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Class : 3

Subject : Computer Science

Lesson 1. A Computer system

Multiple Choice Questions

Tick (✓) the correct option.

- The game you play on a computer is an example of
a. Hardware **b. Software** c. Book
- is not present inside the CPU box.
a. RAM b. Microprocessor **c. Printer**
- is an example of input device.
a. CPU **b. Keyboard** c. Printer
- We can touch and feel the
a. System software b. Application software **c. Hardware**
- is a software used to do sums on a computer .
a. Paint **b. Calculator** c. Windows
- System software is like a of a computer system .
a. **Manager** b. Teacher c. Student
- is an operating system.
a. WordPad b. Paint **c. Windows**

Fill in the blanks :

Output hardware software system programs

- A computer system has different parts that together make it work.
- A computer has two parts : hardware and software
- Printer, monitor, headphone are the examples of output devices.
- Software is a set of program.

Circle the odd one out

- Printer Mouse MS Word Monitor
- Paint Pen drive Solitaire MS Word
- Windows 7 Calculator Windows 8 Windows 10

Answer the following

1. **What is a computer system?**

Ans. Computer system is a **machine** that is used to **generate information** from **data**.

2. **Name any two hardware parts present inside the CPU box.**

Ans. Hard disk, RAM

3. **What is the use of input devices and output devices?**

Ans. Input device is used to give **input/ instructions** to the computer.

Output device is used to **show the result/output** of the processed data.

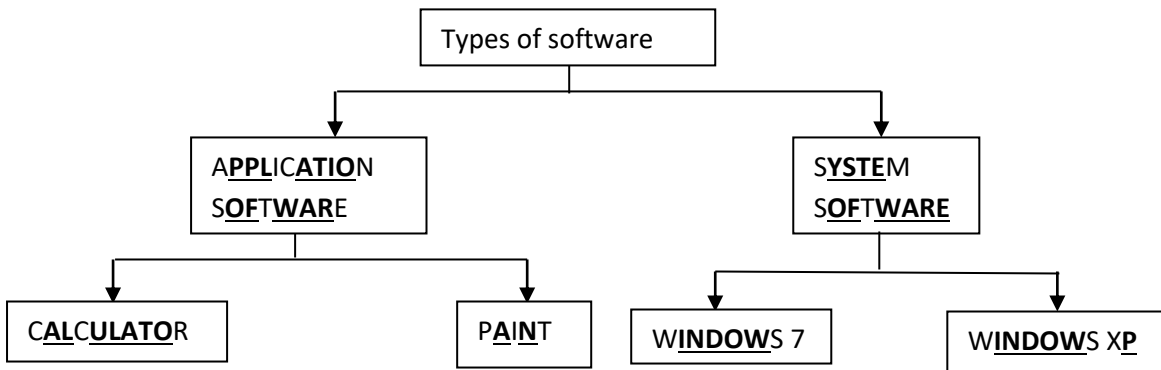
4. **Write the difference between application software and system software.**

Ans. Application software is a software that helps you in doing some **specific work** and system software **controls** and **manages** the overall **activities** of a computer system.

5. Write a short note on the CPU of a computer.

Ans. CPU is the **brain** of a computer, it **remembers** things and takes **decisions**. It also does **calculations** and many other things.

Complete the names of different types of software and their examples by filling in the missing letters



Home work :

1. How many types of monitors are there?
2. What is the brain of a computer?
3. Write down the parts of CPU.
4. What is a mouse?
5. Write down the works of a mouse.
6. Write the full forms:
 - a. LED
 - b. LCD
 - c. CRT
 - d. CPU
 - e. ALU
 - f. CU
 - g. MU
 - h. CD
7. Write two examples for each
 - a. Software devices:
 - b. Hardware devices:

Lesson 2. GUI Operating System – An Introduction

Multiple Choice Questions

Tick (✓) the correct option.

- Which of the following is not an operating system ?
a. UNIX b. Windows 7 c. **WordPad**
- A/An is the small picture that is used to open a program.
a. Taskbar **b. Icon** c. View
- System tray is on the
a. **Taskbar** b. Start menu c. icons
- Windows7 desktop displays gadgets on the side of the screen.
a. Left **b. Right** c. Top left
- Who is the co-founder of Microsoft?
a. **Bill Gates** b. Andrew E. Rubin c. Steve Jobs
- Which of the following key selects the adjacent icons on the desktop?
a. **Shift** b. Ctrl c. Alt
- Windows is developed bycorporation.
a. Pentium **b. Microsoft** c. Parle
-is the process of loading the operation system into the computer's memory.
a. Starting **b. Booting** c. Executing
- are mini-programs on the desktop.
a. Taskbar b. Calculator **c. Gadgets**
- is the diagnostic mode of windows.
a. **Normal mode** b. Safe mode c. None of these

Fill in the blanks

- Operating system is the manager of a computer system.
- Computer can arrange the icons itself if the auto arrange icon option is selected.
- Start button is present on the left of the taskbar.

Answer the following

1. What is desktop background?

Ans. A wallpaper or background is a digital image used as a **decorative background** of a graphical user interface on the screen of computer is called desktop background.

2. What is displayed on the system tray?

Ans. It displays the current **date** and **time**.

3. How do you select the non-adjacent icons on the desktop?

Ans. Click the first icon to be selected then hold down the **Ctrl key** and click on each of the icon to be selected. All the non-adjacent icons get selected.

4. What is an operating system? Give two examples.

Ans. Operating system is a software that helps you to **operate** the computer system through its various functions. It **controls** and **manages** the different parts of a computer system. Ex. MS DOS, Unix

5. How do you shut down a computer?

Ans. By clicking the **start button** and then click the **Shut down** option.

Home work :

1. How many types of user interface are there?
2. Write down the three differences between Safe Mode and Normal Mode.
3. Draw the diagram of different versions of MS Windows.

Lesson 3 Word Processor –An Introduction

Multiple Choice Questions

Tick (✓) the correct option .

1. Quick Access Toolbar is present on the
 - a. Ribbon
 - b. Title bar**
 - c. Status bar
2. The area is used for typing and editing the text.
 - a. **Document**
 - b. Desktop
 - c. Application
3. To select a line till end, the shortcut key is
 - a. Ctrl + End
 - b. Shift + !
 - c. Shift + End**
4. Microsoft Word is an software.
 - a. System
 - b. Application**
 - c. Fun
5. is the latest version of Microsoft Word.
 - a. Word 2017
 - b. Word 2013
 - c. Word 2016**
6. What is the extension of a saved file in Microsoft Word 2010
 - a. .doc
 - b. .docx**
 - c. .docw
7. To close Microsoft Word, click File tab → option.
 - a. Open
 - b. Save
 - c. Exit**

Fill in the blanks

File Select Files Document

1. **Document** area is a large white space to type text.
2. **Select** the text before deleting it.
3. The document you create in Microsoft Word are saved in the form of **files** on your computer.
4. The Open option appears on clicking the **file** tab.

Match the following

- | | |
|-----------------|-----------------------------------|
| 1. Ctrl + click | a. To select a line |
| 2. Shift + ↑ | b. To select a line upward |
| 3. Ctrl + a | c. To select the entire document |
| 4. Shift + → | d. To select letters to the right |

Answer the following

1. **What is a backstage view?**

Ans. It shows the set of commands used to manage the document like creating, saving, opening, printing etc.

2. **How do you insert a new line?**

Ans. Place the cursor at the end of the line after which you want a blank line, then press Enter key.

3. **How do you select a paragraph?**

Ans. To select a paragraph - Place your cursor at the start of the paragraph, and press Ctrl + Shift + down arrow.

4. **Write any two uses of a word processor.**

Ans. **Two uses** of word processor –making a **business report**, typing an **essay or a letter**.

5. What is the difference between Save and Save As option ?

Ans. **Save** is used to save your work which is newly created by you . **Save As** is used to save your work as a file with a different name.

6. Write the steps to move the text from one place to another.

Ans. Copy the text by pressing Ctrl +c then paste the text where you want to paste by pressing Ctrl + v.

7. Write the steps to create a new document in Microsoft Word 2010.

Ans. Steps to create a new document:

1. Click the **Microsoft office** button .
2. Select **new**. The **new document** dialog box appears.
3. Select blank **document** under the blank and recent section it will be highlighted by default.
4. Click **create**. a **new blank document** appears in the word window.

Home work:

1. Write the shortcut key

- a. Select letters to the right
- b. Select lines upwards
- c. Select a line till beginning
- d. To create a new document
- e. To save a document
- f. To copy the text
- g. To paste the test or document
- h. To cut the text
- i. To print a document
- j. To close a document

*****XXX*****