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Hello, all my dear students. I am your Computer teacher 'Pratibha Vishwakarma'.  
I am sending you notes of lesson-1.  
Complete your fair copy, neatly. Please visit the given link / video also.  
Stay healthy, stay safe

Lesson-1

## "Computer System"

I = State True or False for the given statements:-

1. Computers cannot work without instructions. TRUE

2. Windows is an example of hardware. FALSE

3. Motherboard is also known as Printed Circuit Board.

TRUE

4. Software is an invisible part of computer. TRUE

5. MS-Excel is a system software. FALSE

II = Fill in the blanks:-

1. The parts of computer that can be seen and touched are called Hardware.

2. System Software controls the working of a Computer System.
3. A Computer cannot run without Software.
4. Devices that provide data to the Computer are called Input devices.
5. Central Processing Unit is referred to as the CPU.

III = Answer the following Questions (in short)

1. Name any two internal Parts of Computer.

ans = Micro Processor  
Mother Board

2. What do you call the Software that is designed to perform specific tasks?

ans = Application Software

3. Name the four Categories of hardware?

ans = Input Device  
Output Device  
Processing Device  
Storage Device

(3)

4. Name the two Categories of Software

Ans: System Software  
Application Software.

IV = Answer the following questions in detail :-

1. What is Hardware?

Ans: The physical parts of a computer that we can see or touch are called computer hardware.

2. What is Software?

Ans: Software is a set of programs. A program is a set of instructions that are given to the computer for performing a specific task.

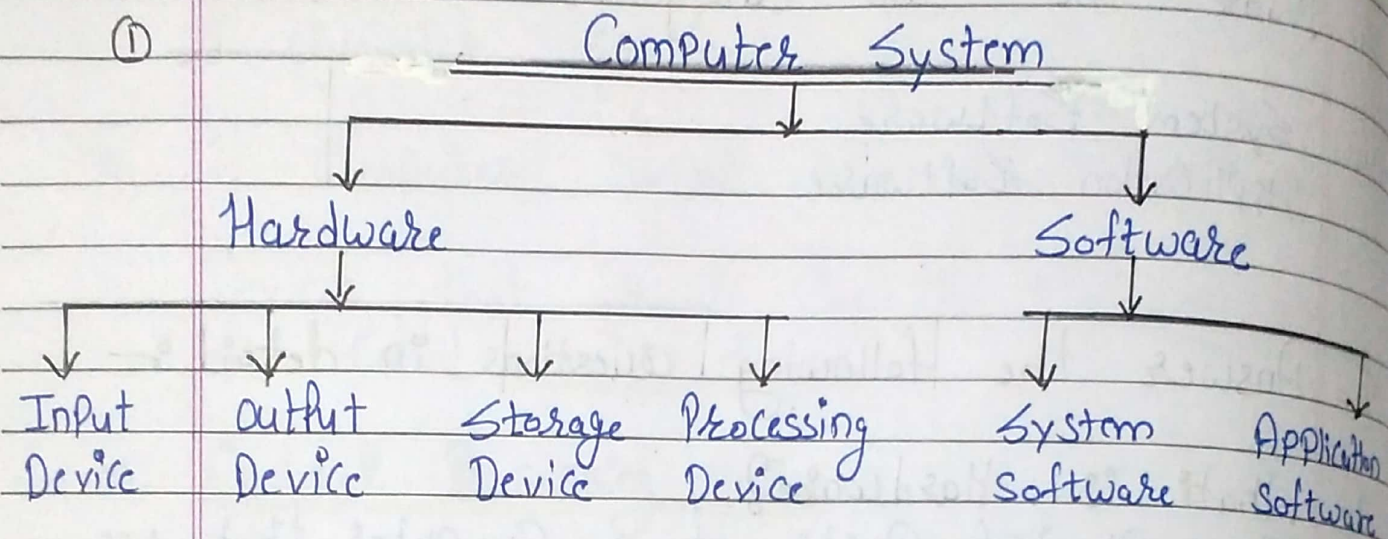
3. What are the differences between hardware and software?

Hardware	Software
1) Hardware includes computer related objects.	1) Software includes computer related programs.
2) These objects can be physically touched and seen	2) These programs cannot be physically felt.
3) Ex: Monitor, Mouse, Printer etc.	3) Ex: = Notepad, Word program, Excel program.

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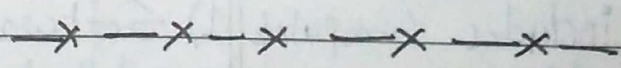
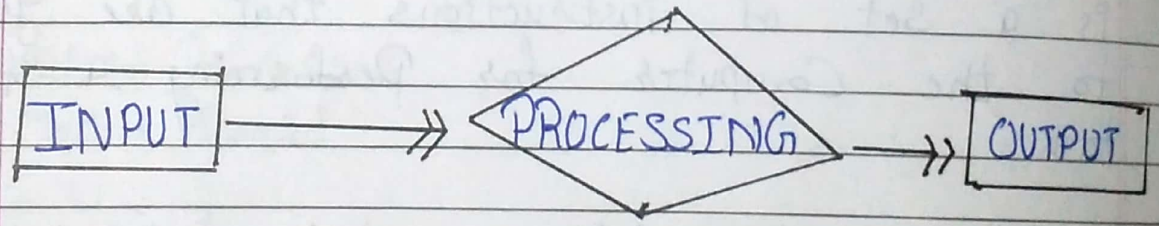
Q = Draw a - 1) Computer System 2) IPO System

1



2

## IPO System



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## Lesson = 2

### How Computer Works

I = State True or False for the given statements.

1) The items given to computer for processing are called data. True

2) Processed information is called data. False

3) The activity of doing calculation is called processing. True

4) Wrong data but correct instructions will give correct result. False

II = Fill in the blank :-

1) The processing of manipulating data is called Processing.

2) Full form of GIGO is Garbage in and Garbage out.

3) The process of doing calculation is called processing.

4) Anything incorrect is called Garbage in computer terminology.

①

②

III = Answer the following questions in Short :-  
1) What do you call raw fact & figures?  
Ans = Data

2) Are addition, multiplication, etc. examples for processing?  
ans = yes

3) Where do instructions and data go after they are entered through input device?  
ans = RAM (Random Access Memory)

4) In computer, what term is used for unwanted items?  
ans = Garbage.

IV = Answer the following questions in detail :-

1) What is data? Explain with example.

Ans = The items or raw data given to a computer for processing are called data. Data can be any combination of numbers, alphabets and special characters. For ex = Rakesh, 80, 28-June etc.

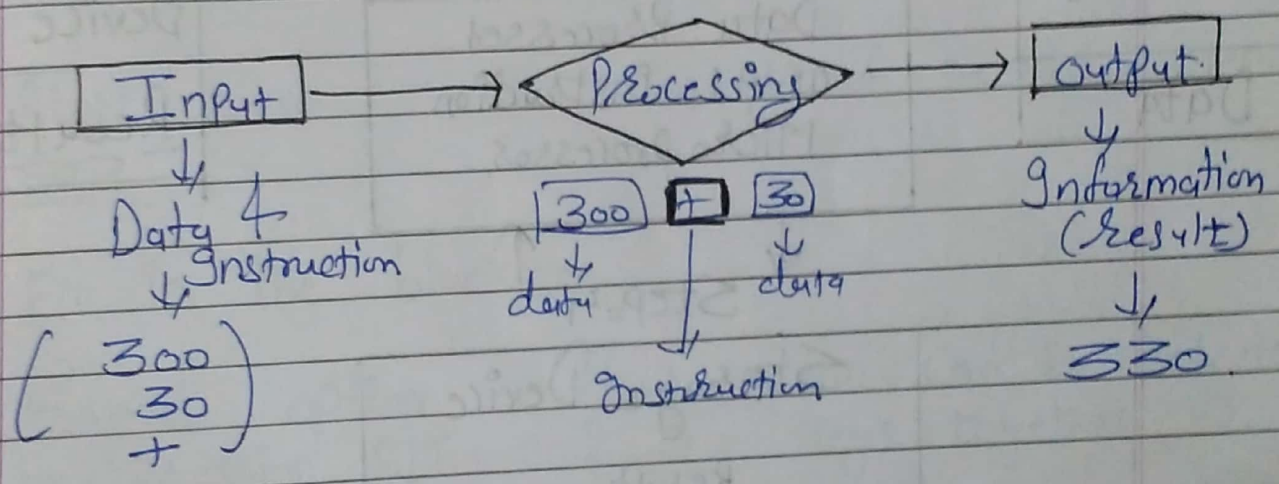
2) What is processing? Explain with example.

ans = A series of actions performed by computer on given set of data to produce desired result is called processing.

Computer processes the data & instructions feed by user as input and after performing task, produced result is given to user as output.

Processing completes in multiple steps, for ex

adding any two no. given by user



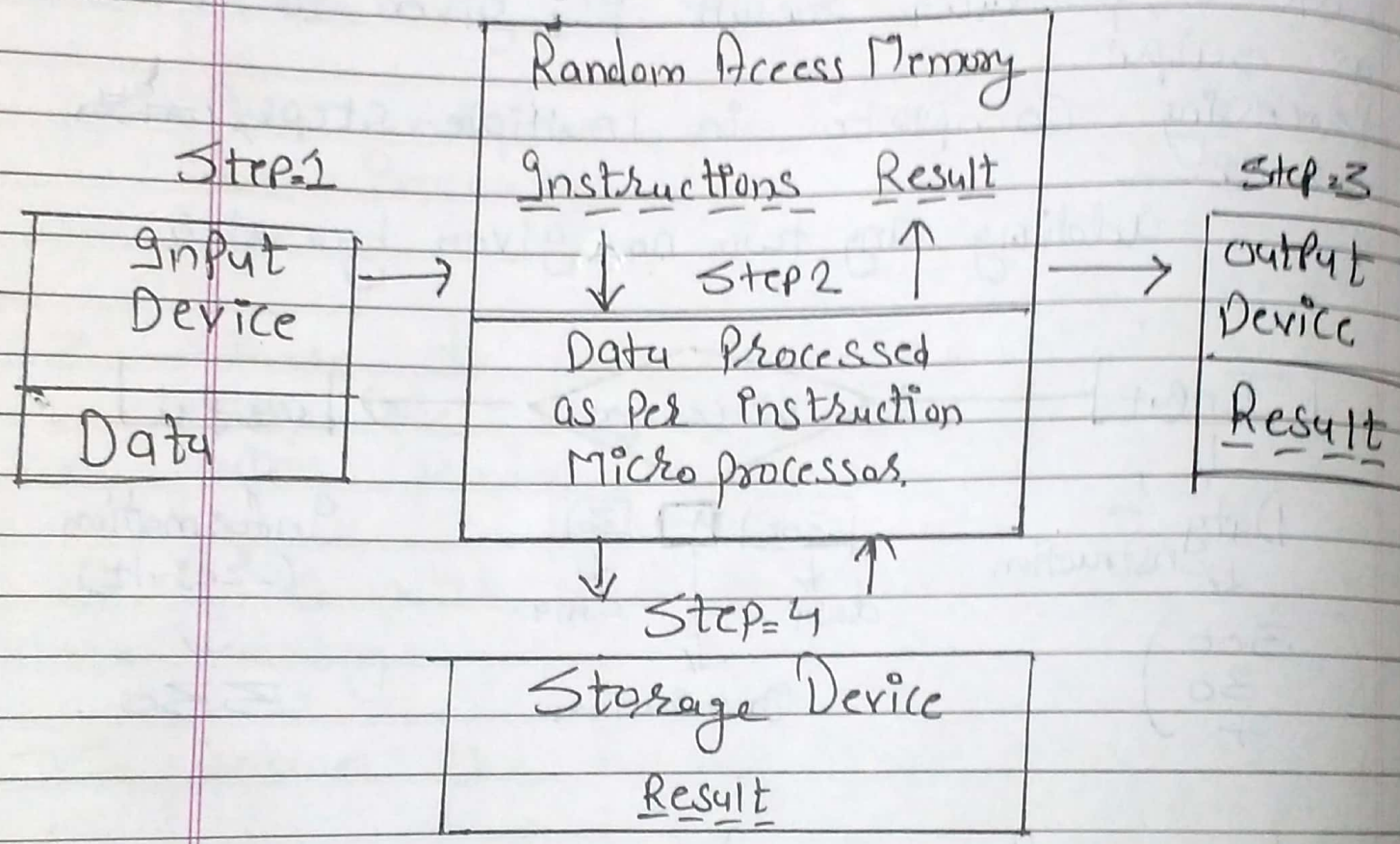
3) What are Instructions? Explain with Example.  
 ans: Instructions are the Commands given to the Computer to perform a task. Without instructions Computer doesn't understand what is to be done with the data  
 for ex  $300 + 30 = 330$

Here + (add) is an instruction, which shows that it has to add the given numbers to generate correct result.

4

3

## Steps of I-O Cycle :-





## Lesson = 3

Interacting with Windows

I = State True or False for given statements :-

- 1) Windows is GUI based operating system. False
- 2) Textbox takes data through keyboard typing. True
- 3) Bar menu option is selected by clicking the mouse on it. True
- 4) Start menu is an example of shortcut menu. False

II = Fill in the blanks :-

- 1) Format option of bar menu can be selected by pressing ALT and O keys together.
- 2) Clicking the right mouse button displays Shortcut menu.
- 3) Clicking the mouse button on up arrow button of the Spinner increases the value while clicking it on down arrow button decreases value.
- 4) The check box list allows multiple selections while radio button list allows only one selection.

III Answer the following questions in short:-

1) What is full form of GUI?  
ans Graphical User Interface.

2) Name any three types of menus of windows GUI.  
ans= Start Menu  
Pull Down Menu  
Shortcut Menu.

3) Name any three GUI components.  
ans- Icons  
Dialog Box  
Menu Bar.

4) Which GUI item displays warning messages?  
ans= Alert Box

IV Answer the following questions in details:-

1) What is an icon? How do you select multiple icons? How do you create an icon?

ans: Icons are small graphical images that can be seen at different places of windows. Icons can be files, folders, devices, program etc. we can select

multiple icons by clicking on multiple icon with ctrl key pressed.

We can execute an icon by double clicking on it.

2) Differentiate between Radio buttons and check boxes.

Ans: Radio Buttons

Check Boxes

1) These Buttons are like tiny circles in shape.

These boxes looks like tiny square box.

2) Only one button can be selected from the button list.

Multiple boxes can be selected from check list.

3)

4) Ex- Gender

Ex.

Hobbies

Male

Painting  outing

Female

Reading  Music

- only one button can be selected.

- Many buttons can be selected.

8 7

3) What is spinner and how do you interact with the system, using spinners?

ans: Spinner look like text box with up arrow and down arrow buttons on it. Each text box displays a value. Clicking on up arrow increases the number and clicking on down arrow decreases the value.

Spinner Demo		
Month	January	▲▼
Year	2007	▲▼
Date	20	▲▼

↓  
Spinner

①

## Lesson - 4 Windows Explorer

I - State True or False for the given statements

- 1) Computer stores all its data in folders. False
- 2) A folder can either be in open state and close state. True
- 3) Folders are maintained on disk using Internet Explorer. False
- 4) Double clicking on folder icon shows folder contents. True

II - Fill in the blanks -

- 1) Windows Explorer is a file and folder maintenance program.
- 2) File names are always displayed in left pane of windows Explorer.
- 3) We need to press shift key to select contiguous files.
- 4) Similar type of files can be stored in folders.

III = Answer the following questions in short

1) Which program will you use for file and folder management?

ans = Windows Explorer.

2) Give an example of contiguous group of files.

ans = Files that are placed one after another are contiguous files.  
Ex. Third, fourth, fifth and sixth.

3) Give an example of Non-Contiguous group of files.

ans = Multiple files that are not next to one another are non-contiguous files.  
Ex: First, Sixth and eleventh

4) Which key will be pressed to select non contiguous group of files?

ans = Ctrl.

IV = Answer the following questions:

1) What is the use of Windows Explorer software?

ans = Windows explorer is a file management application. It is used to navigate, display and organize all the files and folders.

(3)

It offers uses a fast & easy way to create, copy, move, delete & restore of folders and files.

2) What is displayed left pane in windows Explorer?

Ans: When windows Explorer window appears on screen, it is consist of two vertical pane. i.e Left pane and Right pane. The left pane is also known as navigation pane. Left pane displays all the drives and folders.

3) How will you select 1, 3, 5 and 7 files in windows Explorer?

Ans: To select 1, 3, 5, 4 7 files in windows Explorer, we will follow these steps

- 1 = Press and hold Ctrl Key.
- 2 = Click one by one each file icon (1 - 3 - 5 - 7) without releasing Ctrl Key.

Now, All the files i.e 1, 3, 5, 4 7 of non-Contiguous block will be selected.

(4)

V<sub>2</sub> Match the operation - with actions:-

Operation

Action

- |   |  |
|---|--|
| 1= Select a folder                        | - Double click on folder (4)                 |
| 2= Move a file from one folder to another | - Click on folders with Ctrl Key pressed (5) |
| 3= Make another copy of file in folder    | - Drag and Drop. (2)                         |
| 4= open a folder                          | - Click on folder (1)                        |
| 5= Select many folders                    | - Drag and drop with Ctrl Key pressed (3)    |