

Chapter 1: Computer: A Smart Machine

A. Fill in the blanks.

1. Things can be divided into two groups: _____ and _____.
2. Cars and toys are _____ things.
3. Man-made things that make our work easy are called _____.
4. A computer is a _____ machine.
5. A _____ is smaller than a tablet.

B. State whether the following statements are True or False.

1. Some machines run on diesel, petrol or CNG.
2. All machines that we use run on electricity.
3. A desktop computer is kept on top of a desk. We cannot carry it.
4. A smartphone is a mobile computer.

C. Match the columns.

Column A

1. Desktop computer
2. Laptop
3. Smartphone
4. Tablet

Column B

- (a) Kept on our lap
- (b) Mobile phone
- (c) Mobile computer with a touch screen
- (d) Kept on top of a desk

D. Answer the following questions.

1. List the features of a smart machine.
2. Name the types of computers that we use.



Answers to Worksheet

- A.** 1. natural things, man-made things
2. man-made
3. machines
4. smart
5. Smartphone
- B.** 1. True
2. False
3. True
4. False
- C.** 1. (d)
2. (a)
3. (c)
4. (b)
- D.** 1. A computer is a smart machine.
- It is a man-made machine.
 - It can do many things.
 - It needs electricity to work.
 - It works very fast.
 - It saves our time.
2. We use different types of computers to work.
- Desktop computer: We keep a desktop computer on top of a desk. We cannot carry it to other places.
 - Laptop: We can keep a laptop on our lap. It is smaller in size. We can carry it to different places.
 - Tablet: A tablet is a mobile computer. It has a touch screen. We can carry it to other places.
 - Smartphone: A smartphone is smaller than a tablet. It is a mobile phone. It is used to make calls and send messages. We can also listen to songs and watch movies on a smartphone. We can carry it to other places.



Chapter 2: Uses of a Computer

A. Fill in the blanks.

1. A computer helps us to type _____ and _____.
2. We can send and receive letters, messages using the _____.
3. We can draw and colour pictures easily on a computer using a _____.
4. We can book _____ on a computer.
5. A _____ uses a computer to teach students.

B. State whether the following statements are True or False.

1. Addition and subtraction on a computer takes time.
2. We can make beautiful greetings cards using a computer.
3. We can search information related to any topic using the Internet.
4. We can store information on a computer.

C. Match the columns.

Column A

1. Schools
2. Hospitals
3. Banks
4. Restaurants

Column B

- (a) Deposit and withdraw money
- (b) Teach students and help them to make projects
- (c) Make bills of food items ordered by people
- (d) Keep records of patients

D. Answer the following questions.

1. What are the uses of Internet?
2. Name a few places where computers are used.



Answers to Worksheet

- A.** 1. letters, stories
2. Internet
3. mouse
4. tickets
5. teacher
- B.** 1. False
2. True
3. True
4. True
- C.** 1. (b)
2. (d)
3. (a)
4. (c)
- D.** 1. We use the Internet for various purposes. Few of them are as follows.
- We can send and receive letters, messages using the Internet.
 - We can search information related to any topic using the Internet.
 - We can book tickets online.
2. We use computers in a lot of places. Few of them are as follows.
- School
 - Shops and Malls
 - Hospitals
 - Offices
 - Banks
 - Railway Stations and Airports
 - Home
 - Restaurants
 - Hotels

Chapter 3: Parts of a Computer

A. Fill in the blanks.

1. A computer has four main parts: _____, _____, _____ and _____.
2. A keyboard consists of many buttons called _____.
3. A mouse helps to point at objects on the _____ with a pointer.
4. A _____ helps to print the work done on a computer on a paper.
5. We mostly find _____ speakers connected to a computer.

B. State whether the following statements are True or False.

1. A printer is used to record different sounds.
2. A speaker reads text, images and hand-drawn pictures.
3. A mouse is used to print the work done on a computer on a paper.
4. CPU is called the brain of a computer.

C. Match the columns.

Column A

1. Keyboard
2. Speaker
3. CPU
4. Printer

Column B

- (a) The part used to print the work done on a computer
- (b) The main part that controls a computer
- (c) The part of a computer from which the sound comes out
- (d) The set of keys for operating a computer

D. Answer the following questions.

1. Write about the four main parts of a computer.
2. Label the parts in the given picture.



Answers to Worksheet

- A. 1. monitor, CPU, keyboard, mouse 2. keys 3. monitor
4. printer 5. two
- B. 1. False 2. False 3. False 4. True
- C. 1. (d) 2. (c) 3. (b) 4. (a)
- D. 1. A computer has four main parts: monitor, CPU, keyboard and mouse.

Monitor

- A monitor looks like a television screen.
- It shows the work that we do on a computer.
- We can watch cartoons and movies on the monitor.

Central Processing Unit (CPU)

- CPU is called the brain of a computer.
- It is present inside the CPU box.
- It controls other parts of the computer.

Keyboard

- A keyboard consists of many buttons called keys.
- We press these keys to type letters, words and numbers.

Mouse

- A computer mouse looks like a real mouse.
- It has a wire (cable) that connects the mouse to the CPU.
- It has two or more buttons.
- A mouse helps to point at objects on the monitor with a pointer.
- It helps us to draw pictures and play games on a computer.





Chapter 4: Using Computers: Do's and Don'ts

A. Fill in the blanks.

1. Clean your computer with a _____ cloth.
2. Do not snatch the mouse or any other _____ from your classmates.
3. Do not sit very close to the _____.
4. Do not run or _____ in the computer room.
5. Always sit _____ on your chair while working on a computer.

B. State whether the following statements are True or False.

1. Always clean your computer with a wet cloth.
2. Do not eat or drink near the computer.
3. Do not remove shoes before entering the computer room.
4. Keep the computer covered even when in use.

C. Match the columns.

Column A

1. Do not bang
2. Do not run or play
3. Do not play
4. Do not sit

Column B

- (a) Very close to the monitor
- (b) The computer parts
- (c) Near the computer
- (d) Loud music

D. Answer the following questions.

1. What is the correct posture while working on a computer?
2. What should not be done while working on a computer?



Answers to Worksheet

- A.**
1. clean and dry
 2. computer part
 3. monitor
 4. play
 5. straight
- B.**
- | | |
|----------|----------|
| 1. False | 2. True |
| 3. False | 4. False |
- C.**
- | | |
|--------|--------|
| 1. (b) | 2. (c) |
| 3. (d) | 4. (a) |
- D.**
1. Follow the given points to maintain the correct posture while working on a computer.
 - Always sit straight on your chair while working on a computer. Do not bend forward.
 - Do not sit very close to the monitor. It is harmful for your eyes.
 2. We should not do the following things while working on a computer.
 - Do not eat or drink near the computer.
 - Do not touch computer wires.
 - Do not bang the computer or its parts. Do not snatch the mouse or any other computer part from your classmates.
 - Do not sit very close to the monitor. It is harmful for your eyes.