

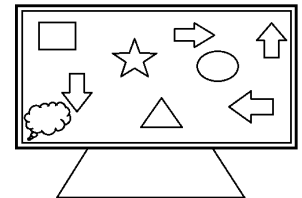
Chapter – 2

Parts of Computer

Computer runs on electricity. There are some parts like monitor, keyboard, mouse etc. which are assembled together to form a device which is known as computer.

1. Monitor

- An output device.
- Shows all the activities done by users.
- Displays all the information.



CPU

- It is a processing device.
- It is the brain of computer.
- It has start and Restart button to make it ON.



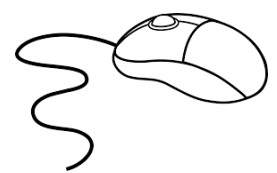
2. Keyboard

- It is like a typewriter.
- It has 104 keys.
- It has Enter key, Spacebar, Capslock key, Number key.



3. Mouse

- It has a long wired tail.
- It has clicking action.
- It has Left click, Right click and Double click.



4. UPS

- It has full form – Uninterrupted Power Supply.
- Supply the Electricity to the computer when the power goes OFF.

Practical Junction.

- Show the use of start button and Restart button of CPU.
- Type a poem with keyboard and show the uses of Enter key, Spacebar, Arrow key, Caps Lock key etc.

Exercise

1. Fill up the blanks.

Start button , Restart button , 104 , Tail , Double click

- i. Keyboard has _____ keys.
- ii. _____ is a clicking action of Mouse.
- iii. _____ and _____ are button of CPU.
- iv. Mouse has a long _____ wire.

2. Make them True (√) or False (×).

- i. CPU has no any Restart button. []
- ii. Keyboard has 109 keys. []
- iii. Mouse has Enter Key. []
- iv. Right click belongs to mouse. []
- v. CPU supplies the power to the
computer when the electricity goes off. []

3. Match the following.

Column – A

- i. Right click
- ii. Restart button
- iii. Space bar

Column - B

- a. Key board
- b. Mouse
- c. CPU

4. Fill the missing letter.

- i. M__U__E
- ii. R__G__TC__I__K
- iii. L__F__C__I__K
- iv. D__U__L__C__I__K
- v. P__W__R
- vi. C__P__L__C__K__Y
- vii. E__T__RK__Y
- viii. S__A__E__A__K__Y
- ix. N__M__E__K__Y
- x. R__S__A__TB__TT__N

Chapter – 3

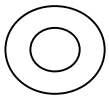
Handling a Mouse

Mouse has two buttons. It has a wire like Tail, Which is attached to the CPU. We place mouse on mouse pad.

Mouse pad: A pad on which we move the mouse.

Mouse pointer: The arrow ↑ on the Monitor. As we move the mouse, arrow moves.

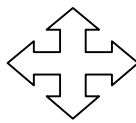
Some pointers shown below.



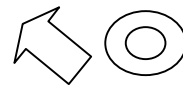
Busy



Normal



Four-headed arrow



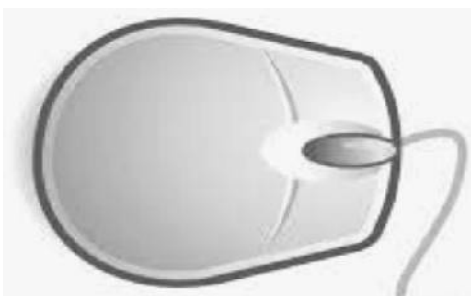
working in background

Types of mouse

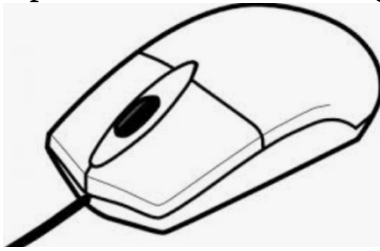
- i. Two button Mouse:



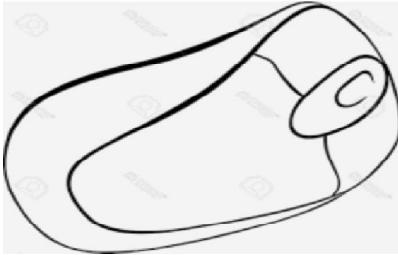
- ii. Scroll Mouse: Has a scroll wheel at middle.



- iii. Optical mouse: It Uses light for the movement of the pointer.

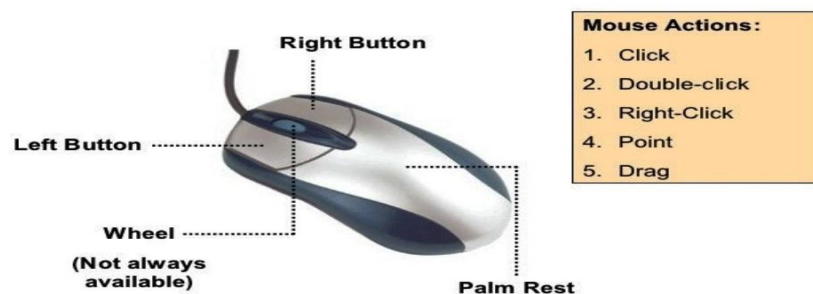


- iv. Wireless mouse: It has no any tail.



Holding and moving a mouse.

Parts of a Mouse



- We place our thumb on the desk on the left side of the mouse.
- We place index finger on the left button of mouse.
- We place middle finger on right button of mouse.
- We place ring finger and little finger rest on right side of the mouse.
- Finally we move our hands horizontally for the mouse pointer movements.

Practical junction.

- Identify the type of mouse in your computer Lab.
- Hold the mouse in the Computer Lab and place your hands in right posture and see the result.

Exercise

1. Fill up the blanks.

Optical Wireless Mouse-pad  

- i. We place the mouse on the _____.
- ii. _____ mouse has no any tail.
- iii. _____ shows normal pointer.
- iv. _____ mouse uses light for movement of pointer.
- v. _____ shows busy condition of the pointer.

2. State them True or False.

- i.  Shows normal pointer. []
- ii. Wireless mouse has long tail. []
- iii. Optical mouse has two buttons only. []
- iv. We place thumb on Right click of mouse. []
- v. We place our full hand on the mouse. []
- vi. We place mouse on the table. []

3. Match the following.

Column-A

- i. Busy
- ii. Normal
- iii. Four Headed Arrow
- iv. Working in Background
- v. Led light

Column-B

- a.  
- b. Optical mouse
- c. 
- d. 
- e. 

4. Identify the condition of pointer and write about them.

- i.  _____
- ii.  _____
- iii.   _____