

DETAILED CONTENTS

S. No.	Chapter	Contents	Exercises	Building Values and Life Skills Testing Knowledge Linking Knowledge	Lab Fun	Learning is Fun
1.	A Computer System	<ul style="list-style-type: none"> • Computer System • Components of a Computer • Working of a Computer 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Answers in short • Answers in long 	✓	Drawing hardware devices used in home/school	<ul style="list-style-type: none"> • Word Search Puzzle • Collage Fun • Chart Making
2.	GUI Operating System: An Introduction	<ul style="list-style-type: none"> • User Interface • Windows 10 • Switching on a Computer • Working with Windows 10 • Changing the Screen Saver • Live Tiles • Shutting Down a Computer • Normal Mode and Safe Mode 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Answers in short • Answers in long 	✓	Downloading an image and setting it as desktop background	<ul style="list-style-type: none"> • Colouring Fun • Chart Making • Crossword Fun
3.	Word 2016	<ul style="list-style-type: none"> • Word 2016 • Starting Word 2016 • Components of Word 2016 Window • Creating a New Document • Entering Text in a Document • Selecting Text in a Document • Adding New Text • Moving the Text • Copying the Text • Saving a Document • Printing a Document • Opening and Editing a Document • Closing a Document • Exiting Word 2016 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Answers in short • Answers in long 	✓	Surfing the Internet and making a project report in Word 2016	<ul style="list-style-type: none"> • Fun with Letters • Fun with Paint • Word Search Puzzle

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4.	The Internet: An Introduction	<ul style="list-style-type: none"> • Computer Network • Internet • Advantages and Disadvantages of Internet • Basic Terminology Related to Internet • Opening a Web Page • Best Practises Related to Online Safety • Responsibilities of a Good Citizen 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Answers in short • Answers in long 	✓	Surfing the school website and collecting information	<ul style="list-style-type: none"> • Crossword Fun • Collage Making • Internet Fun
5.	Fun with Paint	<ul style="list-style-type: none"> • Drawing Different Shapes • Drawing Callout Shapes • Making Changes in an Image • Different File Formats • Saving a File in Different Format 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Answers in short • Answers in long 	✓	Drawing in Paint five things seen in the computer laboratory	<ul style="list-style-type: none"> • Word Search Puzzle • Collage Making • Chart Making • Why I Like Paint
6.	File Management: Organisation of Folders	<ul style="list-style-type: none"> • Working with Files and Folders • File Explorer • Creating a New Folder • Creating a New File • Saving a File • Opening a File or Folder • Renaming a File or Folder 	<ul style="list-style-type: none"> • Fill in the blanks • True or False • Answers in short • Answers in long 	✓	<ul style="list-style-type: none"> • Creating files in correct sub-folders • Writing steps to create files in correct sub-folder in Word 2016 	<ul style="list-style-type: none"> • Crossword Puzzle • Chart Making • Fun with Letters