

MEHRAN
SERIES

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Standard Learning Series

COMPUTER UPDATE 4

Computer Made Friendly

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CHAPTER

باب 1

INTRODUCTION TO COMPUTER

کمپیوٹر کا تعارف

EXERCISE

Answer the following questions.

- What is a computer system?

A computer system is like a team of parts that work together to help you different things.

- What are the tubes used in ENIAC called?

The tubes wed in ENIAC called vaccum tubes.

- What is the first general-purpose computer known as?

The first general purpose computer known as ENIAC.

Fill in the blanks with correct words.

- Abacus was invented by the Chinese.

✓(Chinese / Americans)

- Napier's Bones was invented in 1617.

✓(1716 / 1617)

- Pascaline was invented by Pascal.

✓(Napier / Pascal)

- The First automatic digital computer was Mark 1.

✓(Mark 1 / ENIAC)

- Jasquard invented Punch cards.

✓(Vacuum tubes / Punch cards)

Match the followings:

- | | | |
|---------------------|---|-----------------------|
| (a) Charles Babbage | → | (I) Vacuum Tubes |
| (b) ENIAC | → | (ii) 1951 |
| (c) EDSAC | → | (iii) 1982 |
| (d) UNIVAC 1 | → | (iv) Different Engine |
| (e) PC | → | (v) 1949 |

ACTIVITY

Collect pictures of some early computers and prepare a chart.

CHAPTER

باب 2

COMPUTER PARTS

کمپیوٹر کے حصے

EXERCISE

Answer the following questions.

- What is the difference between primary memory and secondary memory?

Primary Memory	Secondary Memory
It is the main memory of the computer.	The secondary memory is used to store data permanently.
It is present on the mother board.	It is not erased even when the computer is switched off.

- What is the difference between impact and non-impact printers?

Impact Printer	Non-Impact Printer
The printer that print the characters by striking against the ribbon.	The printer that print the characters by striking against the ribbon and on to the paper.
And also on to the paper.	These printers print a complete page at a time.

- Name two character printers.

They are of two types.

Daisy Wheel Dot Matrix Printer

- Name two Non-Impact printers.

The two non impact printer. Laser Printer Inkjet Printer

Fill in the blanks with correct words.

Secondary Memory, Primary Memory, USB, Hard Disk, CD, Fastest, Page, Inkjet

- Primary Memory and Secondary Memory are the two types of memory present in a computer.

- Three examples of secondary memory are CD, Harddisk and USB.

- Line printers are Fastest than character printers.

- Inkjets printers print the characters by spraying the paper with electrically charged ink.

- Laser printer is the page printer.

ACTIVITY

Collect the printouts taken from various types of printers.

Make a chart of different types of printers.

Find out the brand (name) of the printer being used in your computer lab.

CHAPTER**3** باب**TYPES OF COMPUTER**

کمپیوٹر جا قسم

کمپیوٹر کی اقسام

EXERCISE

Answer the following questions.

- Mention any three places where micro computers are used.

Ans: They are widely used in Schools, Homes, Office.

- Mention any two features of mini computers.

Ans: (1) They are bigger in size than micro computer.

(2) Hundred of users can use it at the same time.

- Mention the name of the super computer developed in America.

Ans: Super computer are cray series of computer which were develop in America.

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

- Micro computers are also known as personal computers. ☒
- Mini computers are faster than mainframe computers. ☒
- Mainframe computers are the faster computers. ☒
- Many users can use mini computer at the same time. ☒
- Super computers are used in weather forecasting and designing. ☒

ACTIVITY

Collect pictures of micro computers, mini computers and mainframe computers from newspapers, magazines etc and paste them in your note book. Make a chart showing various types of computers and their names.



CHAPTER 4**MORE ON WINDOWS XP**

وینڈوز XP بابت وڈیک معلومات و تیز و ایکس پی کے متعلق زیادہ معلومات

EXERCISE

Answer the following questions.

- Write steps to create a folder.

Ans: To create a new folder on your desktop perform the following steps.

More the mouse pointer away from icons on desktop and click right mouse button.

A pull down menu appears. Move the mouse pointer to the New Option.

A new menu appears. Click on the folder option.

you get a new folder on the desktop. Type is your name from the position of cursor.

- How do you save a file in a folder?

Ans: Save a file folder. Step 1 Click on file Step 2 Click save us

Step 3 Choose the folder where you want to save. Step 4 Type a name for file

Step 5 Click save

- How do you rename a folder?

Ans: To rename a file or folder perform the following steps.

Select the file or the folder that has to be renamed.

Right click the mouse button and select the rename option.

Type the new name that you wish to give to the file folder.

Perform the following in the computer room:

- Create a folder of your name in My Documents.
- Rename this folder with your father's name.
- Create a drawing in Paint and save it in this folder.
- Copy this folder on Desktop.
- Delete the folder from My Documents.

ACTIVITY

Prepare a chart of all the Windows commands / operations you have learnt. Briefly explain these commands.

CHAPTER 5**SAFE AND HEALTHY COMPUTING**

محفوظ و صحت بخش کمپیوٹر ہلائن کمپیوٹر چلانا صحت بخش اور حفاظتی

EXERCISE

Answer the following questions.

- Mention some of the tips for safe and healthy computing.

Ans: (1) Sit straight on chair.

(2) Keep your eyes at screen level.

(3) Don't sit too close to the screen

(4) Take break after some time.

- Mention some ways to take good care of your computer.

Ans: Do not place your system in such a way that its back is less than two

inches from the wall, because PC needs air circulation too.

Dust and dirt are your computers enemies. Always cover your computer system when not in use.

- Write some ways to handle USB disk.

Ans: Do not place a USB disk in direct sunlight.

(1) Do not bend it.

(2) Do not touch the inner surface area.

(3) Keep it away from dust and dirt.

Write "T" for true and "F" for false statements:

-  Do not eat or drink near your computer. 
-  Place your system so its back is less than two inches from the wall. 
-  Always use an ordinary extension card to Power your PC. 
-  Leave a CD-ROM in direct sunlight. 
-  Computers do not use electricity. 
-  The monitor should be one and a half to two feet away from your eyes. 
-  Keep magnets away from your USB disks. 

ACTIVITY

Create a poster for your computer lab advertizing the importance of "Safe and Healthy Computing".

Create an illustrated poster for your computer lab showing safe and healthy computing habits.

Create a poster, large enough to read and attractive to viewers listing tips for "looking after your computer."

CHAPTER 6 INTRODUCTION TO MS WORD

ایم ایس ورڈ کا تعارف ایم ایس ورد جو تعارف

EXERCISE

Answer the following questions.

-  What is Word Processor? How is it helpful to you?

Ans: WordPad is an example of a class of computer software known as Word Processors.

(1) We can type a letter to our friend.

(2) We can prepare business report (3) Teacher can prepare time table.

-  Write steps to create a new document in MS WORD.

Ans: The steps to create a new document are given below.

(1) Chosen New option from the file menu. The new dialogue box is displayed

(2) Chosen blank document under the general option and click OK button

A new document window is displayed on the screen.

-  Differentiate between the Save and Save As option in File menu.

Ans: Save: Saves the file in the same name and place keeps updating the same file. No need to choose again.

Save as: Save the file with a new name and new place makes a copy of the file.

You choose a new name.

Fill in the blanks with correct words.

Horizontal, MS WORD, Word Processor, doc, Save.

-  A Word Processor help you to type your applications, documents, essays etc.
-  You must Save your files before closing them.
-  MS Word is a popularly used Word Processor.
-  Horizontal scroll bar is used to shift on screen display from left to right.
-  The word document file is saved with an extension doc.

3. Match the column I with column II.

- | Column-I | Column-II |
|------------------|------------------|
| 1. Create a File | (a) File / Close |
| 2. Save a File | (b) File / New |
| 3. Close a File | (c) File / Save |
| 4. Open a File | (d) File / Exit |
| 5. Exit Word | (e) File / Open |

ACTIVITY

Draw the following icons present on standard toolbar:

(a) New

(b) Ope

(c) Save

(d) Copy

(e) Paste

CHAPTER

باب 7

LOGO PROGRAMMING

لوگو پروگرام بابت

لوگو پروگرامنگ

EXERCISE

Answer the following questions.

- Give the names of commands which are used to Move the turtle without drawing.

Ans: (PU) PENUP

Erase a line or drawing.

Ans: (PE) PENERASE

Move the turtle with drawing.

Ans: (PD) PENDOWN

- What is the function of REPEAT command?

Ans: The REPEAT command repeats a set of commands for a specified number of times. It is used with other command with are to be repeated for a certain number of times. The brackets enclose the commands to be repeated.

- Which signs do you use for multiplication and division in LOGO?

Ans: * and / sign are used for multiplication and division in LOGO.

Fill in the blanks with correct words.

*, PRINT, PENDOWN, DIVISION, PENERASE

- The PENDOWN command instruct the turtle to put down the PEN and draw.
- PENERASE command is used to erase a line.
- The command PRINT helps you to do maths in LOGO.
- / is the symbol used by the computer for DIVISION.
- * is used by computer as symbol for multiplication.

3. Match the column I with column II.

Column-I

Column-II

- | | | |
|-----------|---|--|
| 1. PU | → | (a) used to print text. |
| 2. PRINT | → | (b) used to move turtle with drawing. |
| 3. * | → | (c) used to move turtle without drawing. |
| 4. PD | → | (d) used for repetitive commands. |
| 5. REPEAT | → | (e) used for multiplication. |

ACTIVITY

Draw the figures using the following REPEAT commands and write their names.

(a) REPEAT 4 [FD 80 RT 90]

(b) REPEAT 360 [FD 1, RT 1]

(c) REPEAT 2 [FD 40 RT 90 FD 80 RT 90]

CHAPTER

8 باب

COMPUTER'S VIRUSES

کمپیوٹر کے وائرس کمپیوٹر جا وائرس

EXERCISE

Answer the following questions.

Q. Mention three ways your computer can catch a virus?

Ans: (1) The system cannot develop a virus on its own. It can only catch one from infected USB disks or file.

(2) Cd's are common sources that spread virus among computers.

(3) A USB disk received from another person contain a virus.

Q. Write two ways to protect your computer from viruses.

Ans: (1) The virus copies infect to you computer's memory.

(2) You can run a virus scanner program to check the file on you computer for virus.

(3) You can run this type of Anti-virus program as a preventive of measure or when symptoms of a virus are present.

Q. Mention three ways in which a virus may harm your computer.

Ans: (1) It destroy other people property.

(2) It infect any disk attached to the computer.

ACTIVITY

Under the supervision of your instructor, install and run an anti-virus software.

Describe a situation in which or someone you know, lost important files stored on a computer due to computer virus.

Describe the virus protection method used in your school computer lab.

CHAPTER**باب 9****USING CALCULATORS****کیلیولیٹرز استعمال کرنا****EXERCISE**

Answer the following questions.

What is a calculator?

Ans: A calculator is an electronic devices which program calculation.

How calculator is helpful for us?

Ans: A calculator helps in performing calculations such as addition, subtraction multiplication and division.

Differentiate between:

C and **CE** button

Ans: **C**: This key is used to clear the last calculation.

CE: This key is used to clear the last number or numbers typed.

MR and **MC** button

Ans: **MR**: This key is used to recall the number from the calculator's memory.

MC: This key is used to store the number in the calculators memory there by erasing the earlier number from its memory.

How will you close the calculator window?

Ans: To close calculators window, click on the cross button x in the right corner of the bar. The calculator window disappear from the monitor screen.

Fill in the blanks with correct words.

- Calculator is used for doing mathematical calculations.
- There is a calculator available in windows.
- MS button is used to store result in windows calculator.
- Backspace key is used to delete the last digit of the number displayed on the calculator screen.
- Windows, Backspace, Calculator, MS

Do the following calculation using the calculator in windows and write the answer below:

Add: 210 , 20

Subtract: 4971 from 9862

Multiply: 328 into 13

Divide: 1024 by 16

ACTIVITY

Collect the pictures of various calculators from newspapers and magazines and paste them here.

CHAPTER**باب 10****DISK OPERATING SYSTEM****ڈسک آپریٹنگ سسٹم ڈوس****EXERCISE**

Answer the following questions.

- What is DOS? Mention the name of the first and latest versions of DOS.

Ans: DOS, which stands for Disk Operating system. You can not use a computer without an operating system. DOS was introduced in 1981 with IBM'S first personal computer. The first version of DOS, version 1.0 has been revised and update through DOS 6.22.

- Mention the commands for viewing all files in a directory and for changing directory.

Ans: DIR is used for viewing all files in the listing directory and CD used for changing directory.

3. Match the column I with column II.

- | Column-I | Column-II |
|-------------|--|
| 1. DOS | (a) is the latest version of DOS. |
| 2. CD | (b) stands for Disk Operating System. |
| 3. DOS 6.22 | (c) is used for listing the directories. |
| 4. DIR | (d) is the used version of DOS. |
| 5. DOS 1.0 | (e) is used for changing directories. |

ACTIVITY

- Find out the version of DOS on your computer. Follow the given procedure.
- Type 'ver' at C:/> i.e. C:/> ver <Press Enter Key> Ask your teacher about different DOS commands and write them below in the space provided.

CHAPTER**باب 11****INTRODUCTION TO INTERNET****انٹرنیٹ کا تعارف****EXERCISE**

Answer the following questions.

- Define the term "Internet".

Ans: Internet is the biggest network of computers in the world. It is a technology which connects millions of computers across the world by means of cables, telephone wires or some wireless media of communication.

- Write down four uses of internet.

Ans: Internet is very useful for everyone. It provides a lot of information on almost every topic.

- (1) You can send and receive messages using e-mail facility.
- (2) Internet is used for purchasing various items.
- (3) Internet also provides a wide collection of songs and movies.
- (4) It is best available tool for searching information on any topic.

- What is Website?

Ans: A website is a collection of related webpage which provides information about a person business organization educational institution etc.

- What is E-mail?

Ans: E-mail provides a fast economic and convenient way to send message to family, friends, and other people. An e-mail address defines the location of an individual's mailbox on the Internet.

Fill in the blanks with correct words.

- We can use internet to search information.
- A website contains information about a person, business organization and educational institutes on the internet.
- Internet Explorer is a web browser.
- Combination of different media systems into one is known as Multimedia.

Write True (T) or False (F) against each statement below:

- Internet is a very large network of computers connecting different computers across the world. ☒
- We need a joystick to connect our computer to the internet. ☐
- We can get only limited information from the internet. ☐
- Multimedia means joining two computers with each other. ☐
- Multimedia programs are interactive. ☐

ACTIVITY

Collect information about different websites on the internet and name a few of them in the space provided below.

Visit a cyber café with a grown-up and open the website of your (or any other) school. Navigate through the contents. Notice the web browser being used there.