Mouse



Monitor



Joystick



Printer

ACTIVITY



Visit the computer lab in your school and write down the names of different input and output devices available there. Give one line description about each of them.

CHAPTER

باب 4

RULES OF COMPUTER LAB

کمپیوٹر لیب کے اصول
کمپیوٹر لیب جا اصول

EXERCISES

1. Answer the following questions:

What should you do before entering the computer room?
Ans: Before entering the computer room, remove your shoes.

List any two good manners followed in your computer room.
Ans: (1) Always keep the computer room clean.

(2) Always sit straight on the chair in front of computer.

(3) Do not eat or drink in the computer room.

Write three things that you should not do in the computer room.

Ans: (1) We do not eat food in the computer room.

(2) We do not make noise in the computer room.

(3) We do not fight in the computer room.

2. Fill in the blanks with the correct words:

- ◆ Always keep the computer room _____.
(dirty / clean)✓
- ◆ It is better to keep the Mouse on the _____.
✓(Mouse pad / Floor)
- ◆ You _____ ea or drink near the computer.
(Should / Should not)✓
- ◆ You should cover the computer with _____.
(dirty / cover/dustbin)✓
- ◆ You should not _____ in the computer room.
(Sit at all / Make a noise)✓

3. Look at the two drawings below. There are five differences between them:

Cross (X) them in the second pictures:



CHAPTER 5

LEARN TO USE THE MOUSE

ماؤس کا استعمال سیکھنا ماؤس جو استعمال سکے

EXERCISES

1. Answer the following questions:

What is a Mouse? What does it do? Write any two uses.

Ans: A mouse is a pointing device of the computer with a long wire. It can move the items or icons etc.

Uses of Mouse:

(1) It is used to select items on the computer screen.

(2) It helps us to draw pictures and move the cursor on computer screen.

Explain how to hold the mouse properly.

Ans: Hold the mouse lightly so that your palm rest on it. Put your index finger on the left mouse button. Put your middle finger on the right mouse button.

What is double click?

Ans: Double click means to press and release the left mouse button twice quickly. It is used to open a document.

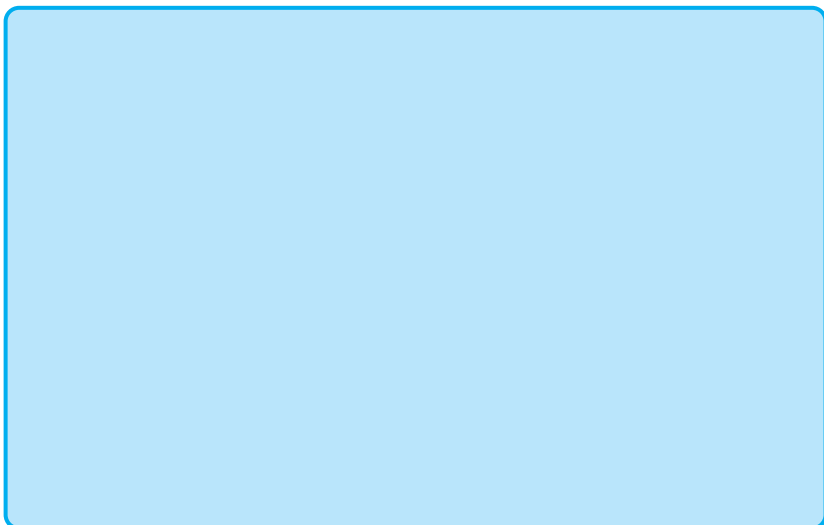
Tick (✓) the correct sentences and cross (✗) the wrong ones:

- ◆ A Mouse is a pointing device. ✓
- ◆ A Mouse has four buttons on it. ✗
- ◆ The thumb is used to click on the left mouse button. ✗
- ◆ The mouse should be kept on the computer screen. ✗
- ◆ You can draw pictures using the mouse. ✓

2. Fill in the blanks with the correct words:

- ◇ The Mouse generally has _____ buttons.
✓(Two / Five)
- ◇ The arrow representing the mouse on the screen is known as
Mouse _____ (Key/Pointer)✓
- ◇ The Mouse moves on a smooth surface is known as _____.
✓(Mouse pad / Top)
- ◇ A _____ helps us to click and draw.
(Keyboard / Mouse)✓
- ◇ When you press and release the mouse button, it makes a
_____ sound. ✓(Click / Clock-Like)

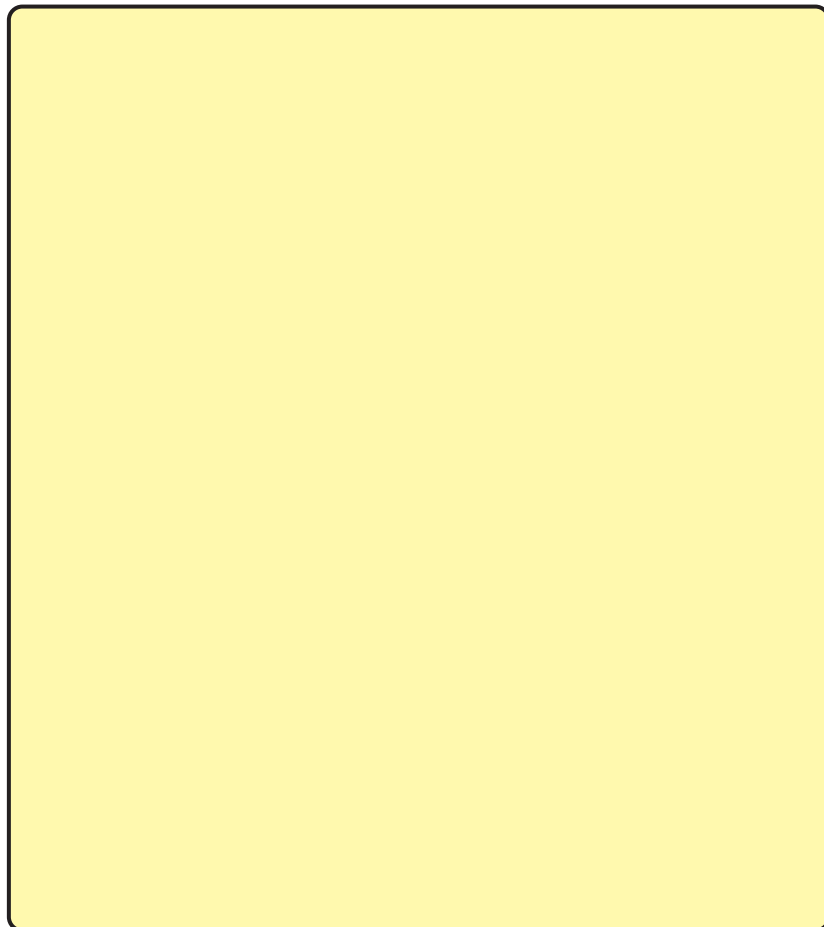
4. Draw a neat diagram of a Mouse you have seen in your school computer room and colour it.



ACTIVITY



Collect pictures of different types of mouse and paste them in the space below:



CHAPTER**باب 6****DRAWING USING PAINT**پینٹ استعمال کر کے ڈرائنگ کرنا
پینٹ استعمال کریں ڈرائنگ کریں**EXERCISES****1. Answer the following questions:**

Write down three uses of Paint program.

Ans: (1) We can draw things like flowers, houses, scenery etc.

(2) We can make greeting cards.

(3) We can draw circles, squares, rectangles etc.

What is the drawing board?

Ans: (1) The white area of the paint window is called the drawing board.

What does the toolbox contain?

Ans: The toolbox contains different tools:

(1) Brush (2) Pencil (3) Eraser (4) Text (5) Fill with colour

(6) Line (7) Rectangle (8) Ellipse

What can you do with the color box?

Ans: We can select any colour from the colour box to fill colour in our drawing.

2. Write the names of the following tools:01. Brush tool02. Eraser tool03. Pencil tool04. Text tool**3. Give the name of the tool used to do each of the following:**

a. To erase a part of the object.

Eraser tool

b. To fill a colour in the object.

Fill with colour tool

c. To draw a circle.

Ellipse tool

d. To draw a square.

Rectangle tool

e. To write a text.

Text tool**4. Rearrange the following jumbled words to make meaningful words.**

a. URBASH

B R U S H

b. CNEPIL

P E N C I L

c. XETT

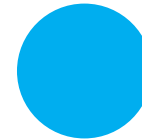
T E X T

d. ILLPESE

E I L I P S E

e. ASREER

E R A S E R

5. Draw the following figures in the paints:**ACTIVITY**

1. Draw a hut using the pencil tool and colour it.

2. Draw your national flag and colour it.