

MEHRAN
SERIES



Standard Learning Series

COMPUTER UPDATE 3

Computer Made Friendly

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CHAPTER**باب 1****INTRODUCTION TO COMPUTER****کمیوٹر کا تعارف****EXERCISE**

Answer the following Questions:

(a) What is a computer system?

Ans: Computer system can be defined as a machine that is used to generate information from data. A computer has different parts, which together do its work.

(b) Mention names of any three computer hardware parts.

Ans: (1) Monitor

(2) Keyboard

(3) Printer

c- Mention any two different between primary memory and secondary memory.

Ans: **Primary Memory****Secondary Memory**

(1) It is temporary in nature.

(1) It is permanent in nature.

(2) It is volatile

(2) It is non volatile

2. Write True or False against each of the following statements:**a** A computer is also called a system.**T****b** A computer has only one major part.**F****c** You can touch and feel hardware.**T****d** Ram stands for Round Access Memory.**F****e** USB is a non-removable disk.**F****ACTIVITY**

Join the dots and colour them to get pictures of various

Monitor

Keyboard

USB

Mouse

EXERCISE

Answer the following Questions:

a What is computer software? Describe it in your own words.

Ans: Computer software is a set of programs (instructions) that tell a computer what to do software controls the overall activities of a computer system.

b Write name of any four computer software used in your school.

(i) Ms Windows

(ii) Adobe Photoshop

(iii) Ms Office

(iv) CorelDraw

c How many types of computer softwares are there? Write their name.

Ans: There are two types of software.

(1) Application software

(2) System software

- d Mention any two differences between Application software and system software in your own words.

Ans: 1. **Purpose and Functionality**

System Software: Designed to manage and operate computer hardware, system software serves as a platform for running application software. It includes operating system like windows, macOS, and Linux, which are essential for the basic functioning of a computer.

Application Software: Created to help users perform specific tasks, application software includes programs like Microsoft Word, Excel, and web browsers. These application run on top of system software and are tailored for particular user needs.

1. Dependency and Peration

System Software: Operates independently and is crucial for the computer's operation. It starts running when the computer is turned on and continues to function until the system is shutdown

Application Software: Depends on system software to function. It runs only when initiated by the user and is not essential for the basic operation of the computer.

Fill in the blanks with appropriate words from the help box:

two, controller, programs, touch, fell, windows XP

- a Software is a set of Programs.
 b You cannot touch and fell software.
 c There are two types of software.
 d Window xp is a system software.
 e System software is like a Controller of different activities in a computer.

ACTIVITY

- b Write the names of any four application softwares, which are used at your home or in your neighbourhood:

- (i) Ms Office (ii) CorelDraw
 (iii) Adobe Photoshop (iv) Adop page maker

- c Visit the computer room of your school and write the names of any four system software being used there:

- (i) _____ (ii) _____
 (iii) _____ (iv) _____

CHAPTER

باب 2

LEARNING WINDOWS

ونڈوز سسٹم ونڈوز سسٹم

EXERCISE

Answer the following Questions:

- a What is an operating system? Explain it in your own words.

Ans: An Operating system is a software that helps you to operate computer system through its various functions. It controls and manages the different parts of a computer system. It acts as an interface between you and the computer parts.

- b What is GUI? Write the name of any three GUI based operating systems.

Ans: GUI is the most attractive and easy to use environment in the computer. It uses audio, video, pictures, menu etc. Nowadays most operating system are GUI based. Examples of GUI based operating system are Microsoft windows, Linux, MS-Dos etc.

- c What is an icon? Name any two icons your mostly use.

Ans: An icon is a small picture that is used to pen program:

The two mostly icons are my computer and my document.

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

-  An operating system is the manager of the computer system. ☒
-  GUI is the most difficult to use environment in the computer. ☒
-  MS Windows is an operating system. ☒
-  The computer can arrange icons itself if the Auto Arrange option is selected. ☐
-  You can not change the position of the taskbar. ☐

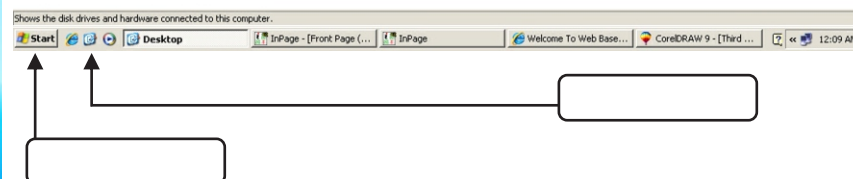
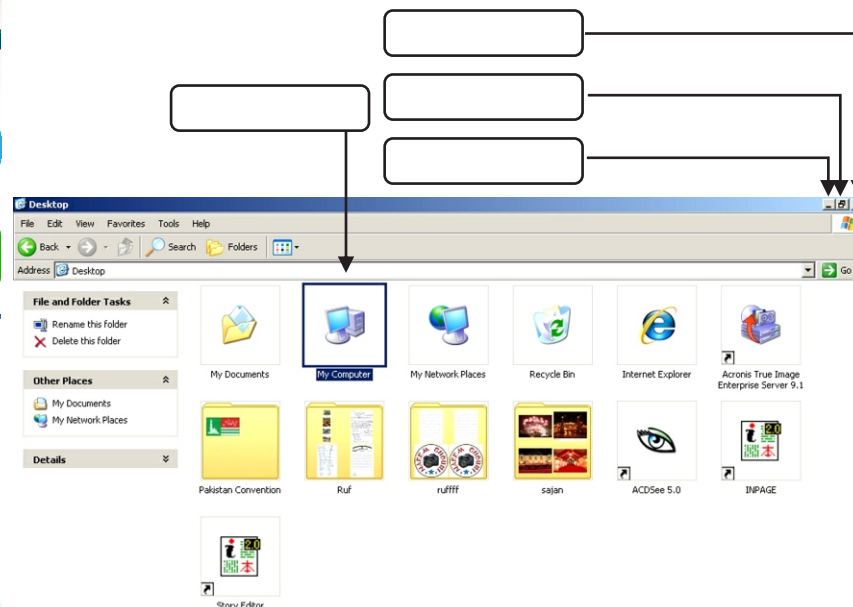
ACTIVITY



-  Collect the pictures of some icons from magazines, books and paste them in your scrapbook.
-  Name the following pictures appropriately.
-  Label the parts of the following window:



3. Label the parts of the following window:



CHAPTER**3**

باب

LEARN TO USE THE KEY BOARD

کی بورڈ جو استعمال سکھنا کی بورڈ کا استعمال سکھنا

EXERCISE

Answer the following Questions:

a What are the different types of keys on the keyboard?

Ans: The different types of keys on the keyboard are:

(1) Alphabet Keys (2) Function Keys (3) Special Keys

(4) Numeric Keys (5) Arrow Keys

b What is the use of alphabet keys? Write it in your own words.

Ans: Alphabet keys are used to type letters a to z. It is used to write document, e-mails, messages etc.

In games, alphabet keys may control actions or commands.

c What is a cursor?

Ans: A cursor is a visual indicator on a screen that where user input will appear.

Write True or False against each of the following statements:

a Alphabet keys are used to type letters A to Z.**T****b** Numeric Keys are used to type the question mark (?).**F****c** Arrow keys are marked with numbers from 1 to 9.**F****d** Function keys are used for special functions.**T****e** Enter key is also called backspace key.**F**

Rearrange the following jumbled words to make meaningful words:

a RUMNECI YEKS

N U M E R I C K E Y S

b HISFT YEK

S H I F T K E Y

c TEENR YEK

E N T E R K E Y

d PSACL KOC

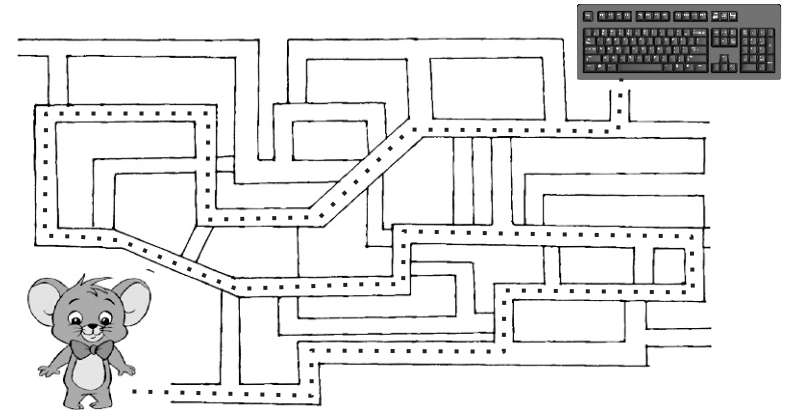
C A P S L O C K

e NUFCITON YEKS

F U N C T I O N K E Y S

SOLVE THE PUZZLE:

Tom has stolen Jerry's keyboard. Help Jerry to bring it back.

**ACTIVITY****1** Type your name and home address.**2** Type the names of all your family members. Take the print out with the help of your elders and paste it below:

CHAPTER

4

باب

LEARNING WORD PAD

ورڈ پیڈ سیکھنا

ورڈ پیڈ سکھ

EXERCISE

Answer the following Questions:

a Explain how WordPad is useful for you?

Ans: WordPad is an application software. It is simple and easy to use.
WordPad is used to write notes, letters essays etc.

b What is difference between copy and move option of WordPad?

c What is Selection?

Ans: Selection is an important activity in wordpad or paint. We need it for various operation like copy, cut or paste.

Fill in the blanks with correct words using the help box:

file, new, select, highlighted

- a To open a new file you will click on _____ option in file menu.
b To save a file you click on save option in _____ menu.
c To copy text you need to _____ it first.
d Selected text is _____ on the screen.

2. Tick (✓) the correct sentences and cross (X) the wrong ones:

- a WordPad is an application software. ☒
b WordPad is used for doing calculations on the computer. ☒
c You cannot copy and move text in WordPad. ☒
d Selected text is highlighted on the screen. ☒

ACTIVITY



Suppose your Birthday is sometime next week and you are giving a celebration party. You want to invite your friends. Make this invitation card in WordPad and take a printout.

Dated: 30-05-2025

My dear Ahmed,

Please come to my Birthday Party on 8th may at 8:00 p.m
at my house.

Address: House # 314, Street # 6 Block A Gulshan e Iqbal

Together, we will have lots of fun.

Yours,
M.Asif

CHAPTER**5** باب**MORE ABOUT ON PAINT**

پینٹ جی باری پروڈیک معلومات پینٹ کے بارے میں مزید معلومات

EXERCISE

Answer the following Questions:

a Write the steps to select a drawing using the select tool.Ans: **Step.1:** First click on select too button.**Step.2:** Click Outside the are you want to select.**Step.3:** Now drag the mouse over the area of the drawing until it is selected.**b** Write the options you see in image menu.

Ans: The image menu contains the following options.

- (1) Flip / Rotate (2) Strech / Skew (3) Invert colours
(4) Attributes (5) Clear image

c Explain the functions of Flip / Rotate and Stretch / Skew tools.Ans: **Function of Flip/Rotate Tool:**

We can rotate anything in different angles or degrees. We can also rotate the drawing in horizontal and vertical position by using Flip/ Rotate.

Function of Skew Tool:

This command enables us to change the drawing, making narrower, wider, shorter and longer. It is also used to change one end of the drawing while other end remains fixed.

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

- a** The stretch / skew option changes the size of a picture. ☐
- b** Zoom option is used to erase part of a picture. ☐
- c** Flip horizontal option is used to rotate a picture vertically. ☐
- d** You can open saved drawings in PAINT. ☒
- e** Airbrush tool is used to spray colour in images. ☒

Match the names of the tools with their pictures.

a select	→	
b pick color	→	
c airbrush	→	
d curve	→	
e zoom	→	
f ellipse	→	
g text	→	
h eraser	→	

ACTIVITY

Draw the given card for your parents in PAINT. Take a printout of the card with the help of your elders.



CHAPTER**باب 6****COMPUTER LANGUAGE LOGO**

کمپیوتر لینگویج لوگو

EXERCISE

Answer the following Questions:

a Give the full form of LOGO?

Ans: The full of LOGO is: Language of Graphic Oriented.

b What happens if you type Fd60 (Without space between FD and 60)?

Ans: Typing "FD 60" without a space between "FD" and 60 is standard

practice when referring to fire door ratings been tested and creatified

to resist fire for a minimum 60 minutes. This rating is crucial in building

safely, as it indicates the door's ability to prevent the spread fire and

smoke, allowing occupants more time to evacuate safely.

c What commands will you give to move turtle to its left and right?

Ans: We will give the left command (typing LT) to move turtle to its

left.

We ill give the right commond (typing RT) to move turtle to its

right

2.Fill in the blanks using help box:

- a** LOGO is a computer language.
- b** In MS LOGO, the turtle is triangular in shape.
- c** Commands are typed in input box.
- d** Status button will show the setting of LOGO.
- e** The HT command will hide the turtle.

*HT, status, language, input box, triangular***3.Tick () the correct sentences and cross (X) the wrong ones:**

- a** LOGO is a computer language. ☒
- b** The LOGO turtle is rectangular in shape. ☐
- c** The commands in LOGO are also known as primitives. ☒
- d** Main LOGO screen is used to give commands. ☐
- e** You can exit LOGO with GOOD BYE command. ☐

ACTIVITY



1. Draw the result of the following command in the space given.

FD 50

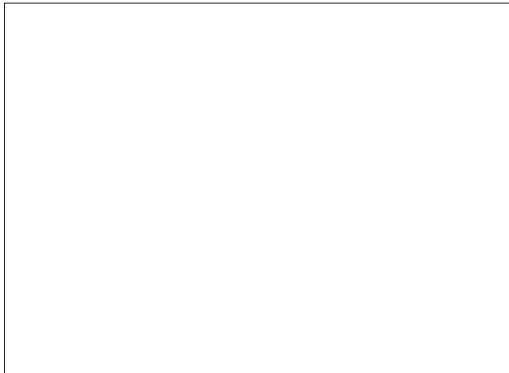
RT 90

FD 20

RT 180

FD 40

HT



LT 90 FD 50

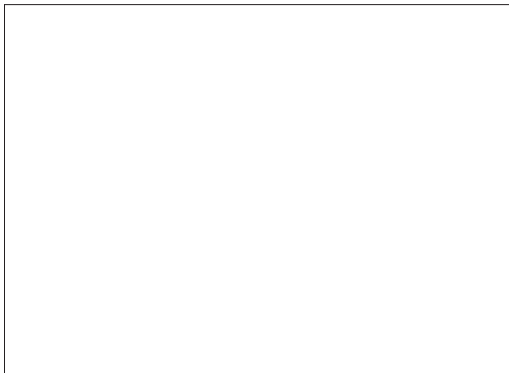
FD 50 LT 90

RT 90 FD 30

FD 30 LT 90

RT 90 FD 50

HT



2. Fill in the blanks to complete the LOGO commands to draw the following figure.

LT 90R

FD 90

FD 70

T 90

FD 50

FD 10

HT

