

DETAILED CONTENTS

S. No.	Chapter	Contents	Exercises	Building Values and Life Skills Testing Knowledge Linking Knowledge	Lab Fun	Learning is Fun
1.	Computer	<ul style="list-style-type: none"> • Computer • Computer and Man • Working of a Computer • Advantages of a Computer • Disadvantages of a Computer 	<ul style="list-style-type: none"> • Unscrambling letters • Write C for computer and M for man. • Naming • Question answers 	✓	<p>Teacher's Corner</p> <p>Showing things a computer can do but a man cannot</p> <p>Student's Corner</p> <p>Taking care of health while working on a computer</p>	<ul style="list-style-type: none"> • Act and Learn • Making Chart • Sort These Out
2.	Role of Computer	<ul style="list-style-type: none"> • Home • School • Office • Hospital • Bank • Airport and Railway Station • Shop and Departmental Store • Film and Advertisement • Space Research and Defence Centres • Publishing 	<ul style="list-style-type: none"> • Unscrambling letters • Choosing the correct answer • Fill in the blanks • True or False • Naming 	✓	<p>Teacher's Corner</p> <ul style="list-style-type: none"> • Showing computerised bills to students and asking them where we can get them • Teaching students how to use Calculator on a computer <p>Student's Corner</p> <p>Opening a calculator on computer and performing calculations</p>	<ul style="list-style-type: none"> • Word Search Puzzle • Scrapbook Fun • Making Learning Interesting • Collage Fun
3.	Input and Output Devices	<ul style="list-style-type: none"> • Input Devices • Output Devices • Storage Devices 	<ul style="list-style-type: none"> • Writing use of device • Fill in the blanks • Underline input and output devices • True or False • Naming • Question answers 	✓	<p>Teacher's Corner</p> <p>Showing various input, output and storage devices and explaining their functions</p> <p>Student's Corner</p> <p>Learning to insert CD/DVD and pen drive into a computer</p>	<ul style="list-style-type: none"> • Colouring Fun • Word Search Puzzle • Collage Fun

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4.	Keyboard: Special Keys	Keyboard	<ul style="list-style-type: none"> • Writing use of keys • Fill in the blanks • True or False • Write the combinations 	✓	Teacher's Corner Teaching the use of combination keys Student's Corner Learning to use the arrow keys to move the cursor	<ul style="list-style-type: none"> • Decode and Solve • Crossword Puzzle • My Colourful Keyboard
5.	Mouse: An Input Device	<ul style="list-style-type: none"> • Mouse • Types of Mouse • Mouse Pad • Holding a Mouse • Working with a Mouse • Selecting an Item 	<ul style="list-style-type: none"> • Unscrambling letters • Fill in the blanks • True or False • Fill in the blanks • Question answers 	✓	Teacher's Corner Discussing the functions of right-click Student's Corner Creating a folder	<ul style="list-style-type: none"> • Word Search Puzzle • Collage Fun • Mouse Activities • Find and Tell
6.	Introduction to Paint	<ul style="list-style-type: none"> • Starting Paint • Parts of Paint Window • Drawing Shapes • Colouring the Shapes • Minimising the Paint Window • Maximising the Paint Window • Resizing the Paint Window • Saving the Picture • Closing Paint Window • Opening the Saved Picture • Editing the Existing Picture 	<ul style="list-style-type: none"> • Unscrambling letters • Fill in the blanks • Naming • True or False • Question answers 	✓	Teacher's Corner Discussing the use of Callout shapes Student's Corner Drawing a girl and a boy talking to each other	<ul style="list-style-type: none"> • Fun with Paint • Collage Fun • Scrapbook Fun
7.	File Management: An Introduction	<ul style="list-style-type: none"> • File • Creating a File • Saving a File • Opening a File • File Management 	<ul style="list-style-type: none"> • Unscrambling letters • Fill the missing steps • Fill in the blanks • Question answers 	✓	Teacher's Corner Teaching to create folders for a specific file Student's Corner Making a folder and saving files in it	<ul style="list-style-type: none"> • Word Search Puzzle • Making a Chart • Class Discussion