INFORMATIX
Education with Innovation

CYBERWAVE

Foundations of Information & Communication Technology

COVERS

COMPUTER BASICS

EXERCISES

LAB ACTIVITY

PROJECT WORKS

Updated to
**Windows 10
MS Office
2010**

2

LEVEL

CYBERWAVE

Foundations of Information & Communication Technology

Level 2

INFORMATIX
computer education

CYBERWAVE : Level - 2

(Foundations of Information & Communication Technology)

Published By :

INFORMATIX
School of Information Technology

- ⭕ Hyderabad
- ⭕ Kurnool
- ⭕ Kakinada
- ⭕ Visakhapatnam
- ⭕ Vijayawada

E-mail : informatix4u@gmail.com

Preface

We are living in a world powered by computers. Today, computers are present in all sectors of our society. Thus, knowledge of Computer Science is increasingly becoming an essential skill for staying competitive in the future.

Cyber wave Computers is a series of 10 books for classes 1 to 10. The series introduces concepts in a step-by-step manner using simple language. The content provides the latest facts and figures. The screenshots included in the series are of **Windows 7**, updated to **windows 10** and **Microsoft Office 2010** version.

In Books 1 and 2, the basics of computers, including its various parts, have been introduced. MS Paint software, which will help students to acquire skills for using mouse and keyboard, has been introduced. In Books 3 to10, **programming language** software, **animation software** and **coding** have been introduced in respective classes.

Most of the topics/chapters have been covered in a child-friendly manner along with sufficient definitions, diagrams and tables.

Activities are designed to bring out the joy of learning by discovering. Exercises, Worksheets, lab questions have been developed keeping in mind the learning ability of the students.

We sincerely welcome constructive feedback and suggestions to improve the series which will be incorporated in further publication.

Email:informatix4u@gmail.com

With regards
Informatix & Team

Contents

1 Computer – A Machine

A computer is a man made electronic machine. It is very useful for us. It helps to perform many different tasks simultaneously. For example we can listen to music and play games. We can also draw pictures and watch films.

Time to Answer

Trace and write the names of the different parts of a computer in the boxes.
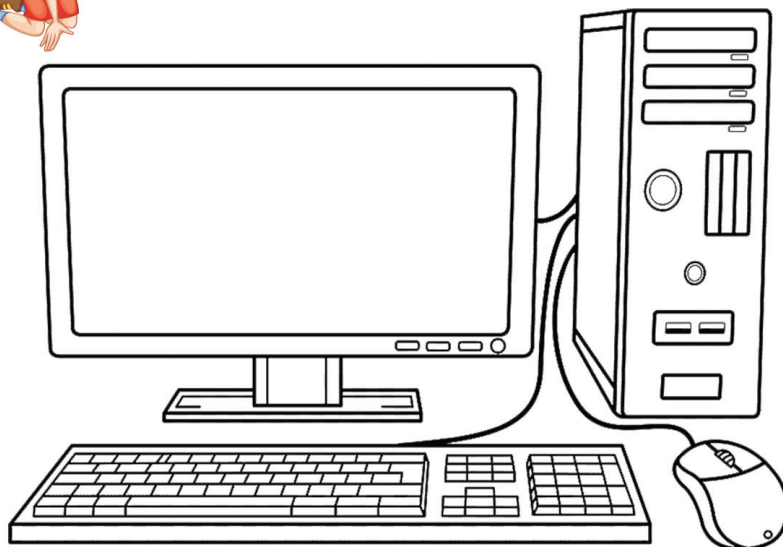
MONITOR

CPU

KEYBOARD

MOUSE

This is a Computer

Let us do!

Colour the following picture.

Computer - An Electronic Machine

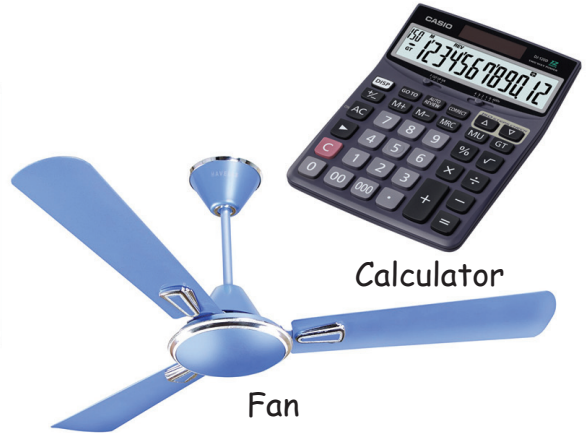Computer is an electronic machine. We can see many other electronic machines everywhere around us.

Some electronic machines are shown below.

Television   Mobile Phone   Fan

Calculator

Computer - A Smart Machine

A computer is an electronic machine which works on electricity. It has many special features which makes it a smart machine. Some of the smart features are as follows.

○   It helps to do our work very quickly because of its fast working speed.

○   It never makes any mistakes while doing our work.

○   It has memory like us where it can store our information.

○   It can do variety of jobs for us to solve our different types of problems.

Let's Discuss

◆ Who can do the following task. Tick (✓) the correct picture.

1. Ride a bicycle   2. Solve sums quickly

Different types of Computers

We see many different types of computers in our home, school or at other places.

Desktop

It is also known as a Personal Computer (PC). It can be placed on a desk or a table. Because of its big size, it cannot be moved from one place to another place easily.

Laptop

This is called laptop computer. It can be easily carried from one place to another. A laptop is a small computer that can be placed on one's lap. It works on batteries so we can carry it anywhere.

Tablet

This is called tablet computer. It is smaller than a laptop computer. We use finger touch to work on it. It is as powerful as a laptop. It is light and can be carried anywhere.

Smartphone

This is a smartphone. It is mobile in nature, which can fit in our pockets. It's size is smaller than tablets. It also plays the role of computers.

Let us Practice

I. Answer the following questions.

1. Mention any 5 things that you can do with a computer.

_____

_____

_____

_____

_____

_____

2. Write about desktop computer.

_____

_____

_____

_____

3. Write about Laptop.

_____

_____

_____

_____

4. Write about Smartphone.

_____

_____

II. Fill in the blanks.

1. Computer is a _____ machine.

2. Computer never makes _____.

3. PC means _____.

4. _____ computer is easy to carry while travelling.

III. Tick (✓) the correct answer.

1. Which of these computers is a desktop computer ?

    ☐   ☐   ☐

2. Which of these computers is a laptop computer ?

    ☐   ☐   ☐

3. Which among these is the smallest in size ?

    ☐   ☐   ☐

4. Which of these have no computer in it ?

    ☐   ☐   ☐

5. Which of these is a smart phone ?

    ☐   ☐   ☐

IV. State True or False.

1. A desktop computer can be carried along easily.   ☐
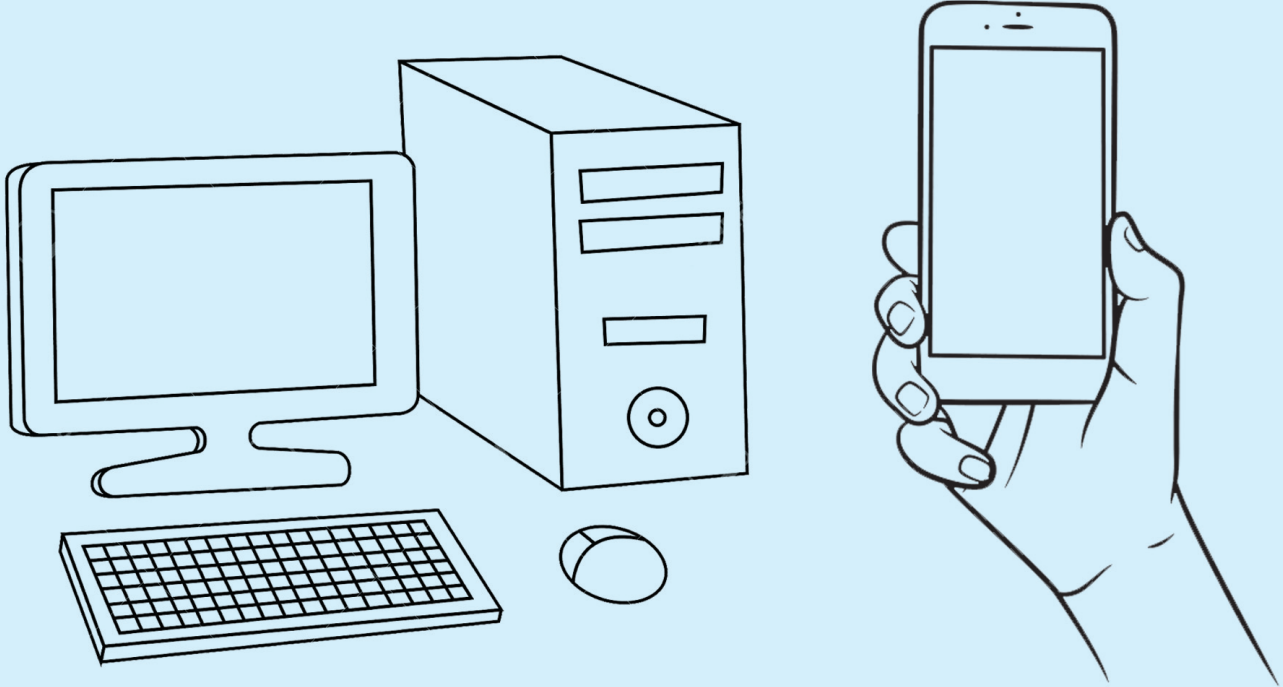
2. Computer can do sums for us.   ☐

3. We cannot play games on computer.   ☐

4. PC stands for private computer.   ☐

5. Tablets or smart phones are touchscreen computers.   ☐

Activity Zone

I. Colour the following pictures by using crayons.

II. Arrange the following according to their size from tiniest to the largest. Number them from 1 to 4.

2 Computers and Me

The computer is a very useful machine. We can do many actvities using a computer. A computer can help us in doing various tasks. But, there are some jobs that a computer cannot do.

Computer and Human

Computers have become an important part of our lives. But computrs are different from us. Let's see how.

Human

Computer

Human	Computer
Cannot work as fast as a computer	Works fast
Can make mistakes	Does not make mistakes
Gets tired	Does not get tired
Stores something in the memory	Stores everything in the memory
Can work without instructions	Needs instruction to do work
Take decisions on his/her own	Can not take decisions on its own
Does not need electricity to work	Needs electricity to work

Besides being different from us, computers are also similar to us in someways.

○ Both can collect and use information.

○ Both have memory to store information to use later.

○ Both need care to work properly.

Let's Discuss

○ Why can a computer not work without a man ?

○ Machines that work like human beings are called Robots, Discuss!

What computers can do ?

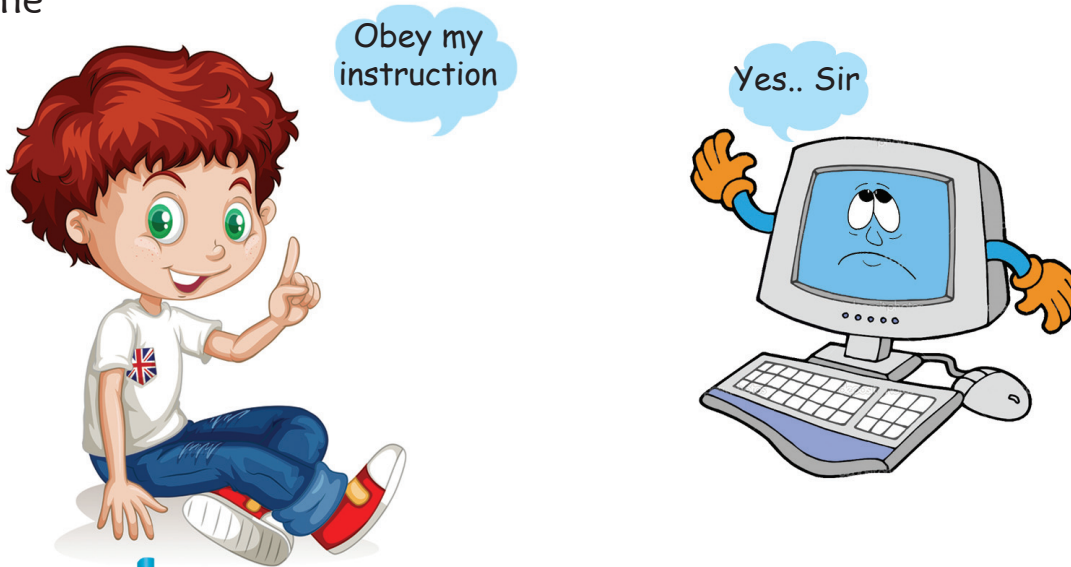There are a number of tasks that a computer can do.

To Read & write documents

To do calculations

To watch movies

To store data

To make greeting cards

I can help

To play music

To draw pictures

To play games

What Computers cannot do?

Can't think

Can't eat

Can't walk

Can't breathe

Can't play

Can't cook

Can't hear & speak

Can't swim

Can't sing

Can't dance

A computer can do a number of things that you can also do. But a computer cannot think like you. Then why do you need a computer?

The reason is very simple. A computer can do all these things in a better, faster and more organized way. It can do a number of things at the same time

Obey my instruction

Yes.. Sir

Time to Answer

◆ Tick (✓) the activities a computer can do.

Swim	☐	Store data	☐	Walk	☐	Think	☐
Breathe	☐	Play music	☐	Eat	☐	Play	☐

Let us Practice

I. Answer the following questions.

1. What is a computer ?

    _____

2. What is the difference between a man and a computer ?

    _____

3. What can a computer do ?

    _____

4. What can a computer not do ?

    _____

II. Fill in the blanks.

1. _____ is one of the greatest invention of man

2. _____ needs rest after work.

3. _____ cannot think.

4. A computer can be used for _____ and _____ documents.

5. _____ cannot take decision on its own.

III. Tick (✓) the correct answer.

1. A computer _____

    a) Can think   (   )   b) Jump   (   )

    c) Can't think   (   )   d) Feel   (   )

2. Who or what among these is faster _____

    a) Man   (   )   b) Computer   (   )

    c) Both   (   )   d) None of these   (   )

3. The computers can _____

    a) Play music   (   )   b) Play games   (   )

    c) Draw pictures   (   )   d) All the above   (   )

IV. Write true (T) for a correct statement and false (F) for an incorrect statement.

1. The computer can think. ☐

2. Computer often forgets instructions. ☐

3. Computers can work continuously. ☐

4. Computers have no intelligence at all. ☐

5. Man can get tired of doing the same work. ☐

V. Write (C) against the task that a computer can do better and (M) that man can do in better manner.

1. Works very quickly. ☐

2. Works with more accuracy. ☐

3. Can decide what to do. ☐

4. Can store the things for longer time. ☐

5. Can think what is right or wrong. ☐

Activity Zone

I. Tick (✓) the picture if a computer can do this task.