

Worksheets

Chapter 1: Computer

A. Fill in the blanks.

1. A computer works with electricity and is called an _____.
2. The working of a computer involves input, _____ and _____.
3. _____ is the data and instructions entered into a computer.
4. _____ is the working on the data by the CPU.
5. _____ is the final result obtained.

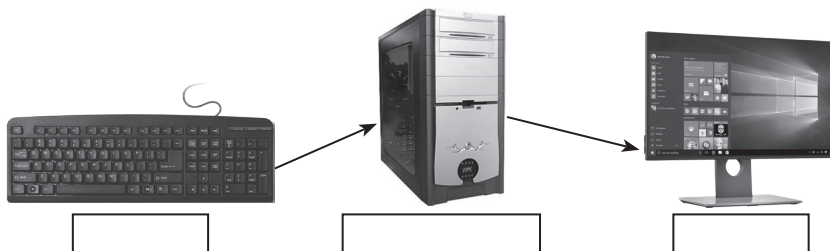
B. State whether the following statements are True or False.

1. Computer can do many things than humans can do.
2. A computer does not make mistakes. A man can make mistakes.
3. A computer can decide on its own.
4. Computer is not a smart machine.
5. A computer stores everything in the memory.

C. To whom do these features belong? Chose the correct option.

1. It does not make mistakes.
(a) Man (b) Computer
2. It gets tired.
(a) Man (b) Computer
3. It stores everything in the memory and never forgets things stored in it.
(a) Man (b) Computer
4. It may forget things stored in the memory.
(a) Man (b) Computer
5. It runs on electricity.
(a) Man (b) Computer

D. Observe the picture and label its parts as Input, Output and Processing.

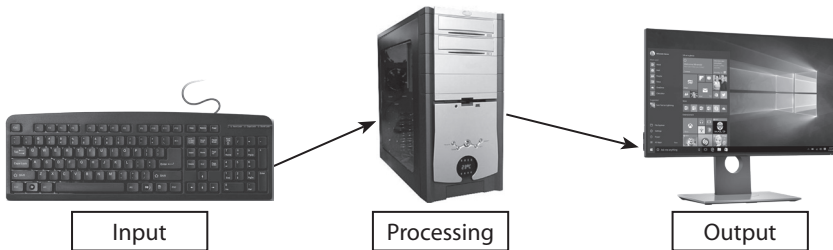


E. Answer the following questions.

1. What can we do using a computer?
2. Discuss the similarities between computer and man.
3. What is an IPO cycle?

Answers to Worksheet

- A. 1. electronic device
2. Processing, output
3. Input
4. Processing
5. Output
- B. 1. True 2. True 3. False 4. False 5. True
- C. 1. (b) 2. (a) 3. (b) 4. (a) 5. (b)
- D.



- E. 1. We can do various things using a computer such as
- Drawing pictures
 - Typing letters, words or numbers
 - Solving sums
 - Listening to music
 - Watching movies and cartoons
2. Computers are also similar to us in the following ways.
- Both can collect and use information.
 - Both can store information in memory to use later.
 - Both need care to work properly.
3. The input-process-output (IPO) cycle is a system that consists of input, output and the steps required to change the input into output. The components of the IPO cycle are as follows.
- Input (I): Information, idea or resource given
- Processing (P): Actions performed to change input into output
- Output (O): The result of processing



Chapter 2: Role of Computer

A. Fill in the blanks.

1. A computer helps us to do tasks like doing homework and play games at _____.
2. _____ can make teaching interesting with the help of computers.
3. At _____ stations, computers are used to book and sell tickets.
4. We use computers to make films and _____.
5. In _____, computers are used to make report cards, teach and do many other things.

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

1. Computes are used to perform operations and prepare medical reports in offices.
2. In banks, computers are used to maintain accounts and records.
3. We use computers to make films.
4. Computers help to find information about space.
5. Computers are not used in publishing firms.

C. Match the columns.

Column A

1. Hospital
2. Home
3. Airport and Railway Station
4. Shop and Departmental Store
5. Space Research and Defence Centres

Column B

- (a) Send rockets into space
- (b) Make bills and price lists
- (c) Do online shopping and pay bills
- (d) Keep details of passengers and tickets
- (e) Find the cause of a disease

D. Answer the following questions.

1. Name three movies made with the help of computers.
2. What does a computer do at space research and defence centres?
3. In the given picture, where is the computer being used? What are the uses of a computer in this place?





Answers to Worksheet

- A.**
1. Home
 2. Teachers
 3. airports and railway
 4. advertisements
 5. schools
- B.**
1. False
 2. True
 3. True
 4. True
 5. False
- C.**
1. (e) 2. (c) 3. (d) 4. (b) 5. (a)
- D.**
1. Jurassic Park, Spider-Man and My Friend Ganesha are movies made with the help of computers.
 2. Computers help to do the following tasks at space research and defence centres.
 - Find information about space and various things happening there.
 - Send rockets into space.
 - Design security weapons for defence purposes.
 3. In the given picture, the computer is being used at a shop and departmental store. A computer helps to do the following tasks in shops and departmental stores.
 - Make bills and price lists
 - Print bills
 - Keep details of goods and customers.

Chapter 3: Input and Output Devices

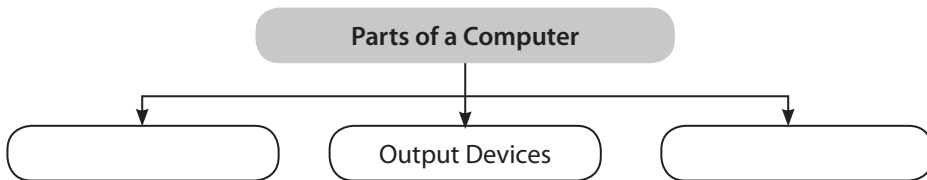
A. Fill in the blanks.

1. Devices that enter information, data and instructions in a computer are called _____.
2. Devices that display the result of the input after it has been processed are called _____.
3. _____ are used to listen to the audio output in the form of music or any other kind of sound.
4. Devices that store data and information for a long time are called _____.
5. A pen drive is also called a _____.

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

1. Keyboard, mouse and microphone are some commonly used output devices.
2. Input devices give the final result.
3. Monitor, printer, speakers and headphones are some commonly used storage devices.
4. Hard disk, CD, DVD and pen drive are some commonly used storage devices.

C. Complete the given chart.



D. Match the columns.

Column A

1. Keyboard
2. Mouse
3. Microphone
4. Printer
5. Hard Disk

Column B

- (a) Pointing device
- (b) Helps to record sounds
- (c) Print our work on paper
- (d) Looks like a rectangular box
- (e) Buttons called keys

E. Answer the following questions.

1. Enlist some commonly used input devices.
2. Write a few lines about the monitor.
3. What are storage devices?
4. Name a few commonly used storage devices.

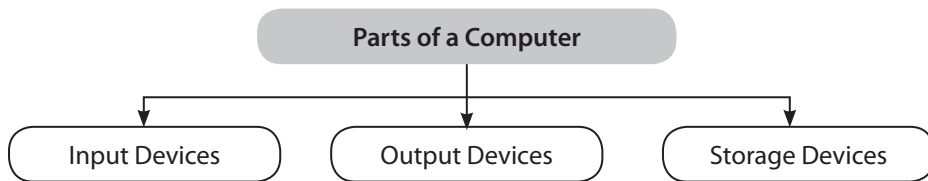


Answers to Worksheet

- A.
1. input devices
 2. output devices
 3. Speakers
 4. storage devices
 5. flash drive

- B.
1. False
 2. False
 3. False
 4. True

C.



- D.
1. (e)
 2. (a)
 3. (b)
 4. (c)
 5. (d)

- E.
1. Keyboard, mouse and microphone are some commonly used input devices.
 2. A monitor is one of the most familiar output devices.
 - It looks like a TV screen.
 - It shows the work done by us on the screen.
 - It also displays the results after the processing of input.
 3. The devices used to store a large amount of data and information for a long time are called storage devices.
 4. Hard disk, CD, DVD and pen drive are some commonly used storage devices.



Chapter 4: Keyboard: Special Keys

A. Fill in the blanks.

1. A keyboard is a part of computer we use for _____.
2. _____ have letters A to Z on them.
3. _____ have numbers 0 to 9 on them.
4. _____ on a keyboard are used to perform important tasks.
5. _____ is used to move the _____ to the beginning of the next line.

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



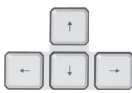


1. A keyboard is an output device.
2. There are 56 alphabet keys.
3. Caps Lock key is used to type only capital letters.
4. A keyboard has four Enter keys.
5. A keyboard has six arrow keys.

C. Choose the correct answer.

1. Which of the following keys are arranged in three rows on a keyboard in a jumbled order?
(a) Number keys (b) Alphabet keys (c) Punctuation keys (d) Special keys
2. Which of the following keys are found at two places on a keyboard?
(a) Number keys (b) Alphabet keys (c) Punctuation keys (d) Special keys
3. Which of the following keys is also called the Return key?
(a) Caps Lock key (b) Delete key (c) Enter key (d) Control key
4. Which of the following keys is used to delete characters to the left side of a cursor?
(a) Caps Lock key (b) Control key (c) Shift key (d) Backspace key

D. Match the columns.

Column A

1. 
2. 
3. 
4. 
5. 

Column B

- (a) Enter Key
- (b) Function Keys
- (c) Delete Key
- (d) Punctuation Keys
- (e) Arrow Keys

E. Answer the following questions.

1. Where are number keys placed on the keyboard?
2. How many arrow keys are there on the keyboard? Write about them.
3. What are combination keys?



Answers to Worksheet

- A.** 1. typing
2. Alphabet keys
3. Number keys
4. Special keys
5. Enter key, cursor
- B.** 1. False
2. False
3. True
4. False
5. False
- C.** 1. (b) 2. (a) 3. (c) 4. (d)
- D.** 1. (b) 2. (d) 3. (e) 4. (a) 5. (c)
- E.** 1. Number keys are found at two places on the keyboard.
• On top of the alphabet keys
• On the right side of a keyboard on the Numeric Pad
2. A keyboard has four arrow keys.
• Up Arrow Key: It is used to move the cursor up.
• Down Arrow Key: It is used to move the cursor down.
• Left Arrow Key: It is used to move the cursor left.
• Right Arrow Key: It is used to move the cursor right.
3. Combination keys are used with other keys to perform particular tasks. Shift, Control and Alt are combination keys.