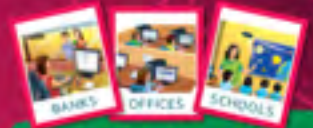




impression



with Flashcards
in Activity Kit

New

LOG ON TO COMPUTERS

2



With
Windows 7 and
MS Office 2010



Details on the
inner side of the
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New LOG ON TO COMPUTERS

2

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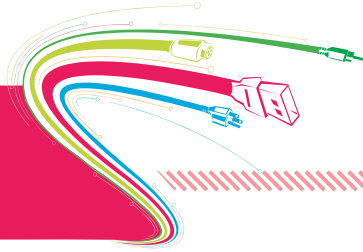
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Since all computer programs use American spelling of COLOUR, that is COLOR, so, we have used the same spelling, that is COLOR in this series.

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Preface



ICT has become an important tool of our life that adds immense value to the process of teaching and learning.

This edition of **New Log On To Computers** is a step to enable learners to learn, master and integrate the use of ICT in their learning from the beginning. This series is completely updated to help students master the use of various kinds of software and IT tools. It is based on **Windows 7** and **MS Office 2010** and adopts an interactive approach to teach the concepts related to Computer Science.

This series is designed as per the new curriculum released by the Council for the Indian School Certificate Examinations (CISCE) in November 2016.

Books 1 to 5 focus on the basics of computers, Windows 7 operating system, MS Office 2010 (Word and PowerPoint), Scratch programming software and much more. One of the unique features of this series is **Subject Integration** where the computer is integrated with other subjects like Maths, Science and English. Also, books 1 and 2 come with **flash cards** that will help students sharpen their memories from the very beginning.

Books 6 to 8 focus on the advanced features of MS Office 2010 (Word, PowerPoint, Excel and Access), Internet, App development, HTML, C++ as the programming language and much more.

The topic on Internet has been given due weightage. Netiquettes, tips on cyber safety and qualities of a responsible digital citizen—all are described at different levels to make the learners responsible IT users.

Some of the features used extensively throughout the series are the following:

- Fact byte snippets
- Keyboard shortcut snippets
- Solved and unsolved lab activities
- Recall time
- Project work
- Group discussion
- Note to the teacher
- Practice papers
- Smart byte snippets
- Test yourself and Activity time
- Picture glossary and Tech terms
- Practice time
- Application-based questions
- Websites to explore
- Subject integration
- National Cyber Olympiad sample questions








One of the unique features of the series is **myStudygear**, a free mobile App. One can view **Animations** on various topics of Computer Science in this App. These Animations will help learners understand the concept of Computer Science easily. Also, one can assess his/her understanding by going through the **Assessments** given in the App.

Your priceless feedback helps us in improving the quality of our books. The feedback provided for our last edition helped us make additions, omissions and corrections in the series. Moving a step forward, we put our proactive minds together to ensure that New Log On To Computers is your first series to move to Microsoft Windows and MS Office, giving you an early bird advantage.

—Authors

Contents



1. Computer—An Electronic Device		5
2. Role of Computers		13
3. Input and Output Devices		26
● Practice Paper 1		38
4. Keyboard—Special Keys		41
5. Mouse—An Input Device		49
● Practice Paper 2		55
6. Introduction to Paint		56
7. Introduction to File Management		68
● Practice Paper 3		78
■ Project Work		79
■ Picture Glossary		80

SUBJECT INTEGRATION

COMPUTERS & SCIENCE



25

SHARPEN YOUR MEMORY



39

COMPUTERS & ENGLISH



67

COMPUTERS & MATHS



77

1

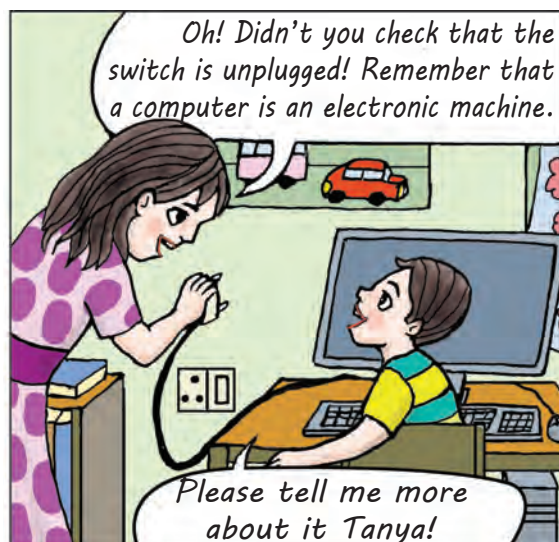
Computer—An Electronic Device

Learning Objectives



In this chapter, you will be learning about:

- Computer—an electronic device
- Working of a computer
- Differences between the working of computers and humans
- Advantages of a computer
- Disadvantages of a computer

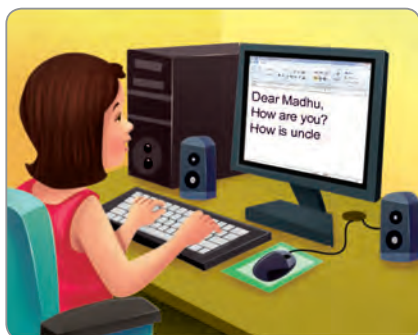


Those machines which work on electricity are known as electronic machines.

A computer is also a machine and works on electricity.

So, it is an electronic machine.

You can do many tasks on a computer. Some of them are shown below.



Typing letters



Solving sums



Listening to music



Watching cartoons and movies

WORKING OF A COMPUTER

Generally machines follow the I-P-O cycle to work.

They work through three basic steps—Input, Process and Output.

Let us consider the following example to understand how the I-P-O cycle works.



Working of a Popcorn-making machine

Similarly, a computer also follows the I-P-O (Input-Process-Output) cycle to work.

It is primarily used to **input** data, **process** it based on the given instructions to produce the required final **output**.

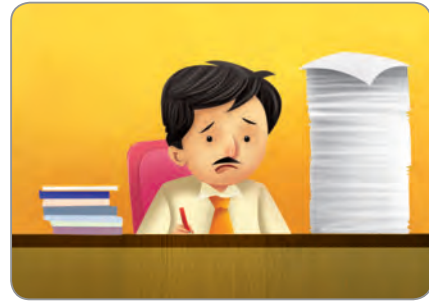
DIFFERENCES BETWEEN THE WORKING OF COMPUTERS AND HUMANS

You have learnt about the working of a computer.

Let us now learn how its working is different from the working of humans.



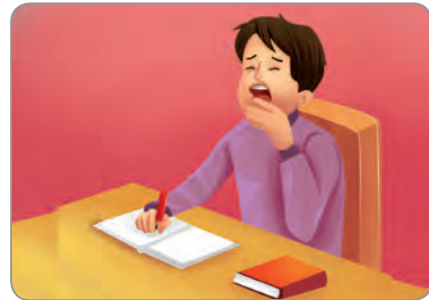
A computer works very fast.



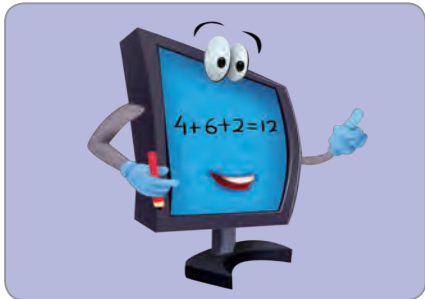
Humans cannot work as fast as a computer.



A computer never gets bored and tired.



Humans may get bored and tired after some time.



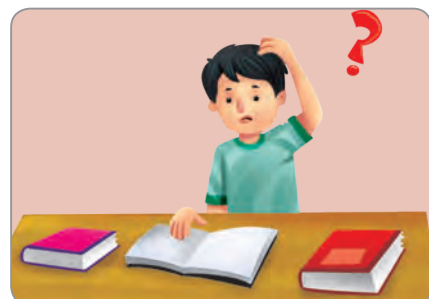
A computer never makes mistakes.



Humans can make mistakes.



A computer never forgets things.



Humans can forget things.

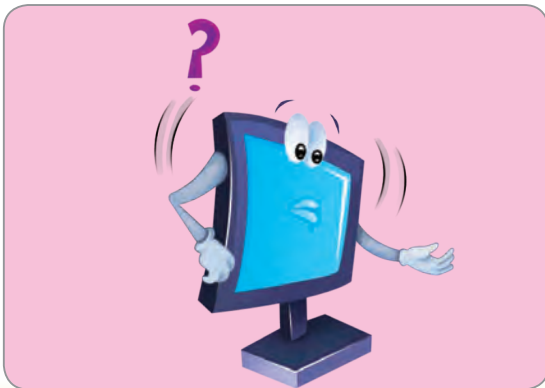
A computer is a smart machine. However, a computer has some limitations also. Let us know about them.



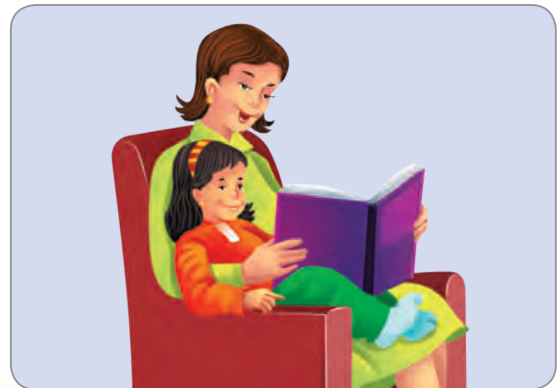
A computer cannot take decisions on its own.



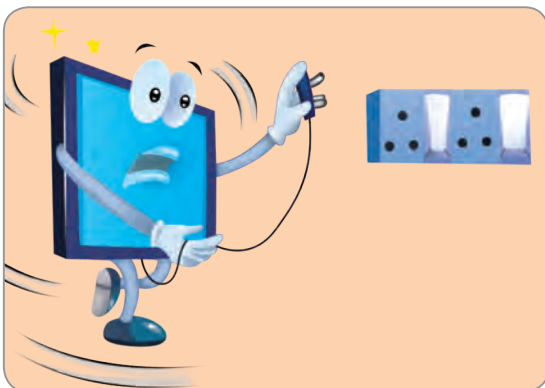
Humans can take decisions.



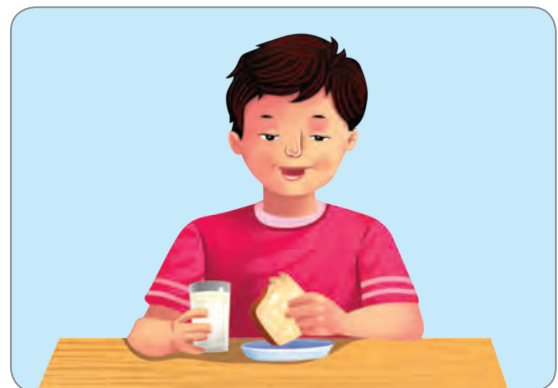
A computer has no feelings.



Humans have feelings.



A computer cannot eat food. It works on electricity.



Humans do not work on electricity. They need food, water and air to live.

ADVANTAGES OF A COMPUTER

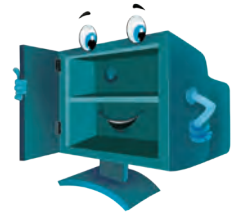
Speed

A computer works very fast. It can perform a large number of tasks quickly. It takes only a few seconds for calculations that you might take hours to perform.



Storage Capacity

A computer can store a large amount of data and information in its memory. Unlike humans, it never forgets the information stored in it.



Electronic Presentation

Nowadays, computers are used to give presentations in meetings and gathering in schools, offices, restaurants and many other places. We can present pictures, graphs, videos and data to a large audience easily and clearly.



Automation

A computer performs many tasks automatically and gives the correct results. For example, we can withdraw money in a simple process from the ATM without going to the bank.



Calculation

A computer can do difficult and time-taking calculations very easily and accurately.

It never gets bored and tired of doing same calculations over and over again.



Teaching and Learning

A computer is very useful as an information tool. It makes the process of teaching and learning more enjoyable, interactive and interesting. It also help in distance-learning programs.

DISADVANTAGES OF A COMPUTER

Impact on environment

A computer is an electronic machine. When these electronic devices are dumped, it creates a large amount of **electronic waste** or **e-waste**. If such kind of waste is not treated properly, it can be a source of toxins and poisons that pollute the environment.

Impact on health

If we work on the computer for a very long time, it leads to various health problems like backache, eye strain, obesity, cervical pain and many others.

Virus attacks

A computer virus can harm the computer by destroying saved files or prevent the computer from working properly. An antivirus program should be installed to protect the computer from virus.

Cybercrimes

Cybercrime is an offence that is done by stealing our confidential information like our name, Internet banking password and other important details via the Internet or e-mails.



Recall Time

- ◆ A computer is an electronic machine.
- ◆ It follows the I-P-O (Input-Process-Output) cycle to work.
- ◆ A computer has various advantages like speed and storage capacity.
- ◆ A computer also has its disadvantages like its harmful impact on the environment, virus attacks, cybercrimes and so on.

Practice time



A. Tick (✓) the correct option.

- A computer is a/an _____ machine.
a. simple b. electronic c. washing
- A computer _____ makes mistakes.
a. ever b. sometimes c. never
- A computer performs many tasks _____.
a. automatically b. manually c. carefully
- Sitting for long hours in front of the computer leads to various _____ issues.
a. wealth b. health c. system
- _____ is an offence that is done by stealing personal and confidential information through the Internet.
a. storage b. e-waste c. cybercrime

B. Fill in the blanks using the words given in the clue box.

e-waste electricity virus decisions presentations

- A computer needs _____ to work.
- A computer cannot take _____ on its own.
- Computers are used to give electronic _____ in groups or meetings.
- When electronic devices are dumped, it creates a large amount of _____.
- A computer _____ can harm your computer by destroying your saved files.

C. Tick (✓) the correct statements and cross (✗) out the incorrect ones.

- A computer needs food and water to work.
- A computer follows the I-P-O cycle to work.

3. A computer improves our health.
4. A computer cannot be used for teaching and learning.
5. If e-waste is not treated properly, it can pollute our environment.



D. Match each characteristic to whom it belongs.



- Feelings
- Electricity
- Food
- Never tired
- Very fast



Lab Activity

Visit the computer lab of your school and type any two differences in the working of humans and computers.

Note to the Teacher

- ❖ *Make the students understand that they have to be very careful while handling electronic devices.*
- ❖ *Divide the class into two groups and help them to understand the differences in the working of humans and computers.*



2

Role of Computers

Learning Objectives



In this chapter, you will be learning about:

- The uses of computers at various places
- Role of computers in enhancing learning and teaching



Computers play an important role in our day-to-day life.

Nowadays, you can see computers being used at almost all places.

Let us read about the uses of computers at some common places.

AT HOME



Playing games



Watching cartoons and movies



Listening to music

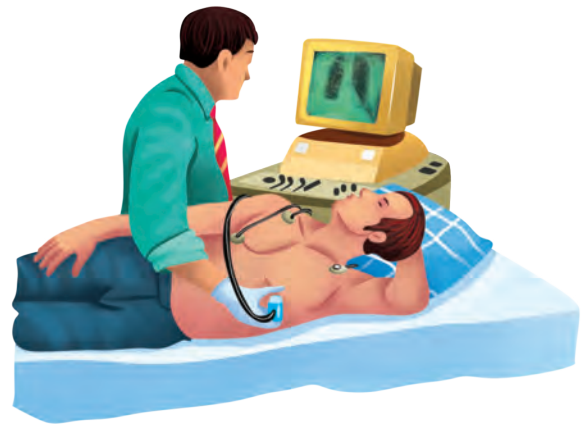


Drawing and coloring

IN HOSPITALS



Keeping records of patients



Performing tests to diagnose a disease



Printing medical reports



Testing eyesight

New Log On To Computers - 2



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Meera Aggarwal

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