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1 BOOK

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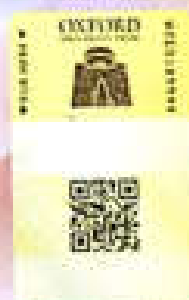
Computer Science With Application Software

THIRD EDITION



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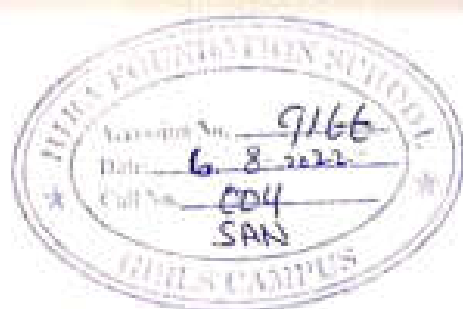
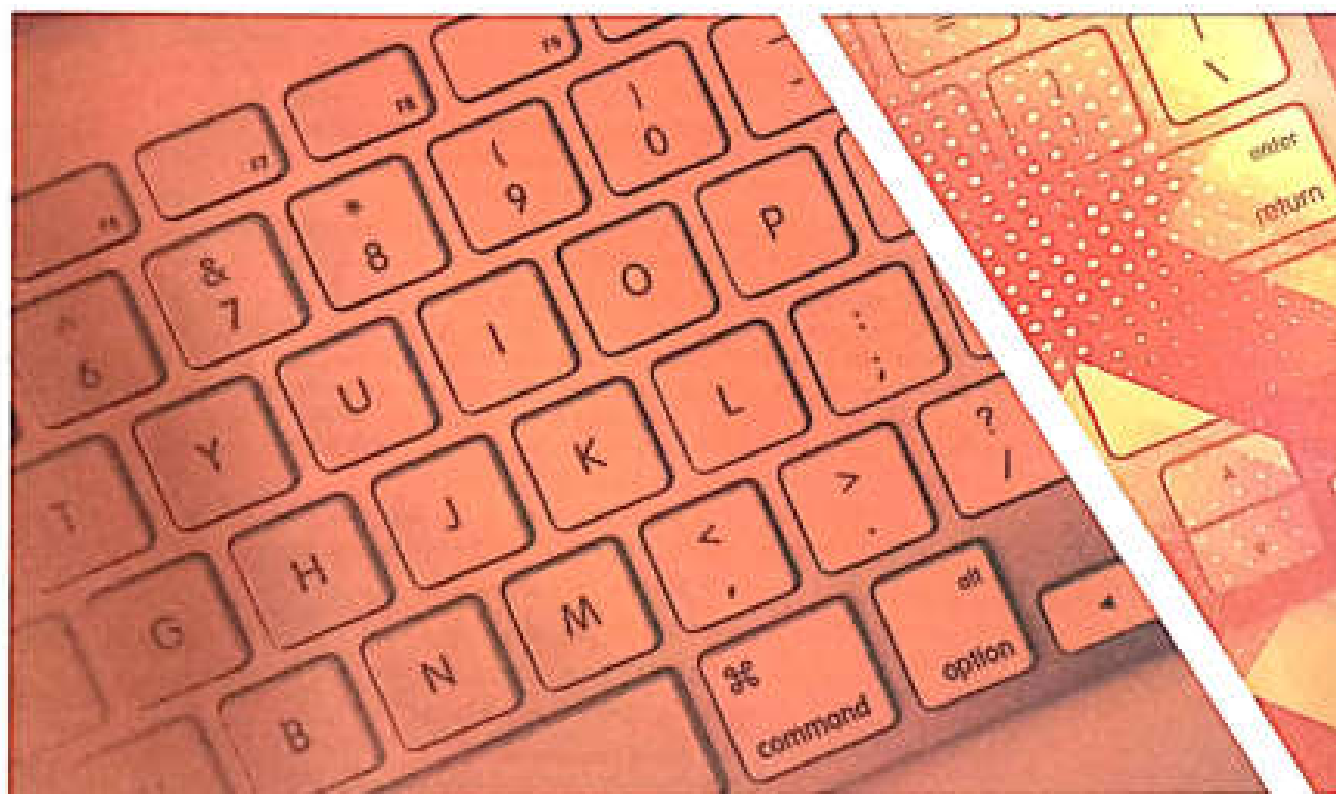


1 BOOK

# KEYBOARD

Computer Science With Application Software

THIRD EDITION



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004  
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Computer Science

004  
SAN

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# Preface

**Keyboard:** *Computer Science with Application Software* (Third Edition); a series of eight books for Classes 1 to 8; is a concerted effort to impart knowledge about computers using an interesting and interactive approach. Computer science is a fascinating and wide-ranging subject with limitless opportunities for creativity and application. Today computers influence every facet of our lives. In the highly competitive world we live in, a basic working knowledge of computers is essential for success. There is, therefore, a great desire to introduce computer education to children at an early age. There should also be enough room for them to explore and create on their own.

This series introduces the subject in language that is simple and direct. Technical vocabulary is introduced where necessary and all such terms are defined at the end of each chapter. Comic strips, icons, engaging characters, and illustrations make the learning process an enjoyable experience.

The content is based on extensive feedback from teachers, and on the latest trends in computer education. Particular care has been taken to update facts and figures, and to include information about the latest devices in the market.

The focus of Books 1 to 5 is on learning the basics of computer science; on understanding MS Office 2013 and using Kturtle, as a programming language.

Books 6 to 8 move beyond elementary concepts and introduce Publisher 2013 (Flash Version CS3), HTML 5, Dreamweaver (Version CS3), Photoshop (CS3), Microsoft Small Basic, and Visual Basic (Version Microsoft Visual Basic 2013 Express). This edition also gives them the potential opportunity for hands-on experience of sound and video editing through the programmes, Audacity and Lightworks.

With a strong emphasis on developing 21<sup>st</sup> century computer skills: critical thinking, communication, collaboration, and creativity—this edition of *Keyboard: Computer Science with Application Software* will prove to be invaluable for students and teachers.

# Key features

Each chapter in this book is introduced through two delightful characters, Goggle and Toggle.

Hi! I am Goggle. My friend, Toggle, and I will accompany you into the world of computers.



Hello there!  
My name is Toggle.



The key features in this series can be broadly divided into:

- **LEARNING TOOLS**
- **ASSESSMENT TOOLS**
- **FOR TEACHERS** the course includes teacher's notes within the Student's Books, comprehensive Teaching Guides, and an exciting new **downloadable digital resources**.

## Learning Tools

*Did You Know?* provides interesting information on the topic being covered.

### Did you know?

The mouse that you get nowadays can also be used without a mouse pad.

*Top Tip* gives students useful tips on the options available for different operations.

### Top Tip

Holding the SHIFT key when starting to draw normally makes things larger.

*Practice Time*, included after every major topic, provides situational exercises along with their solutions to reinforce learning.

### PRACTICE TIME

Soma wants to design a birthday card for Pam. Read, select and draw what she should follow to create the one shown below!

#### SOLUTION

1. Click Start ► All Programs ► Drawing for Children
2. To apply a background, do the following:
  - a. Click the Draw Backgrounds icon



## Assessment Tools

### Exercises

contain both objective and descriptive questions, and test learners on all aspects of conceptual theory covered in a chapter.

### Group Project

encourages students to collaborate and exchange ideas on common project.



### In the Lab

challenges students to apply the concepts learned to real-life situations.

### Worksheets

unit-based and conforming to the continuous assessment recommendations of various boards.

## FOR TEACHERS

- The **downloadable teaching resource** is an exciting new digital teaching aid that offers reinforcement and assessment materials.
- The **Test Generator** is an innovative, easy-to-use assessment tool. It has been designed to aid teachers in creating a variety of test papers from an extensive pool of questions for effective evaluation.



The course is also supported by:

- (a) **Teacher's Notes** within the Student's Books that provide important information and suggestions on creative approaches to a chapter or a topic.
- (b) **Teaching Guides** that include lesson plans, the complete answer key to the Student's Books, worksheets, and test papers.



**Computer Manners**  
presents computer etiquette  
in a child-friendly manner using  
cartoon strips.

**Tricky Terms** at the  
end of each chapter provides a list  
of important terms along with their  
definitions for easy  
recall.

Tricky Terms	
<b>Monitor</b> It looks like a TV and can be used to see pictures.	<b>Speakers</b> They are used to listen to recorded voice and music.
<b>CPU</b> It is the brain of a computer.	<b>Printer</b> It is used to take a copy on paper of what we see on a computer monitor.
<b>Keyboard</b> It has many keys on it. These keys are used for typing.	
<b>Mouse</b> It helps us draw pictures and point at things on the computer monitor.	

# Contents

Preface	iii		
Key Features	iv		
<b>1. A Computer</b>	<b>1</b>		
• A Machine			
• The Computer—A Smart Machine			
<i>Worksheet—1</i>	<b>6</b>		
<b>2. Parts of a Computer</b>	<b>7</b>		
• Monitor			
• CPU Box			
• Keyboard			
• Mouse			
• Speakers			
• Printer			
<i>Worksheet—2</i>	<b>16</b>		
<b>3. Uses of Computers</b>	<b>17</b>		
• Playing Games on a Computer			
• Typing			
• Making Drawings			
• Solving Sums			
• Listening to Music			
• Watching Cartoons and Movies			
• At School			
• At Home			
<i>Worksheet—3</i>	<b>25</b>		
<b>4. Know your Keyboard</b>			<b>27</b>
• Keys on the Keyboard			
• Alphabet Keys			
• Number Keys			
• Spacebar			
• Enter Key			
• Backspace Key			
• Delete Key			
<i>Worksheet—4</i>			<b>35</b>
<b>5. Computer Mouse</b>			<b>36</b>
• The Proper Way of Using a Mouse			
• Mouse Pointer			
• Mouse Actions			
<i>Worksheet—5</i>			<b>47</b>
<b>6. Drawing for Children</b>			<b>48</b>
• Starting Drawing for Children			
• Parts of the Main Window			
• Using the Tools			
<i>Worksheet—6</i>			<b>59</b>
<b>7. Notepad and WordPad</b>			<b>60</b>
• Notepad			
• WordPad			
<i>Worksheet—7</i>			<b>70</b>



# Chapter 1

## A Computer



Hi, I am Goggle! I am going to tell you about a very smart machine called the **computer**. But first, do you know what machines are?

### A MACHINE

**Machines** are things made by us. They make our work easier.

*You must have already seen many machines. Some of them are given here.*



A **toaster** is a machine found inside the house. It helps to make bread crisp and brown.



A pair of **scissors** is a simple machine used to cut paper or cloth.



A **car** is also a machine found outside the house. It is used to travel from one place to another.

Mark a tick (✓) in the box next to the machines that are usually found inside the house.


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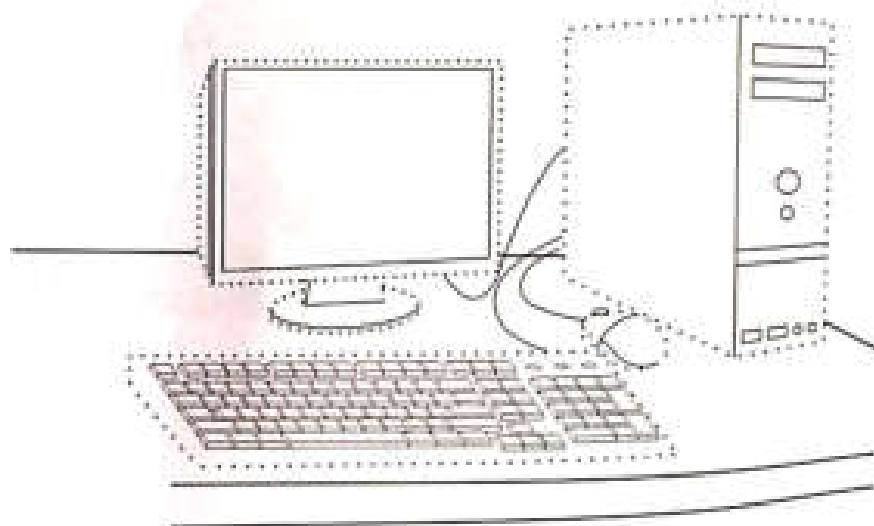
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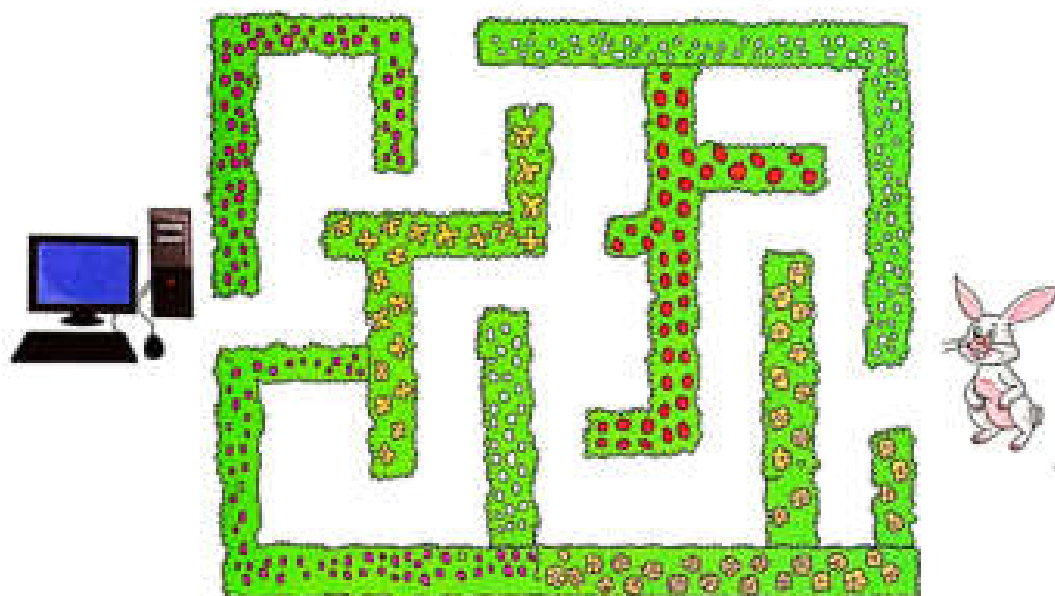
## THE COMPUTER—A SMART MACHINE

Join the dots and complete the picture. Then colour it.



This is a machine called a **computer**. A computer helps us do many things. It helps us solve sums, draw pictures, listen to music, play games, etc.

Rocky, the Rabbit, wants to play a computer game. Help him reach his computer.



## Computer Manners



Keep the computer room clean and orderly. Do not eat or drink near the computer.

## Tricky Terms



**Machines** They are things made by us.  
They make our work easy.

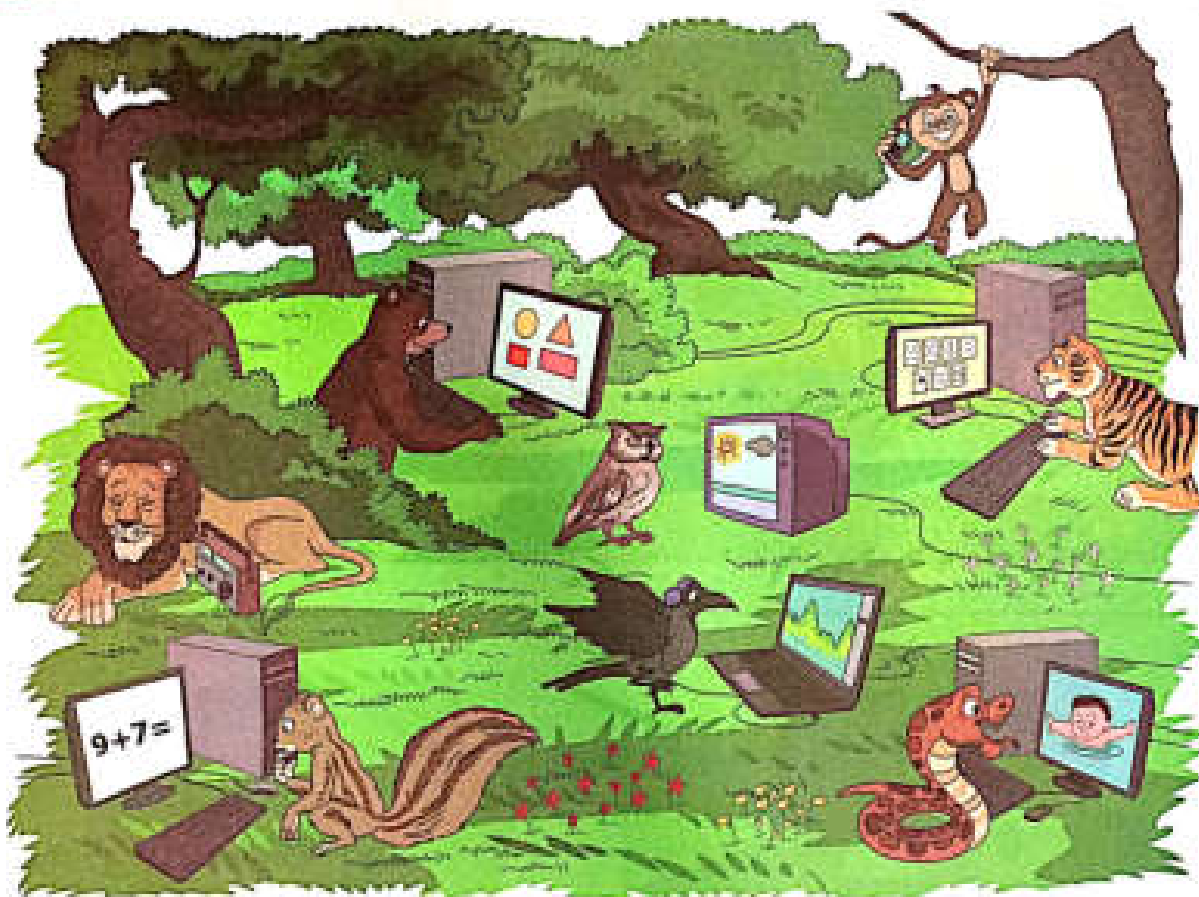
**Computer** It is a machine that helps  
us solve sums, draw pictures, listen to  
music, etc.



# EXERCISES



1. Count the number of animals using computers and write the number in the box provided.



What is the crow using? ..... Is it a computer? .....

Number of animals using computers

2. Answer the following.

- What are machines?
- Is computer a machine? Give reasons for your answer.
- Why is computer called a smart machine?
- Identify things that you must not keep on your computer table. Why is this important?
- What are the different tasks that your computer can do and you cannot?





## IN THE LAB

1. Write any three points of difference between you and a computer.
2. Take a look in and around your house and make a list of any five machines that you see. Also try to draw their pictures.
3. Do you remember your first visit to the computer lab? How exciting was that! But can you also remember what your teacher showed you? Make a list of all the wonderful new things you discovered.
4. Imagine you are taking a very special guest into the lab for their very first time. Write a short report on how you shared with them about the many different parts of the computer. Remember to show your enthusiasm!

## GROUP PROJECT

Your task is to help make the essential rules of the computer lab interesting and entertaining, so everyone wants to obey them without complaint! As a group, create your own paper poster showing these rules and make sure you all contribute and share in the experience. Have fun...and of course remember to follow the rules whenever you are in the lab! Use pictures, images, or cartoon figures as well as bold and bright colours for the text—you want everyone to take note of this very important poster!

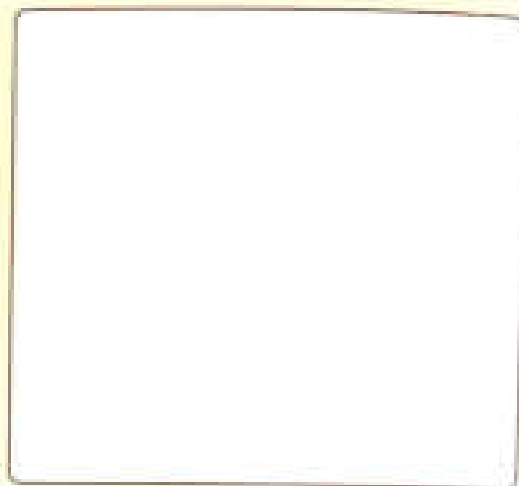


## TEACHER'S NOTES

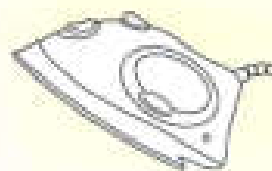
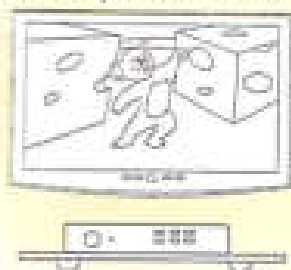
- The teacher could bring pictures of common machines and ask the pupils to identify them. Tell them about both desktop and laptop computers.
- If possible, show the pupils a short children's film or a cartoon film on the various machines invented by human beings, including the computer. Explain the importance of each of the machines in our day-to-day life.

# WORKSHEET—1

1. Connect the dots of the picture on the left, name it, and redraw the picture on the right.



2. Identify the machines, and colour the machines that you see inside the house.



3. Who am I?

a. I am a machine used to wash dirty clothes.

b. I am a machine used to cut paper.



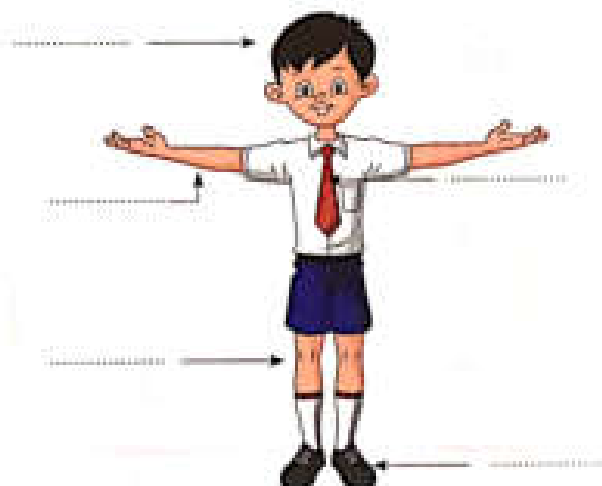
# Parts of a Computer

Our body has many parts

A computer too has many parts.

Using the given words, label the body parts in the following figure:

head, arm, chest, knee, foot

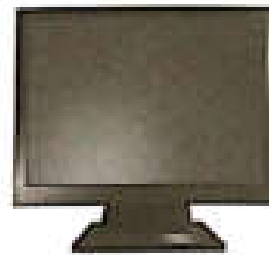


A computer is made up of the following main parts:

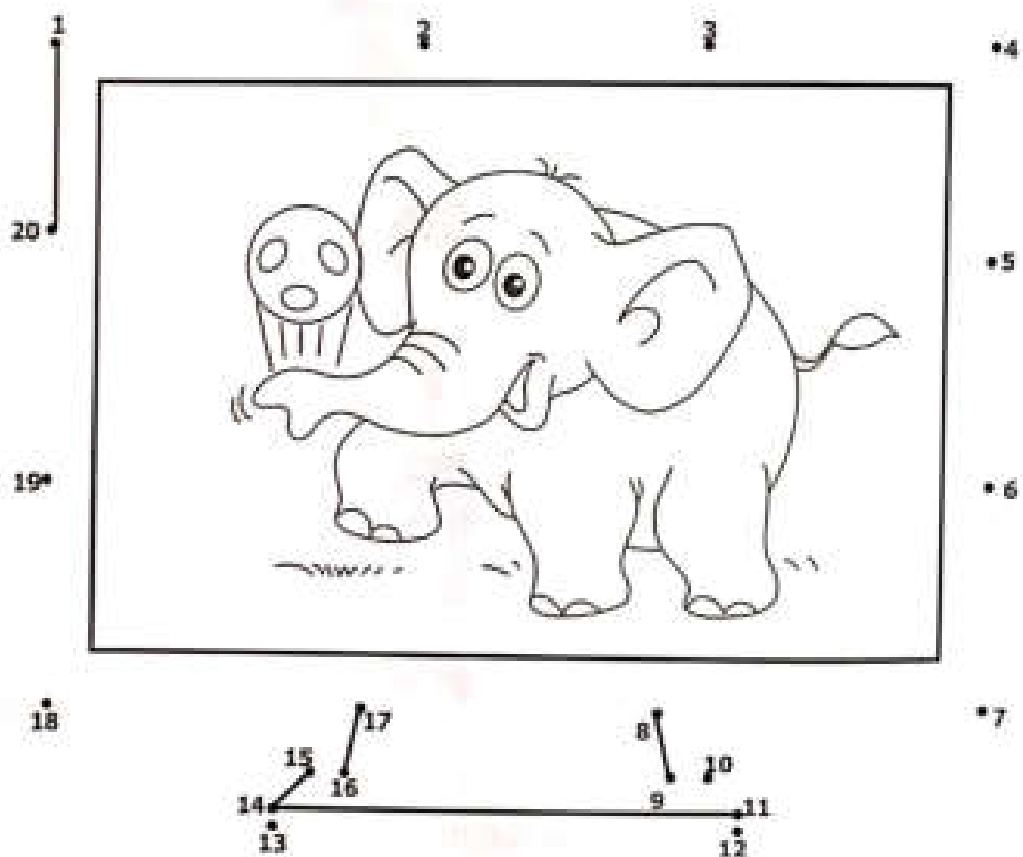
- Monitor
- CPU Box
- Keyboard
- Mouse

# MONITOR

These are called **monitors**. You will see both kinds nowadays.



Monitors look like TVs. You can see pictures and words on them.  
Join the dots from 1–20 and colour the figure.





## CPU BOX

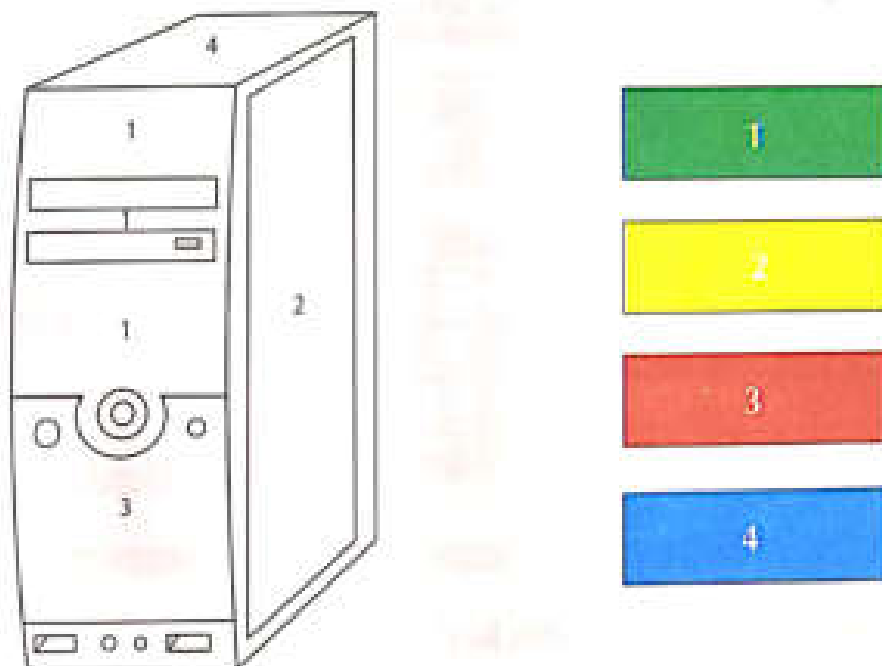


CPU box contains the CPU.

CPU stands for **Central Processing Unit**.

The CPU is the **brain** of a computer. It controls all the other parts of a computer.

Look at the numbers in the picture below. Now, use the given colour code to colour the picture.



## KEYBOARD

This is a  
keyboard

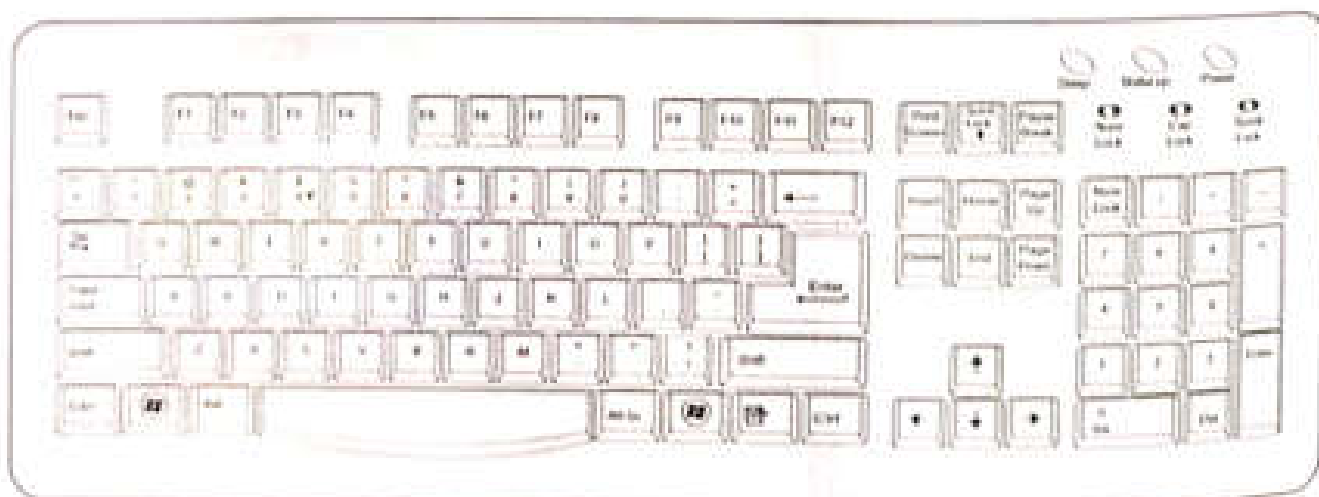


A **keyboard** has many **keys** on it. These keys are used for writing on the computer. This is known as **typing**.

To type any letter or number, press the keys.

Write your name in the blank space below.

Now, colour the keys that have the letters of your name.



Count the number of keys on this keyboard. ....

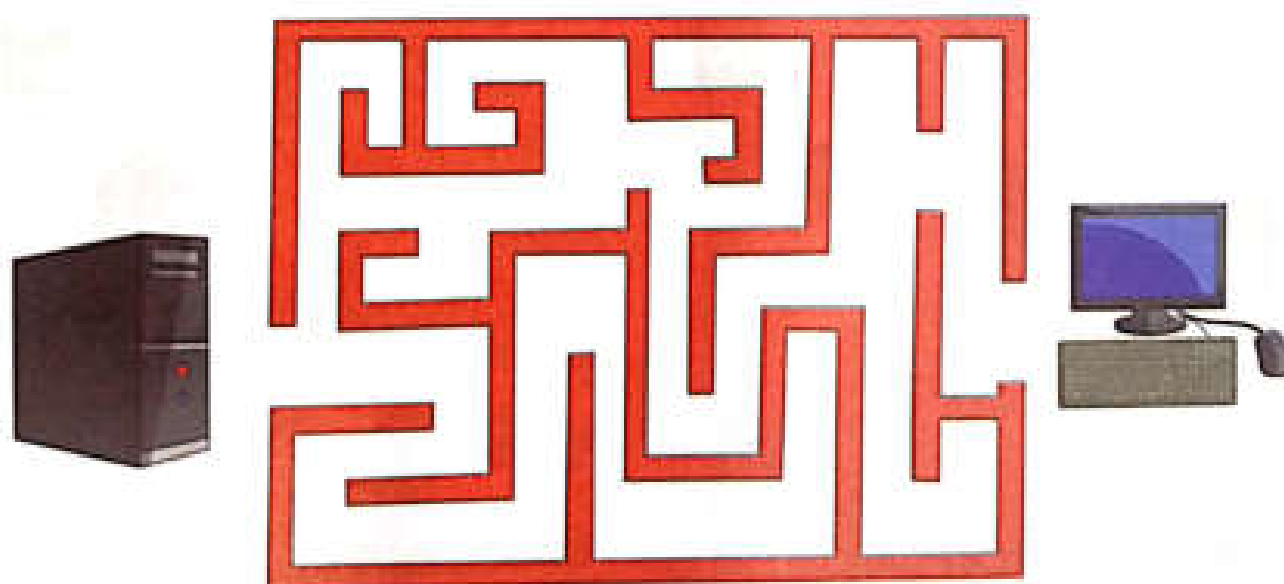
## MOUSE



The **mouse** of a computer cannot run and eat. But, like the mouse in Goggle's house, it has a long tail. It has two or more buttons.

It helps us draw pictures and point at things on a computer monitor.

The CPU in this picture does not know how to reach its Keyboard and monitor. Can you show it the way?



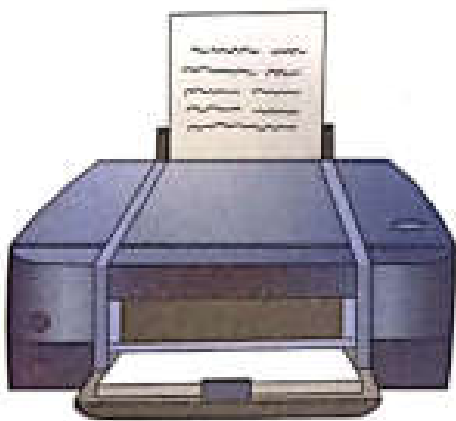
Other devices that can be attached to a computer are **speakers** and **printers**. Let us learn about these devices.

## SPEAKERS

A **speaker** is used to listen to recorded voice as well as music. Two speakers are usually attached to a computer.



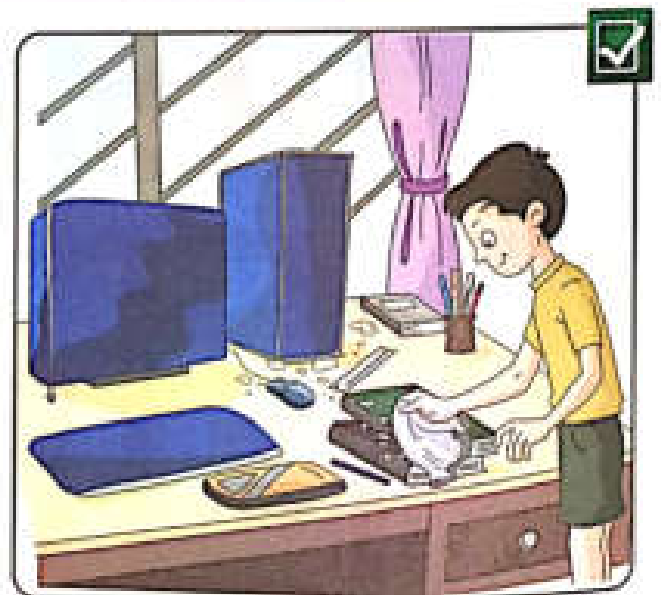
## PRINTER



Using a **printer** you can take a copy on paper of whatever you see on the computer monitor.

This copy on paper is called a **printout**.

## Computer Manners



Keep the computer covered when not in use.

## Tricky Terms



**Monitor** It looks like a TV and can be used to see pictures and words.

**CPU** It is the brain of a computer.

**Keyboard** It has many keys on it. These keys are used for typing.

**Mouse** It helps us draw pictures and point at things on the computer monitor.

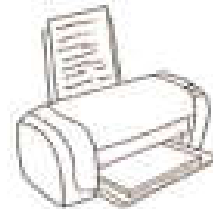
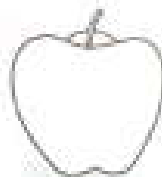
**Speakers** They are used to listen to recorded voice and music.

**Printer** It is used to take a copy on paper of what we see on a computer monitor.

## EXERCISES



### 1. Circle and colour the objects that are parts of a computer.



### 2. Fill in the blanks with the correct words.

printer

monitor

TV

CPU

typing

- A computer monitor looks like a .....
- The ..... is the brain of the computer.
- The keys of the keyboard are used for .....
- A mouse helps to draw pictures on a computer .....
- A ..... is used to take a copy of what we see on the monitor on a sheet of paper.

**3. Write T for the true statement and F for the false one.**

- a. The CPU stands for Central Pointing Unit.
- b. A keyboard has only 10 keys.
- c. A computer mouse is the brain of a computer.
- d. A computer mouse helps to point at things on a computer monitor.
- e. Speakers are used to listen to music.

☐  
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**4. Answer the following.**

- a. Name the main parts of a computer.
- b. Compare the common features between a monitor and television.
- c. Why is the CPU essential for the computer to work properly?
- d. Is it possible to print information from a computer screen using a device?
- e. What does a computer mouse do?



**IN THE LAB**

- 1. Visit the computer lab to see and identify the different parts of a computer.
- 2. Make a list of all the parts of a computer that you saw and try to draw their pictures.
- 3. Write down the answers to these statements on different pieces of paper and put them by each part.
  - i. I help enter information into the computer.
  - ii. I am used to point at things and select them.
  - iii. I help produce sound.
  - iv. I am the brain of the computer.
  - v. I can help you get a printed copy.
- 4. Look carefully at the computer and see how it is joined together by cables. Which parts are connected to electricity?
- 5. Just to make sure you know the essentials—explain how to start up and close down the computer.

## GROUP PROJECT

So, let's explore typing and printing. Give your group a fun name and with your teacher's guidance type it into the computer. Each member of the group can then type in their own names. Again with your teacher's guidance, make a paper printout of your efforts. You may like to proudly display your first printout on the wall near your computer. Well done!

## TEACHER'S NOTES

- The teacher could point to the various parts of a computer and quiz the students on naming those parts. Their functions could also be discussed.
- One could also demonstrate typing simple words on a computer, and then take a printout to explain the concepts of typing and printing on paper.

## WORKSHEET—2

1. Search and circle the names of five computer parts in the grid given below.

C	M	O	N	I	T	O	R	T	M
P	L	P	T	T	M	R	K	R	O
U	K	E	Y	B	O	A	R	D	U
F	K	N	E	W	U	T	L	A	S
S	P	E	A	K	E	R	P	S	R
S	Y	S	T	E	M	U	N	I	T

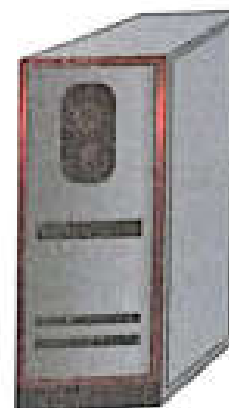
2. Match the following.

- |             |                            |
|-------------|----------------------------|
| a. CPU      | a. typing                  |
| b. keyboard | b. looks like a television |
| c. monitor  | c. brain of a computer     |

3. Write the names of the two parts of a computer shown below.

a. ....

b. ....





## Chapter 3

# Uses of Computers

What can you do with a TV? You can listen to music, watch cartoons, and movies too! Look at Mariam. She is enjoying a cartoon film on her TV.



You can do all of these things on a computer also, and more!

On a computer, you can even play games, type, make drawings, and solve sums.

### PLAYING GAMES ON A COMPUTER

We can play games like cricket, racing, chess, and basketball on the computer.



Cricket



Racing



Chess



Basketball

## TYPING

We use a **keyboard** to write on the computer. The keyboard has many **keys**. These keys are pressed to write words and numbers. This is called **typing**.

We all have written on paper with a pencil. But look at Ahad! He is writing using the keyboard of a computer. This is called **typing**.



## MAKING DRAWINGS



Draw your favourite fruit on the monitor. Now colour the fruit.



## SOLVING SUMS

A computer can also be used to solve sums. Ayesha is adding numbers on the computer. Isn't that a great way to do math?



## LISTENING TO MUSIC



We can also play songs and listen to music on a computer. Sameer, Mashal, Adam, and Hina are having fun, aren't they?



## WATCHING CARTOONS AND MOVIES

Kashif and his friends are watching a cartoon film on the computer.



## AT SCHOOL

Have you seen computers in your school? They are very useful for teachers too!



Computers are used for **teaching**.



Computers are also used for preparing **exam results**.

## AT HOME

You can also use computers for making **project reports** and **doing homework**. They are also used to **send emails**, which are like the letters you post at the post office.



Making **project reports**



Sending **emails**

## Computer Manners



Often you may have to share a computer in the lab with your classmate. Share the computer and work together so that you can finish the work given to you by your teacher in time.

## EXERCISES



1. Bunny the Rabbit, is doing different things in the pictures shown below. Mark with a tick (✓) or a cross (X) in the given boxes, the things that you think can or cannot be done on a computer.



Playing games

☐


Cooking

☐



Writing letters ☐



Washing dishes ☐

**2. Fill in the blanks with the correct words.**

pictures      games      music      sums      type

- You can play ..... on a computer.
- You can ..... a letter on a computer.
- We can draw ..... on a computer.
- We can solve ..... on a computer.
- We can listen to ..... on a computer.

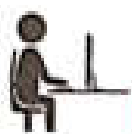
**3. Write T for the true statement and F for the false one.**

- A computer is used in school for preparing results.
- A teacher can use a computer to teach students.
- A computer cannot be used to send mails.
- You can make projects using a computer.
- You cannot watch movies on a computer.

☐  
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☐

**4. Answer the following.**

- How can you use a computer to help you with your schoolwork?
- List the things you do on a computer for entertainment.
- What is the difference between playing cricket on a computer and on the field?



## IN THE LAB

1. Visit your school computer lab and learn to play games, draw, and type using a computer.
2. Using a computer program chosen by your teacher, try to draw an image on the computer, just like Wajiha on page 19 of your Keyboard book. Can your friends guess what you have drawn?
3. It is always good to say 'Thank you'; try writing a thank you note to your friend for a present they have given you. Your teacher will help choose the computer program for this activity.
4. Use the calculator app on the computer to solve the following sums:
  - i.  $4 + 1 =$
  - ii.  $5 + 3 =$
  - iii.  $3 + 6 =$
  - iv.  $2 + 3 =$

## GROUP PROJECT

Computers are great for watching films and listening to music just like Sameer, Mashal, Adam, and Hina are doing on page 20 of your Keyboard Book. Now it is your group's turn to see how to use the computer for this activity. Work out what the steps are to do this and then decide who is going to do each task. (Remember things like making sure the speakers are turned on, how to control the volume, how to turn the computer on, how to start a cartoon film or music, and how to turn it all off at the end). Enjoy!

## TEACHER'S NOTES

The teacher could hold a class discussion on the different kinds of games that can be played on a computer. Children could also be asked how playing games on a computer is different from playing, say, a game of football on a sports field.



## WORKSHEET—3

1. Look at the pictures given below and complete the sentences.



Wajiha is ..... a picture on her computer.

The children are dancing to .....  
from a computer.

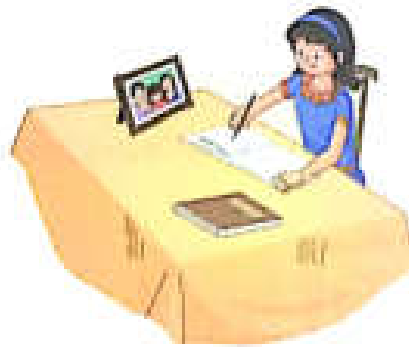


Akram is making a ..... on his computer.

Ayesha is ..... sums on her computer.



2. Identify what is happening in the pictures below.



How many of these activities can be done on a computer? .....

3. Mark a tick in the box next to the activity that can be done using a computer in the school.

a. teaching

☐

b. preparing exam results

☐

c. washing clothes

☐

d. solving sums

☐

e. cooking food

☐

f. making Drawings

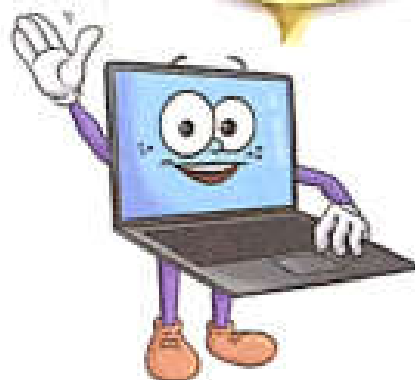
☐

## Chapter 4

# KNOW YOUR KEYBOARD



Hey! I want you all to meet my friend, **Toggle**, today. He knows a lot about computers.



Hi! I am Toggle. We will talk about keyboards in this lesson.

A **pencil** or a **pen** is needed to write in a notebook. But we cannot use a pencil or a pen for writing on a computer. For that, we need a **keyboard**.

### KEYS ON THE KEYBOARD

We can type by pressing **keys** on the keyboard of a computer.

The keys on a keyboard are different from the keys used to open locks.



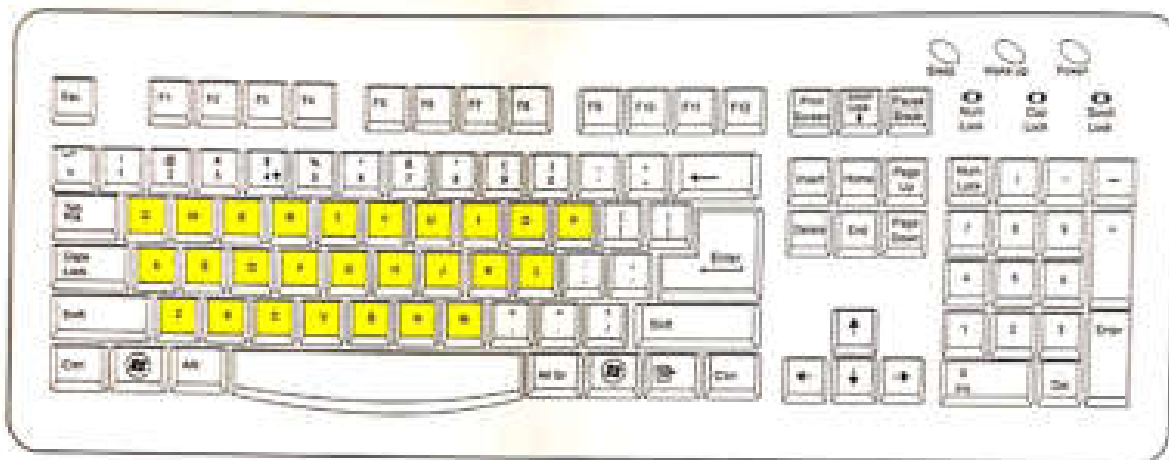
In this chapter, we will learn about the following keys:

- Alphabet keys
- Number keys
- SPACEBAR
- ENTER key
- Backspace key
- Delete key

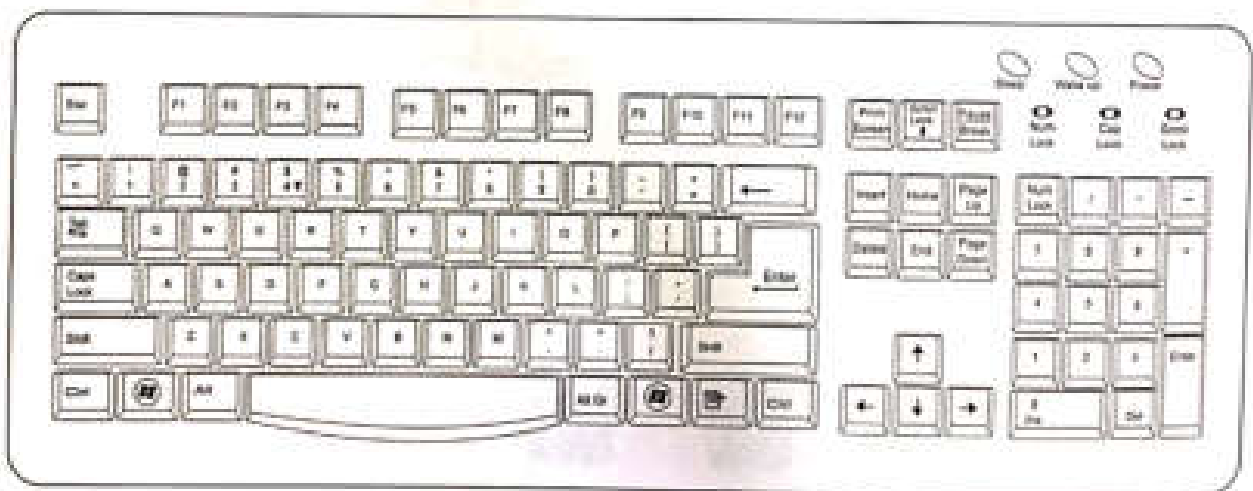
## ALPHABET KEYS

The **alphabet keys** are used for typing words and sentences. Look at the figure given below. Only the alphabet keys are coloured.

*Your keyboard may look slightly different from the one given here.*



Colour the letters of your name in blue.



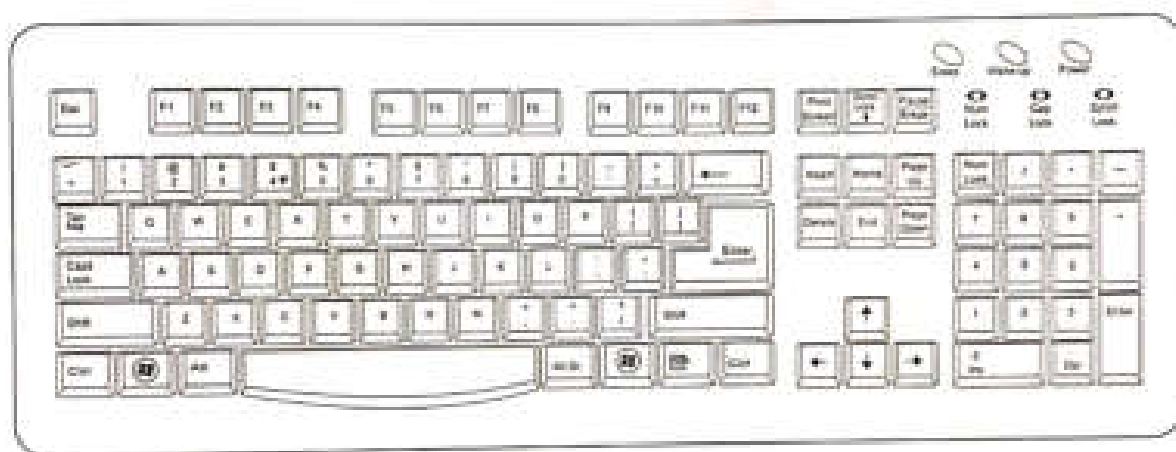
## NUMBER KEYS

The **number keys** are used for typing numbers. These keys are also known as **numeric keys**.

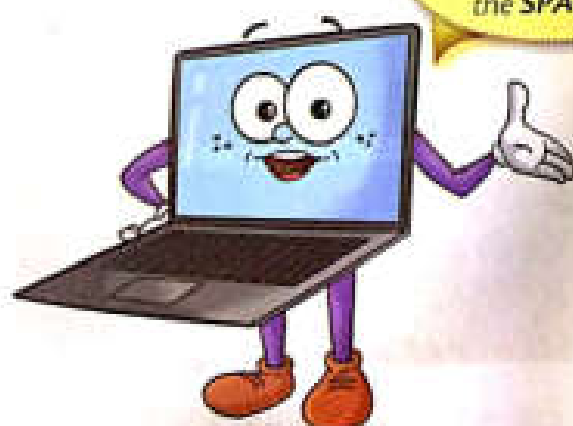
Look at the figure below. There are two sets of **number keys**. Only the number keys are coloured.



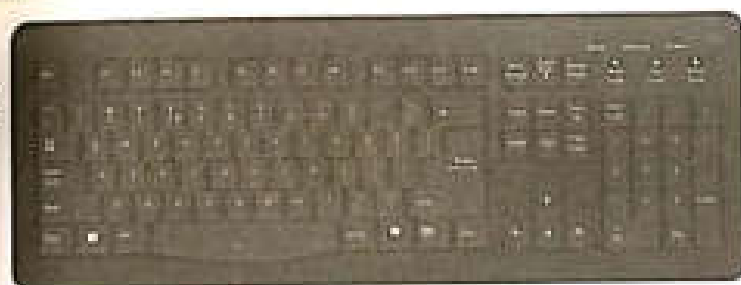
Colour the keys in green that form your birth year in both the sets of number keys.



## SPACEBAR



The longest key on the keyboard is called the **SPACEBAR**.



SPACEBAR

The **SPACEBAR** key is used to insert blank spaces between two words or letters.

## ENTER KEY

ENTER keys come in two shapes. You will see both kinds on keyboards.



The **ENTER** key is pressed to move to the next line.

## BACKSPACE KEY

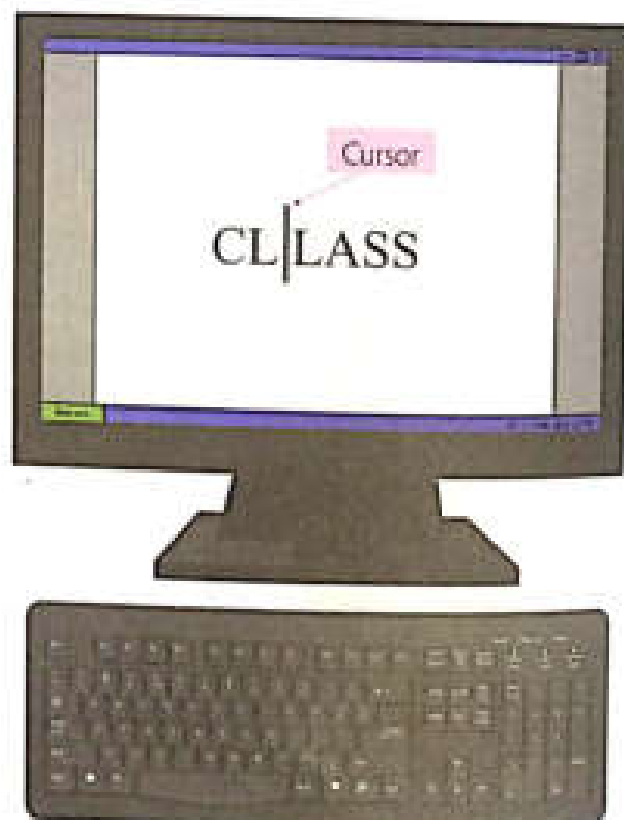


When pressed, the **BACKSPACE** key erases anything typed on the left side of the **cursor**.

The **cursor** is the blinking line that you see on the screen.

In this example, you need to correct the spelling of 'CLLASS' to 'CLASS' (Fig. 4.1).

Place the cursor after the first 'L' and then use the **BACKSPACE** key to erase the extra 'L'.



**Fig. 4.1** Using the **BACKSPACE** key

## DELETE KEY



When pressed, the **DELETE** key erases anything typed on the right side of the cursor.

In this example, you need to correct the spelling of 'COMPUTYER' to 'COMPUTER' (Fig. 4.2).

Position the cursor after 'T' and then use the DELETE key to erase 'Y'.

Colour the keys according to the following colour codes:

ENTER—Purple      SPACEBAR—Orange  
BACKSPACE—Green      DELETE—Red



Fig. 4.2 Using the DELETE key



## Tricky Terms

**Alphabet keys** They are used for typing words and sentences.

**Number keys** They are used for typing numbers.

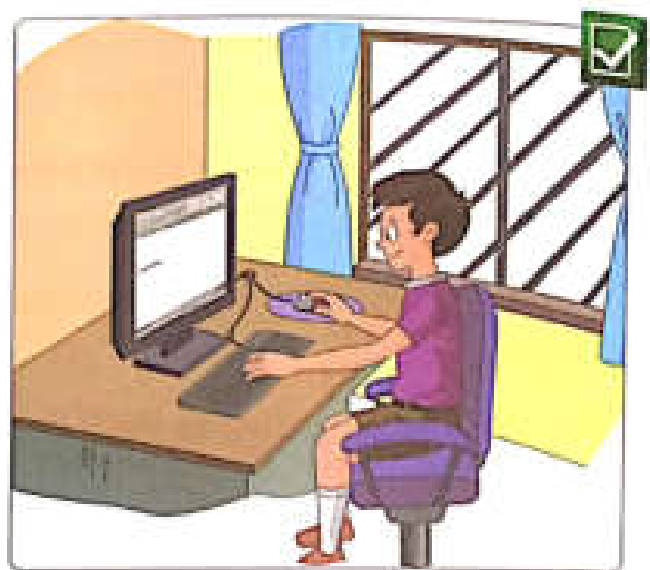
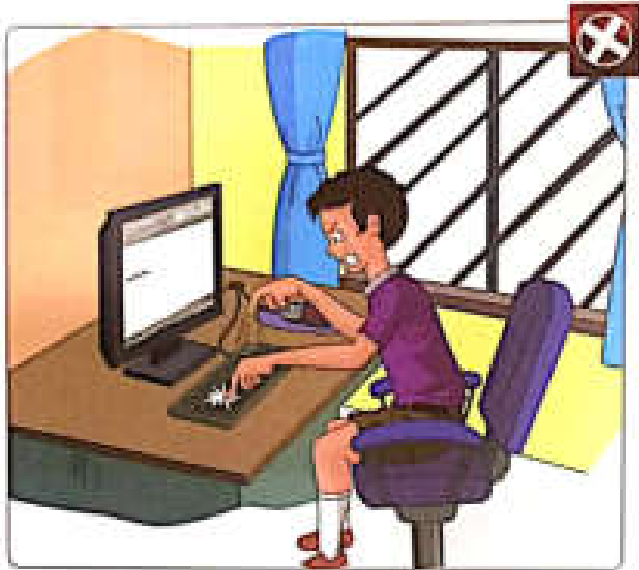
**SPACEBAR** It is used to insert blank spaces.

**ENTER key** It is used to move to the next line.

**Backspace key** It is used to delete a character typed on the left side of the cursor.

**Delete key** It is used to delete a character typed on the right side of the cursor.

## Computer Manners



The keys on a keyboard should be pressed gently. Pressing hard on the keys can damage the keyboard.

## EXERCISES



### 1. Fill in the blanks with the correct words.

two      keys      Enter      spacebar      keyboard

- We need a ..... to write on a computer.
- You can type by pressing ..... on a keyboard.
- There are ..... sets of number keys.
- The longest key on the keyboard is called the .....
- The ..... key is pressed to move to the next line.



2. Jumbo, the Elephant, wants to play a game on the computer but some of the keys of his keyboard have fallen into a pond. Identify the keys of Jumbo's keyboard that have fallen into the pond, and write them in the space provided.



### MISSING KEYS

.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

### 3. Answer the following.

- What is the longest key on the keyboard called and what is it used for?
- Which keys help you to correct mistakes?
- What is the function of a cursor?
- What are the different types of keys on a keyboard?
- Can you use alphabet keys to delete a word? Give your reason for your answer.



## IN THE LAB

1. Visit the computer lab of your school and look at the different keyboards attached to the computers. Do all look the same or are they different from each other. Identify the various keys of the keyboard you have learnt in this chapter.
2. Let's play Bingo! As letters are called out, type them in to form three letter words. You may need to take it in turns to type in the words, if you are sharing a computer with other students.
3. Which key would you use?
  - i. to type a phone number
  - ii. to delete a word on the left hand of the cursor
  - iii. to create a space between two words
  - iv. to type words
  - v. to move to the next line
  - vi. to delete a number on the right hand of the cursor

## GROUP PROJECT

Now for some fun math. Take turns to type your names and birthdate. Type the current year and calculate your ages. How many of you have birthdates in the same month? Now add all your ages together. See if you can make the total number of your ages fill your screen.

## TEACHER'S NOTES

- The teacher should point out that there are two sets of numeric keys on a keyboard. To avoid confusion, the usage of the set that requires knowledge of the NUM LOCK key can be taught at a later stage.
- The teacher could also point out that the ENTER key on the NUM pad is convenient to use when the calculator is being used. This is because while using the calculator only the keys on the NUM pad are usually required.

# WORKSHEET—4

1. Colour the boxes that make the names of the following keys in the grid below:  
SPACEBAR DELETE ENTER BACKSPACE

A	A	S	R	T	Y	E	W	A
D	F	P	R	E	Z	X	X	C
V	B	A	N	M	K	L	A	S
B	A	C	K	S	P	A	C	E
A	F	E	R	T	Y	H	G	N
S	G	B	M	N	T	P	O	T
F	H	A	D	E	L	E	T	E
G	J	R	G	F	D	E	S	R

2. Who am I?

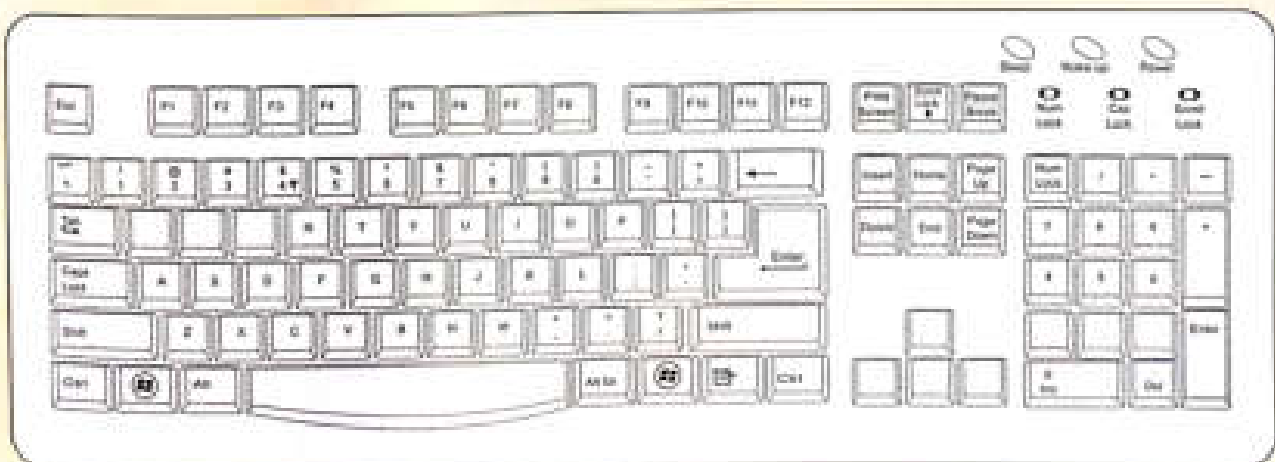
Backspace

Enter

Spacebar

Delete

- I am the longest key of the keyboard. ....
  - I am the key used to delete the character to the right of the cursor. ....
  - I am the key which helps you delete the character to the left of the cursor. ....
  - I am the key used to move to the next line .....
3. Look at the picture carefully. Circle and write what is wrong with it.



## Chapter 5

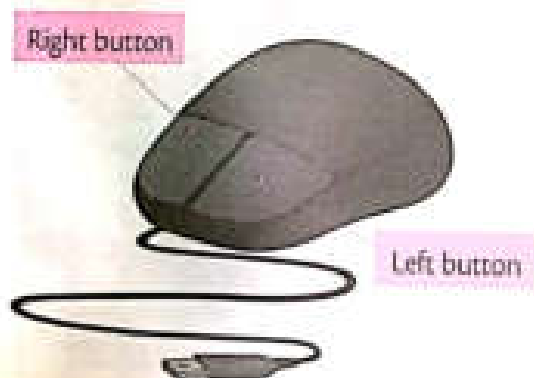
# Computer Mouse



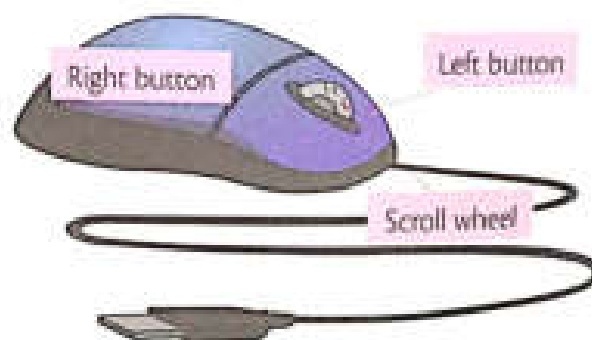
Do you know that the house mouse and the computer mouse are different? A computer mouse has buttons on it!



Look at the buttons on a computer mouse carefully. A computer mouse can have two or more buttons. Nowadays, there is also a mouse with two buttons and a **scroll wheel** at the centre. The scroll wheel helps you move up and down a page.

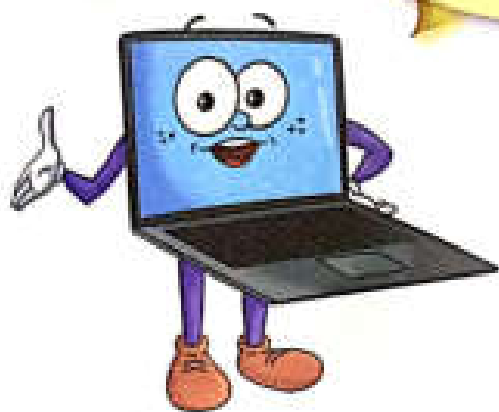


Two-buttoned mouse



Mouse with two buttons and a scroll wheel

## THE PROPER WAY OF USING A MOUSE



Do you know, Goggle, that there is a proper way of placing the computer mouse?

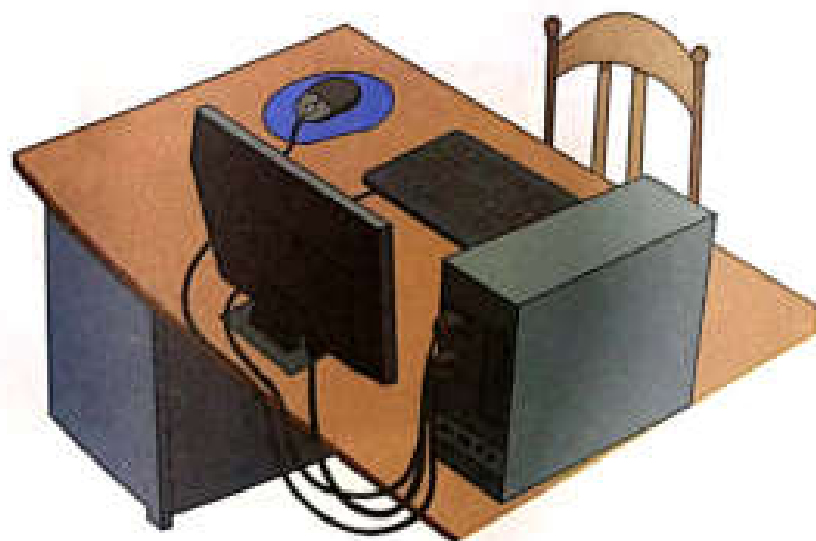
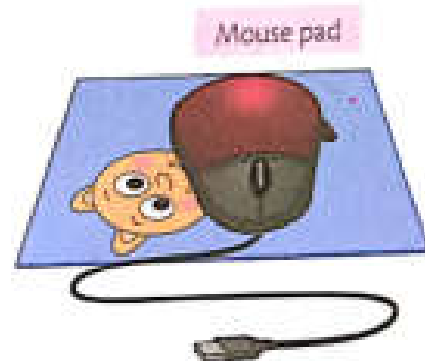
Is there? What's the proper way then, Toggle?



The proper way to place the mouse is on a **mouse pad**. Just as you sit on a chair, there is a special seat for the mouse called the **mouse pad**.

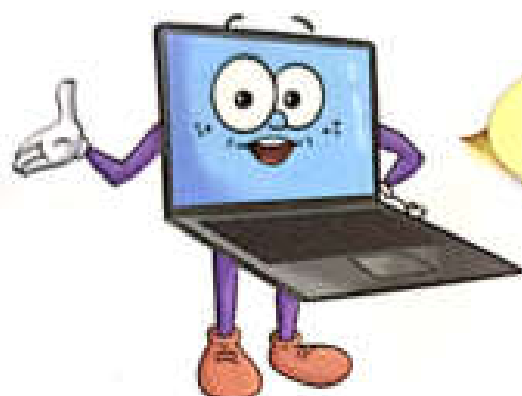
Also, the buttons of the mouse should always point towards the computer. It becomes easy to use the mouse that way. The mouse should not be turned sideways.

Look at the picture below carefully. The mouse has been placed properly on a mouse pad and is pointing towards the computer.



### Did you Know?

The mouse that you get nowadays can also be used without a mouse pad.

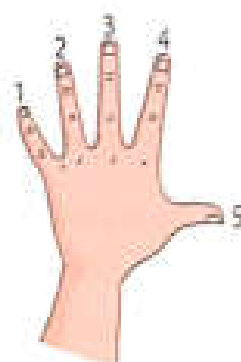


Yes, there is! But let us first number the fingers of our hands.

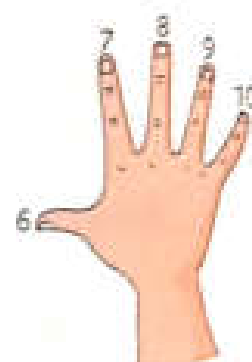
Toggle, is there also a proper way of holding the mouse?



Look at the pictures of our left and right hands. These pictures tell us how to number our fingers.



Left hand



Right hand

Look at Mashal and Ali. Ali is **right-handed** and Mashal is **left-handed**.

How will each of them hold a computer mouse?



Mashal



Ali

This is how Ali would hold a computer mouse. He would put finger 7 on the left button of the mouse, and finger 8 on the right button of the mouse.



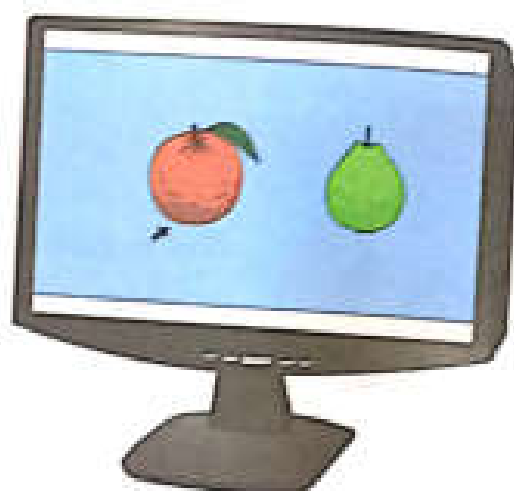
This is how Mashal would hold a computer mouse. She would put finger 3 on the left button of the mouse, and finger 4 on the right button of the mouse.

## MOUSE POINTER

Look at the children playing in the park. Can you see Ibrahim pointing his finger at Mohid?



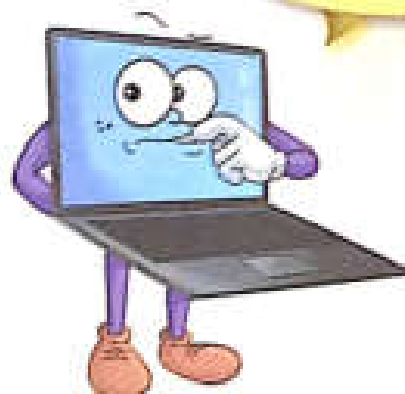
How do you point at something on the computer monitor?



Mouse pointer



Do you notice that there is an arrow on the computer monitor?



The arrow on the computer monitor is called the **mouse pointer**. When you move the mouse on the mouse pad, the mouse pointer on the monitor also moves.

## MOUSE ACTIONS

Try pressing a button on the mouse. Did you hear a click sound? This action is called **clicking** the mouse.

When we use the mouse, a tilted arrow, , known as a pointer, appears on the screen. This pointer helps in pointing and selecting objects on the screen.



There are four mouse actions:

- Left click
- Double-click
- Right-click
- Drag-and-drop

### left click

To **left click**, gently press the left mouse button once and release it (Fig. 5.1). In short, this action is called 'to click the mouse'. On doing this, the mouse makes a clicking sound.

A click is generally used to select an item on the monitor.

### Double-Click

To **double-click**, gently press the left mouse button twice within a short period of time and release it (Fig. 5.2).

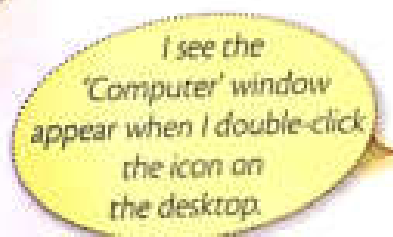
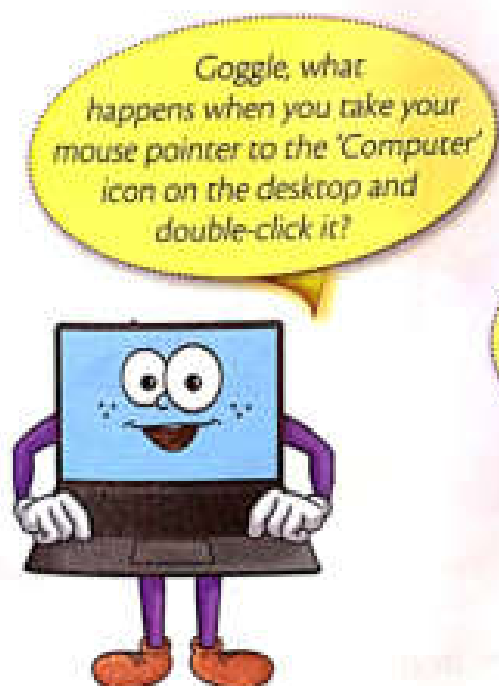
A double-click is generally used to open a window on the computer (Fig. 5.3).

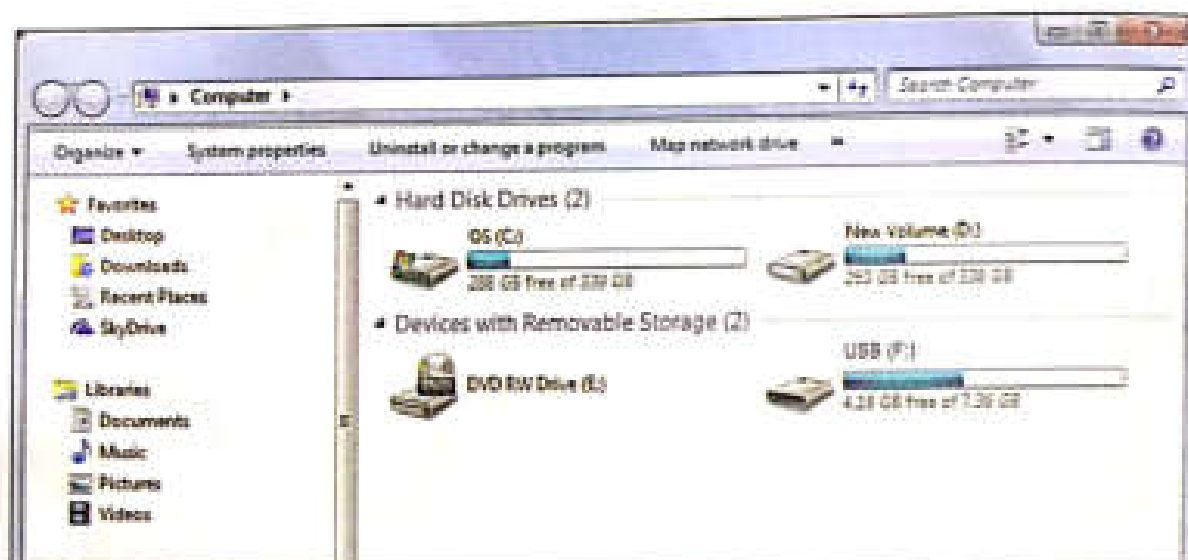


Fig. 5.1 Clicking the mouse

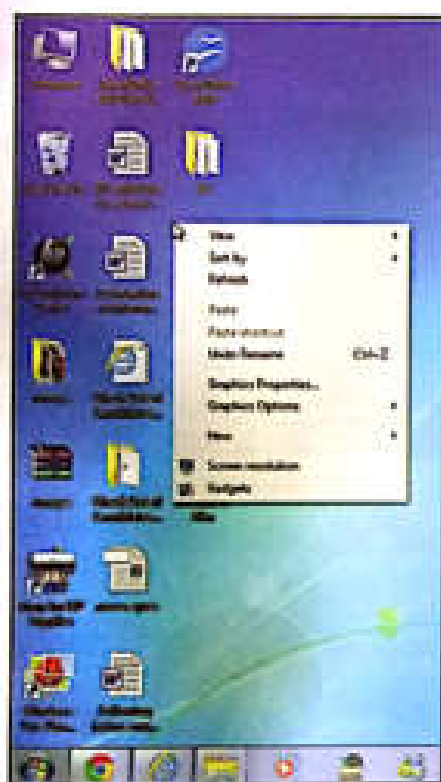


Fig. 5.2 Double-clicking the mouse





**Fig. 5.3** Double-clicking the mouse opens a new window



**Fig. 5.4** Right-clicking the mouse shows a list of commands

## Right-Click

To **right-click**, press and release the right mouse button once (Fig. 5.4). Right-clicking shows a list of things one can do, i.e., a list of commands that one can select from.



## Drag-and-Drop

The **drag-and-drop** action is used to move an item from one position to another on the monitor with the help of the mouse [Figs. 5.5(a)–(c)].

**Step 1:** Place the mouse pointer on the 'Computer'. Press and hold the left mouse button.



**Fig. 5.5(a)** Mouse pointer on the icon

**Step 2:** Still holding the button, drag the icon to the position where you want the 'Computer' icon to be.

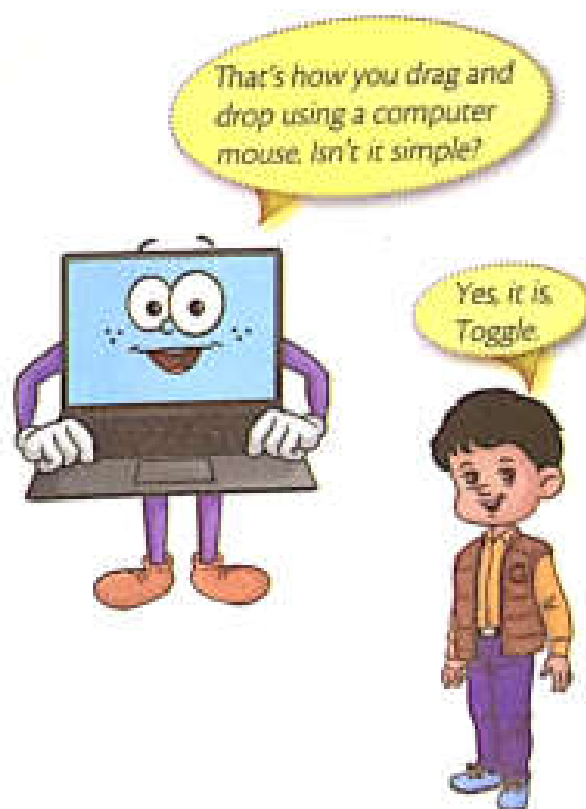


**Fig. 5.5(b)** Dragging the icon

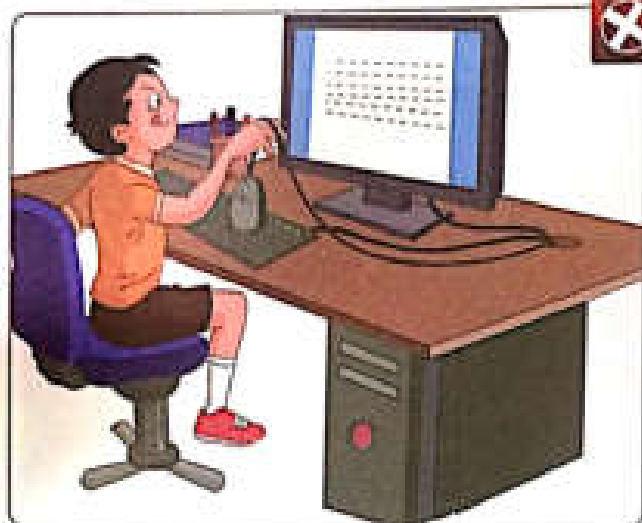
**Step 3:** Release the mouse button.



**Fig. 5.5(c)** Mouse button released to place (or drop) the icon



## Computer Manners



A computer mouse should be held properly. Do not play with its wires or pull them because that can prevent the mouse from working properly.

## Tricky Terms



**Mouse pad** It is a special seat for the computer mouse.

**Mouse pointer** It is the arrow on the computer monitor.

**Scrolling** moving a page up or down on a computer screen

**Clicking** pressing the left mouse button once and releasing it

**Double-clicking** pressing the left mouse button twice within a short period of time and releasing it

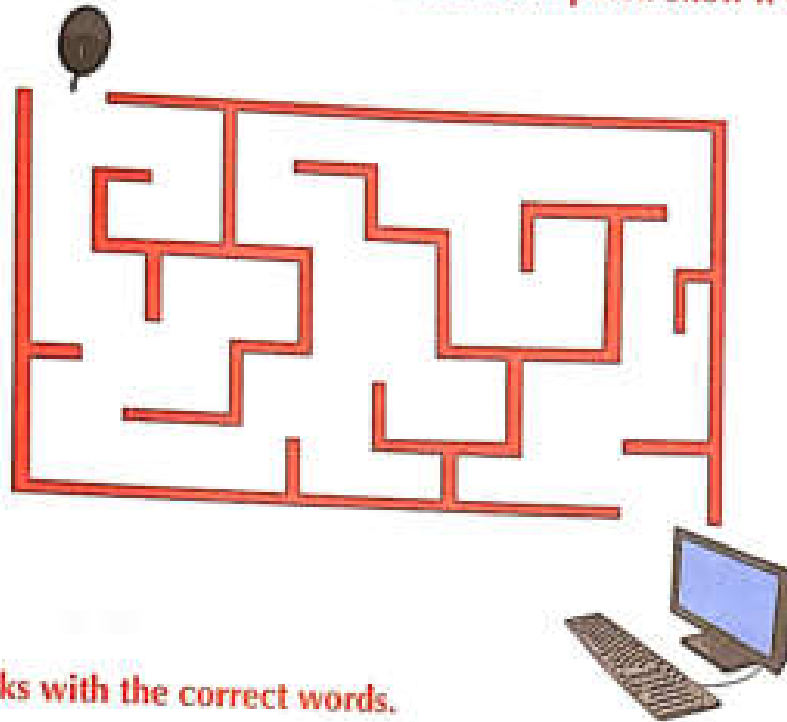
**Right-clicking** pressing and releasing the right mouse button

**Drag-and-drop** a mouse action used to move an item from one position to another on the monitor

## EXERCISES



1. Micky, the computer mouse, wants to reach its computer. Show it the right path.



2. Fill in the blanks with the correct words.

Double-click

move

mouse pad

Right

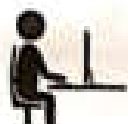
Click

- A ..... is the special seat for a computer mouse.
- ..... is generally used to select an object.
- ..... is generally used to open a window.
- .....-click is used to show a list of commands on the monitor.
- Drag-and-drop is used to ..... an object from one position to another on the monitor.

3. Answer the following

- What is the primary function of a computer mouse?
- What happens when you press the buttons on the mouse?
- What does the scroll wheel do?
- How has the mouse made it easier for us to use the computer?

- e. List the correct ways of using a mouse.
- f. Imagine your friend is right-handed and you are left-handed. Explain the different ways you will use the mouse.



## IN THE LAB

1. Visit the computer lab and look at the mouse devices attached to the computers. They may be slightly different from each other. Request your computer teacher to demonstrate various mouse actions such as moving and clicking.
2. Explore the anatomy of your computer mouse! What happens when you move the pointer, scroll up and down, left click, right click, and double click? Compare what happens on your screen with what happens in the pictures in your Keyboard book on pages 41 and 42. Are they the same?

## GROUP PROJECT

'Toggle', in your Keyboard book on page 43, says it is simple to 'drag and drop' using a computer mouse. Do you agree? Following the Steps 1, 2, and 3 on page 43 take it in turns to drag and drop the icons that your teacher has put on your monitor screen. Can you create a pattern with them? Can you put them in alphabetical order? Can you put them all in one area of the screen or in the four corners? Decide as a group which display looks the best and make sure you all have a go at dragging and dropping.

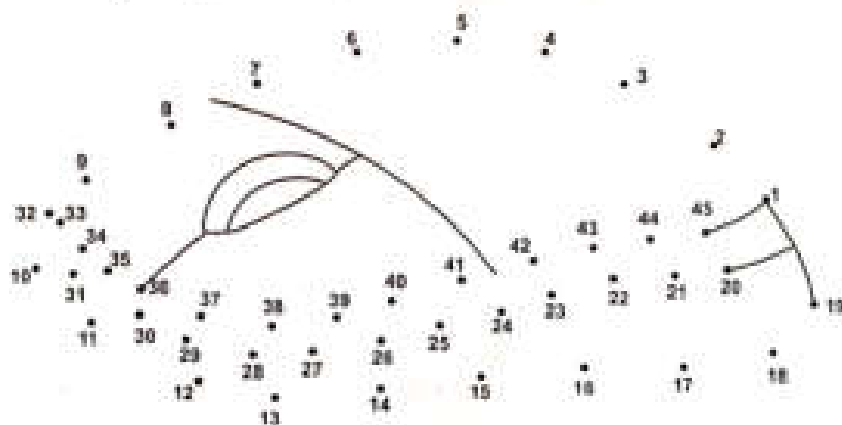


## TEACHER'S NOTES

- Various kinds of mouse devices such as a two-buttoned mouse, scroll mouse, trackball mouse, and optical mouse could be shown to pupils. Their differences and advantages could also be discussed.
- The teacher could point out that a left-handed child and a right-handed child would hold a computer mouse differently and, if possible, demonstrate it in class.
- A brief explanation of the terms **desktop**, **icon**, and **file** would be required during the course of the lesson.

## WORKSHEET—5

1. Join the dots from 1 to 45 and see what shape you get. Write the name of the object in the space provided.



2. Look for the following four mouse actions in this grid and encircle the words.

CLICK

DOUBLE-CLICK

DRAG-AND-DROP

RIGHT-CLICK

D	A	D	S	C	E	R
O	F	R	D	L	R	I
U	G	A	F	I	W	G
B	R	G	G	C	A	H
L	E	A	B	K	S	T
E	T	N	U	P	Q	C
C	Y	D	T	L	Z	L
L	B	D	P	K	D	I
I	N	R	O	N	G	C
C	J	O	I	C	H	K
K	M	P	J	R	B	N

3. Answer the following.

- a. Number of mouse actions. ....
- b. To select a file, will you click or double-click the mouse button? .....

## Chapter 6

# Drawing for Children

Hi friends!  
How about doing a bit  
of drawing today? Not  
on paper, but on the  
computer!



**Drawing for Children** is a fun program in which you can draw and colour pictures.

### STARTING DRAWING FOR CHILDREN

To start the program:

Click **Start ▶ All Programs ▶ Drawing for Children**.

The main screen appears.

#### Top Tip

To get more colours, click the **Drawing Color** button to get the **Color** dialog box. Select a new colour and click **OK**.

### PARTS OF THE MAIN WINDOW

The main parts and tools are shown in Figure 6.1.

### USING THE TOOLS

#### Selecting a Colour

To select a colour you like, click the required colour in the **color box**.

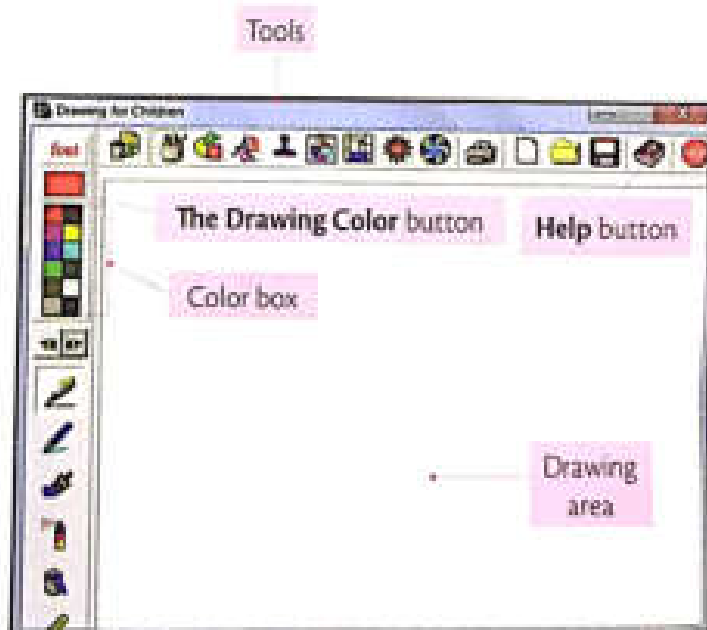


Fig. 6.1 Drawing for Children window

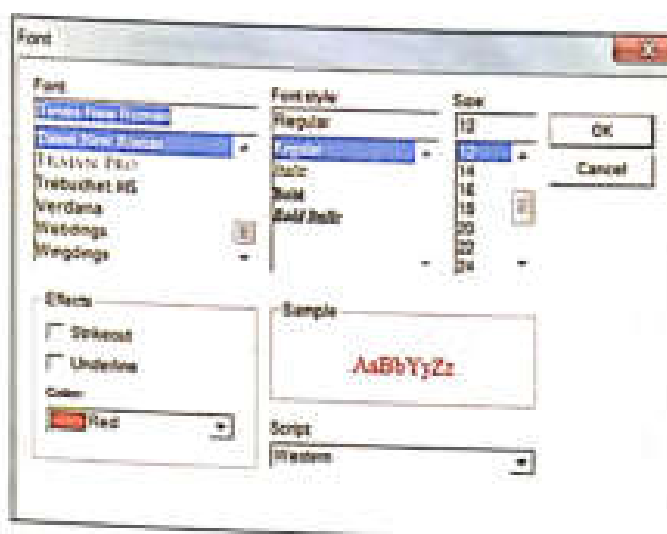


## Font Tool font

On a computer, you can select a style for the words you type. This style is called a **font**.

The **Font** tool in Drawing for Children is used to make changes in the font, font style, size, and colour. The steps are:

1. Click the **Font** button on the top-left corner of the window.
2. The **Font** dialog box appears, as shown in **Figure 6.2**.
3. Select the font, font style, font size, and colour that you like.
4. Click the **OK** button.



**Fig. 6.2** Font dialog box

If you do not see the **Font** dialog box, then please refer to the **Teacher's Notes** for the solution.

## Sketch Lines Tool

Let us now begin by drawing lines! The **Sketch Lines** tool is used to draw different lines and shapes such as stars, grass, and bubbles. The steps are:

1. Click the **Sketch lines** tool [Fig. 6.3(a)].
2. Select the pen or the brush or the spray.

Or

Click on the hand pointing right to get lines and shapes such as stars, grass, and bubbles.

### Top Tip

The pencil shown backward is the eraser. [Fig. 6.3(a)].



**Fig. 6.3(a)** Sketch lines tool

3. Click and drag to draw [Fig. 6.3(b)].

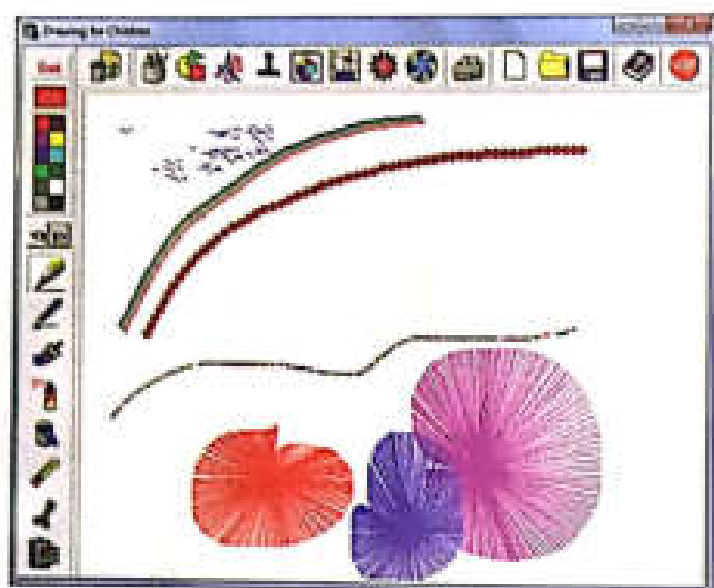


Fig. 6.3(b) Different kinds of lines and shapes

### Draw Shapes Tool

You can use the **Draw shapes** tool to draw simple shapes such as lines, arrows, circles, and rectangles. The steps are:



Fig. 6.4(a) Draw shapes tool

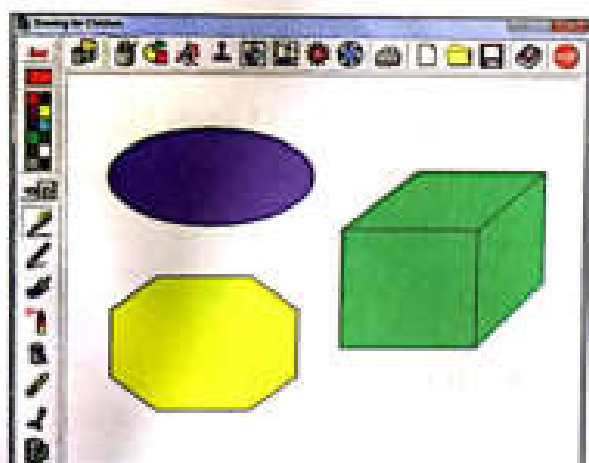


Fig. 6.4(b) Shapes inserted

1. Click the **Draw shapes** tool [Figs. 6.4(a)]. Select the shape that you like.
2. Click on the drawing area and drag to draw the shape [Fig. 6.4(b)]. When it is of the size you want, release the mouse button.

### Draw Text Tool

Drawing for children lets you write in the drawing area too. For this, you can use the **Draw text** tool.

The steps are:

1. Click the **Draw text** tool.
2. Choose the font style from the list on the left-hand side, as shown in Figure 6.5.
3. Click on the drawing area and type the text.
4. Press ESC button on your keyboard to end.

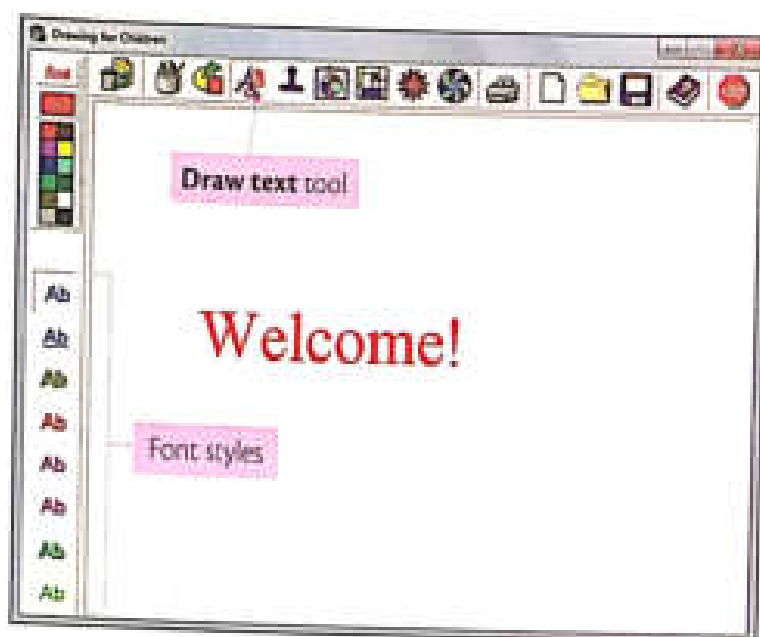


Fig. 6.5 Using the Draw text tool

### Draw Stamps Tool

This tool is used to add a number of images like animals, flowers, etc. The steps are:

1. Click the **Draw stamps** tool and choose the required collection [Fig. 6.6(a)].
2. Choose the stamp you want to add from the list on the left-hand side.
3. Click on the drawing area to place the stamp [Fig. 6.6 (b)].

#### Top Tip

Holding the SHIFT key when starting to draw normally makes things larger.



Fig. 6.6(a) Draw stamps tool

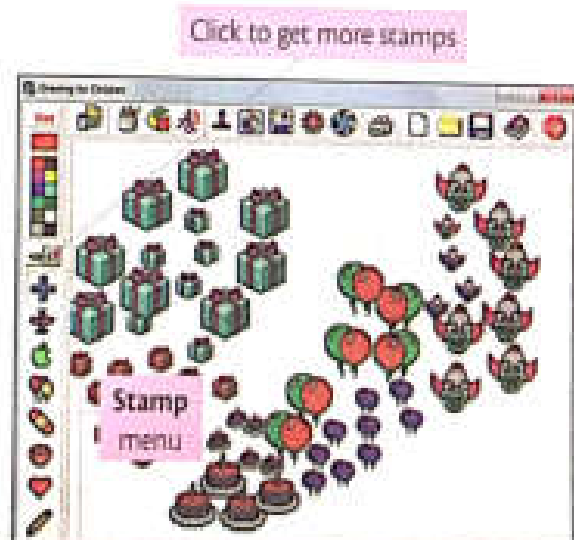


Fig. 6.6(b) Using the Draw stamps tool

## Draw Cliparts Tool

If you don't wish to draw an entire figure, you can add pictures in your drawing area. These pictures are called **cliparts**.

The steps to do this are:

1. Click the **Draw cliparts** tool and select the collection of images you want [Fig. 6.7(a)].



Fig. 6.7(b) Cliparts inserted

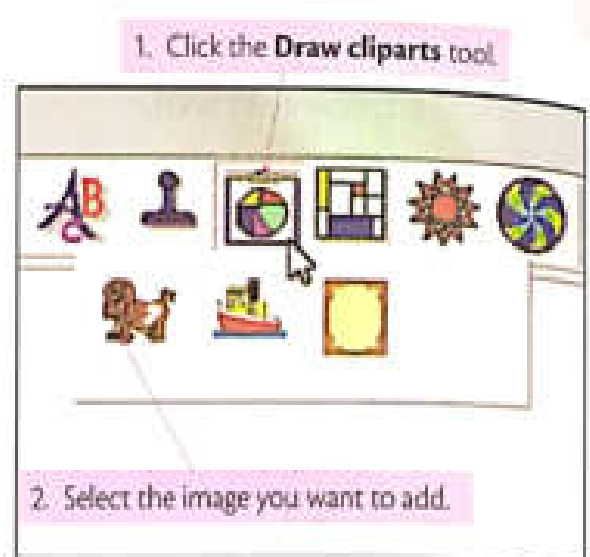


Fig. 6.7(a) Draw cliparts tool

2. Choose the image you want to add from the list on the left-hand side [Fig. 6.7(b)].
3. Click on the drawing area and drag to draw the image. When it is of the size you want, release the mouse button.

## Draw Backgrounds Tool

This tool is used to change the background. The steps are:

1. Click the **Draw backgrounds** tool (Fig. 6.8).
2. Choose the background you want to add from the list on the left-hand side.

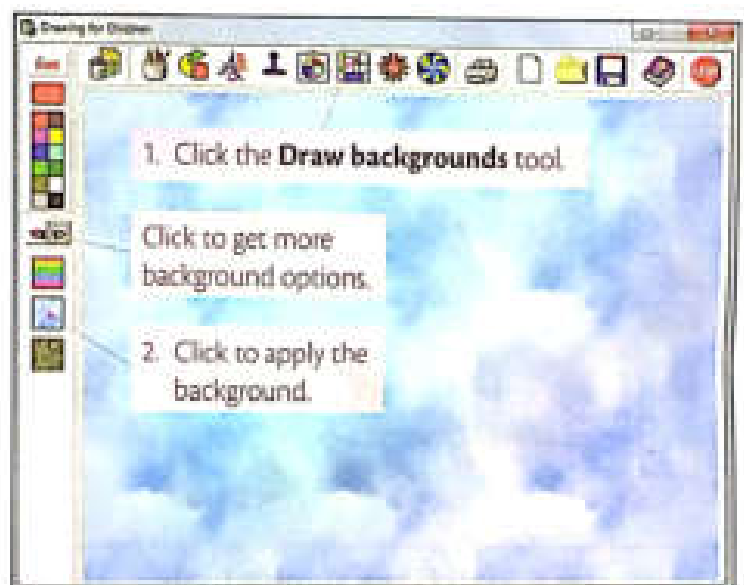


Fig. 6.8 Draw backgrounds tool

3. You can also change the colour. First select the colour and then right-click on the desired background.

### Draw Special Things Tool

This tool is used to draw a number of special shapes like stars, houses, etc. To use this tool:

1. Click the **Draw special things** tool, as shown in Figure 6.9.
2. Click the shape you want to add from the list on the left-hand side. Click on the drawing area to draw the shape.

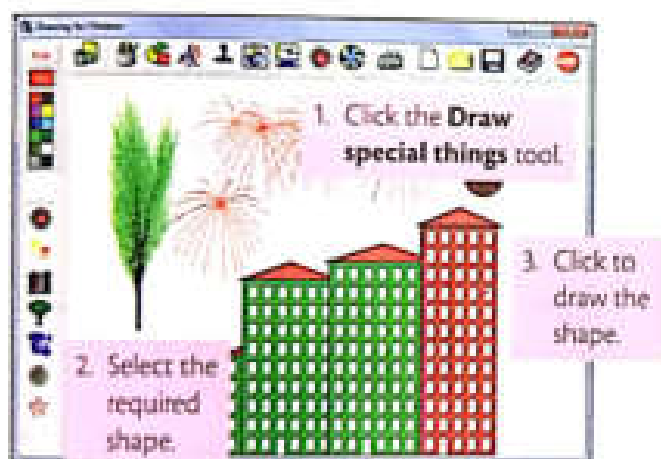


Fig. 6.9 Draw special things tool

### Top Tip



After choosing the desired shape, bring the cursor to the drawing area and right click to get a different design of the same shape.

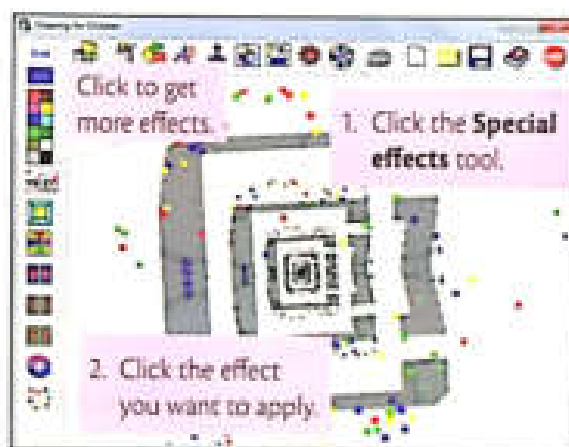


Fig. 6.10 Special effects tool

### Special Effects Tool

This tool is used to make a picture brighter or darker, apply special effects, make a part of the picture smaller or bigger, etc. (Fig. 6.10).

The steps to apply special effects are:

1. Click on the **Special effects** tool (Fig. 6.10).
2. Click on the special effect you want to apply to your picture.

## Undo the last Drawing

Clicking this tool will delete the last thing you have drawn.

## Print Your Picture

You can also print your picture. To print the picture, click the **Print your picture** button.

The **Printing the picture** dialog box (Fig. 6.11) appears. Select the size and position. Then click the **Print** button.

Your printer will then print your drawing on paper.

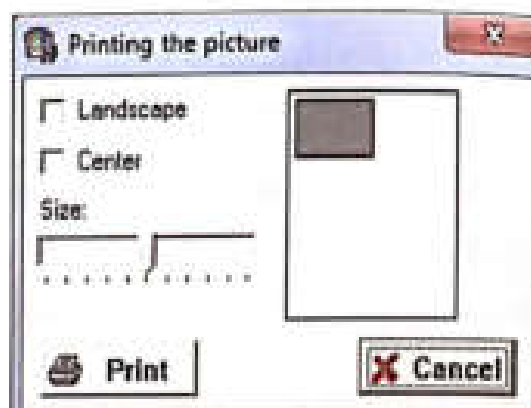


Fig. 6.11 Printing the picture dialog box

## New Picture

Click this tool to create a new picture.

## Load a Picture

Click this tool to open an already saved picture. On clicking this tool, you get the **Open** dialog box. In the **Open** dialog box (Fig. 6.12), select the picture and click the **Open** button.



Fig. 6.12 Open dialog box

## Save a Picture

The steps to save a picture are:

1. Click the **Save** tool.
2. The **Save As** dialog box appears (Fig. 6.13).
3. Select the drive and the folder.



Fig. 6.13 Save As dialog box

4. Type the file name in the **File name** box.
5. Click the **Save** button.



This button is used to end the program.

## PRACTICE TIME



Simra wants to design a birthday card for her friend. What are the steps she should follow to create the one shown alongside?

### SOLUTION

1. Click **Start ▶ All Programs ▶ Drawing for Children**.
2. To apply a background, do the following:
  - a. Click the **Draw backgrounds** tool.
  - b. Click the background you want from the list on the left-hand side, say, the red one here.
3. Now to write 'Happy Birthday', follow these steps:
  - a. Click the **Draw text** tool.
  - b. Click the **Font button** on the top-left corner of the window.
  - c. The **Font** dialog box appears.
  - d. Select the font '**AR CARTER**' if you see it in the list. Otherwise select any font of your choice.
  - e. Select the font style, **Bold Oblique**, or **Bold Italic**, and the font size as **72**.
  - f. Now select **yellow** in the colour menu.
  - g. Click **OK**.
  - h. Click on the drawing area and type 'Happy Birthday'.
4. To draw a border, do as follows:
  - a. Click the **Draw stamps** tool and select the **flowers** collection.
  - b. From the left-hand side, select a flower to draw the border of the greeting card.
  - c. Click repeatedly in a straight line at the margins to create the borders.



5. To place balloons and gift boxes:
    - a. Click the **Draw stamps** tool and select the **gifts** collection.
    - b. From the left-hand side, select **Balloons**.
    - c. Click to place the balloons in the picture.
    - d. Now select a **gift box** from the left-hand side.
    - e. Click to place the images of gift boxes in the picture.
- The greeting card is ready!

## Tricky Terms

**Font** a style for the letters, words and numbers you type on the computer

**Stamps** images of animals, flowers, Sun, Moon, etc.

## EXERCISES

### 1. Match the following.

Column A



Column B

i. New Picture

ii. Special effects tool

iii. Draw text tool

iv. Load a Picture

### 2. Write the names of each of the tools given below.



.....



.....



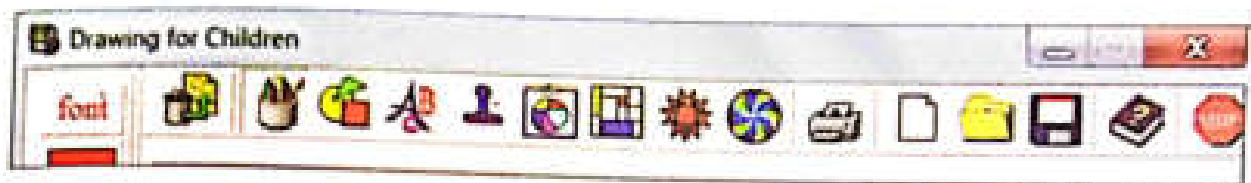
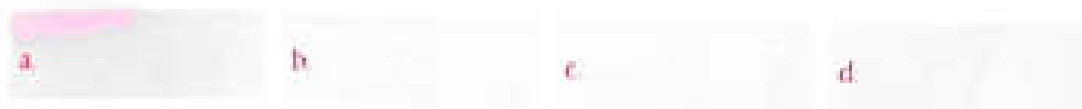
.....



.....



3. Label the different tools of the following window.



4. Answer the following.

- Which program allows you to draw and colour on the computer?
- How will you select a style for the words you type?
- What will you use the 'draw special things' tool for?
- What tool will you use to lighten the colour of grass?
- List the steps you need to save a picture and to print it.
- If you need to make a picture of a star filled sky, which tool will you use?
- Compare the 'draw stamps' tool with the 'draw clip arts' tool. Are they very different or very similar?



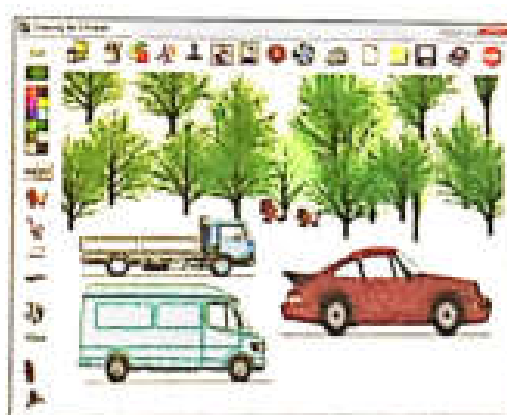
## IN THE LAB

1. Draw the following pictures in **Drawing for Children** using the tools available.

a.



b.



c.



d.



2. Time to have a go yourself! Using the tools in this program, design your own creation; it could be a vehicle, a flower, a building, or an animal—anything that you like the most.
3. Your second task is to create a picture of a rocket mainly using the 'shapes tool'. Add other images to your picture, so the rocket isn't too lonely out in space!

## GROUP PROJECT

Create a picture of a dream house with its own garden. Use:

- the 'draw backgrounds' tool to create a background for your picture
- the 'shapes' tool to create a house
- the 'sketch lines' tool to add grass in the garden
- the 'stamps' tool to add flowers
- the 'special effects' tool to make any changes you want

Make sure you all have a turn at helping to create the final image and when others are using the program, give helpful suggestions. Once the house and garden are complete, together choose a name for the house and give the finished picture a title.

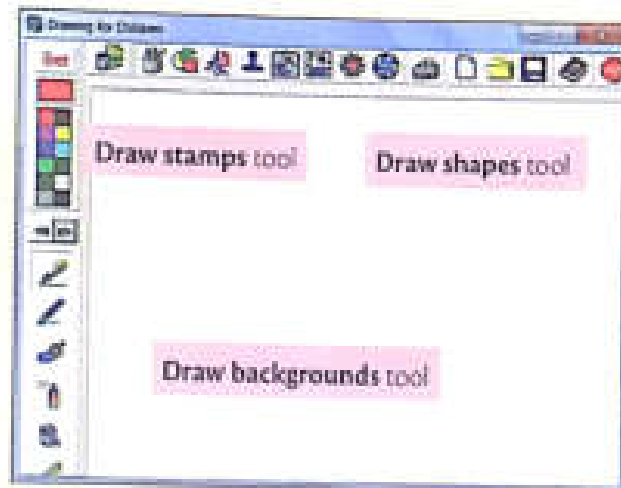
## TEACHER'S NOTES

- The Drawing for Children software can be downloaded from the site <http://drawing.gamemaker.nl/>
- Teachers may demonstrate the way to get the **Font** dialog box. Click **Change Various Settings** button. The **Settings** dialog box appears. Select the option **Enable font selection** and click OK. To get the **Open** and **Save** dialog boxes, click on **Use dialogs for loading and saving**.
- Teachers can demonstrate how to use the tools in this software to create nice sceneries.
- The terms **drive** and **folder** may be explained while saving a picture.

# WORKSHEET—6

1. Draw arrows to point to the correct tools.

The Drawing Colour button



2. Match the following.

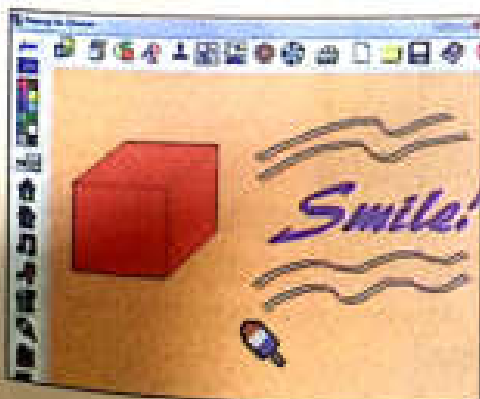
Column A

- a. 
- b. 
- c. 

Column B

- i. Save a picture
- ii. Print a picture
- iii. Undo the last drawing

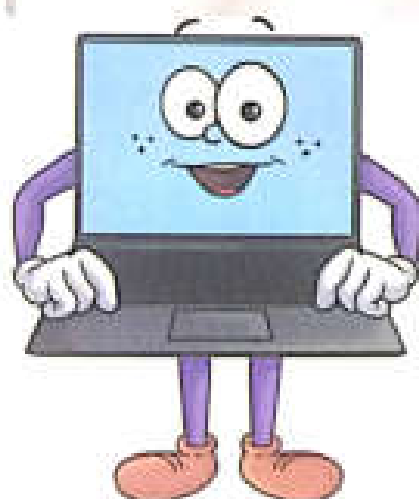
3. Name any three tools used to draw the picture shown below. Draw the same and write the names of the tools in the space given.



- 1. ....
- 2. ....
- 3. ....

## Chapter 7

# Notepad and WordPad



Have you seen a notepad, kids? The one that you can write on with a pencil or a pen? I bet you have! You know there is a notepad on your computer too! Want to know more about it? Come, then!

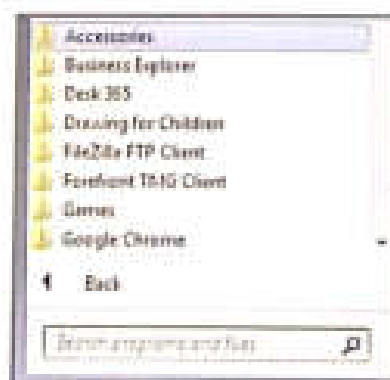
In this chapter, we will learn about two softwares that can be used for typing text on the computer. These are **Notepad** and **WordPad**.

### NOTEPAD

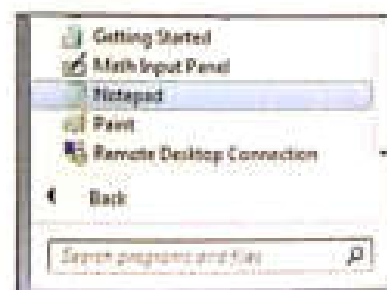
1. To start Notepad, click **Start ▶ All Programs ▶ Accessories ▶ Notepad** [Figs. 7.1(a)–(c)].



(a) Selecting **All Programs**



(b) Selecting **Accessories**



(c) Selecting **Notepad**

**Fig. 7.1** Starting Notepad

The Notepad window appears, as shown below (Fig. 7.2).

2. Click **File ► New** to create a new document.

Do you see a small, blinking line on the monitor? It is known as the **cursor** (Fig. 7.2). The cursor shows the position of the next letter or number to be entered. Type in the story of 'The Hungry Wolf', as shown below (Fig. 7.3).

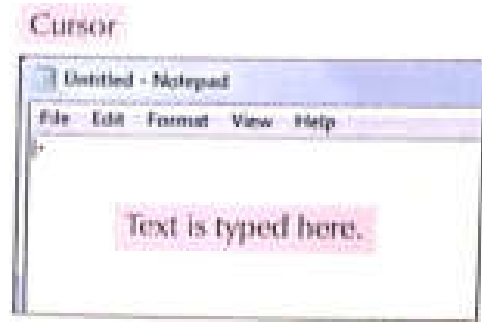


Fig. 7.2 Notepad window

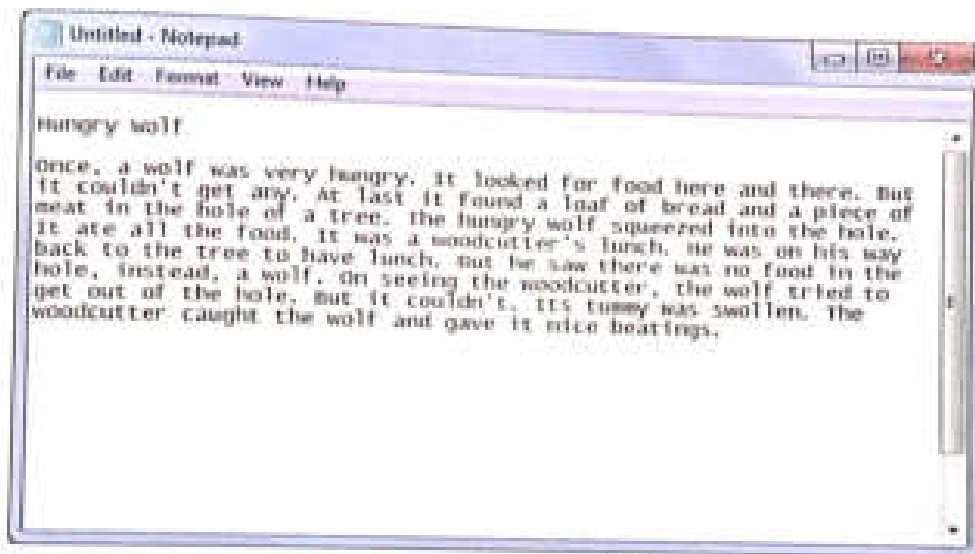


Fig. 7.3 Typed text in Notepad

3. Let us now learn about the **Word Wrap** feature in Notepad. Click the **format** button. In the menu that opens you will see a tick in front of the 'Word Wrap' option. If you click on this option, the tick will disappear. Now, click the **Format** button and deselect the **Word Wrap** option in the drop-down menu (Fig. 7.4). The **Word Wrap** feature, when enabled, automatically moves a word to the next line.

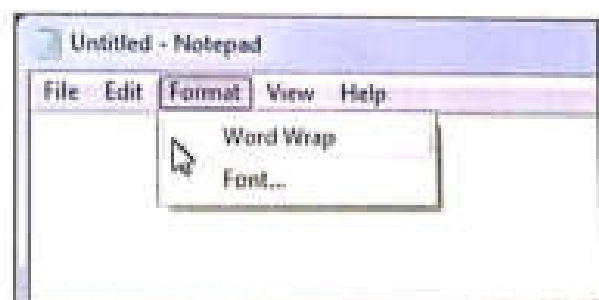


Fig. 7.4 Deselecting the Word Wrap option in the Format menu

4. Notice what happens to the story text. You will see that the entire text will be shown in one line. Notice the **horizontal scroll bar** (Fig. 7.5) at the bottom of the Notepad window. This bar can be moved left and right to read the full story. Now, again select the **Word Wrap** option in the **Format** menu.

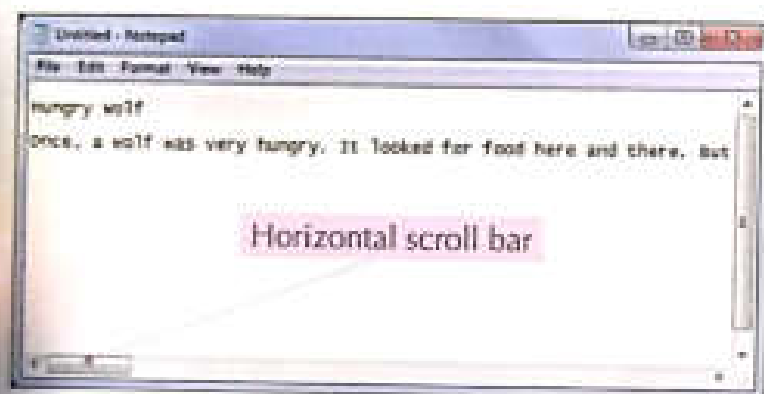


Fig. 7.5 Entire text in one line

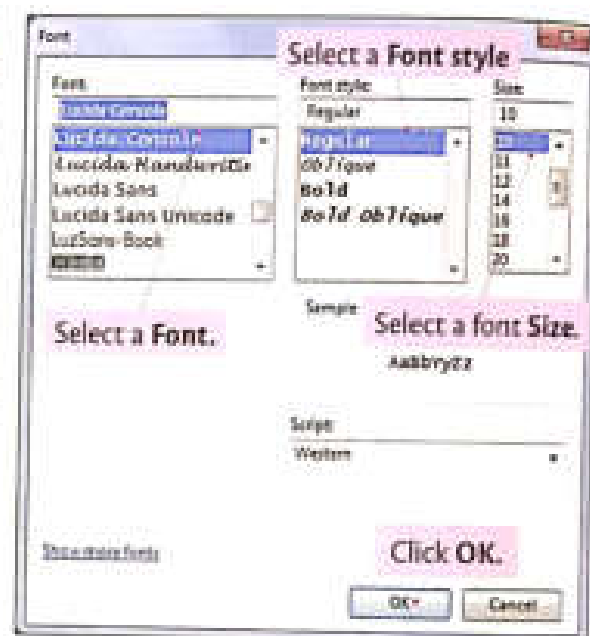


Fig. 7.6 Font dialog box

5. In Notepad you can also change the font of your story text.
- Select the **font** option in the **format** menu.
  - The **Font** dialog box will appear.
  - Select a font that you like.

The text will appear as shown in Figure 7.7.

Notice the **vertical scroll bar**. The scroll bar will appear when the text does not fit into one screen. You can move it up and down to read the full story.

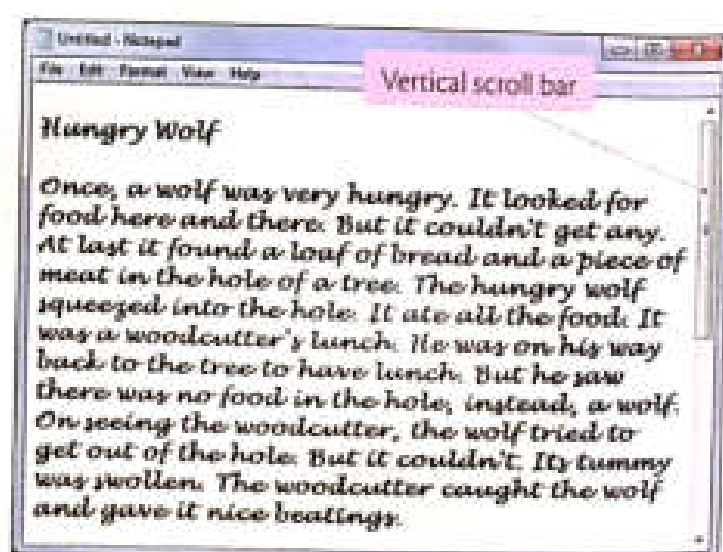
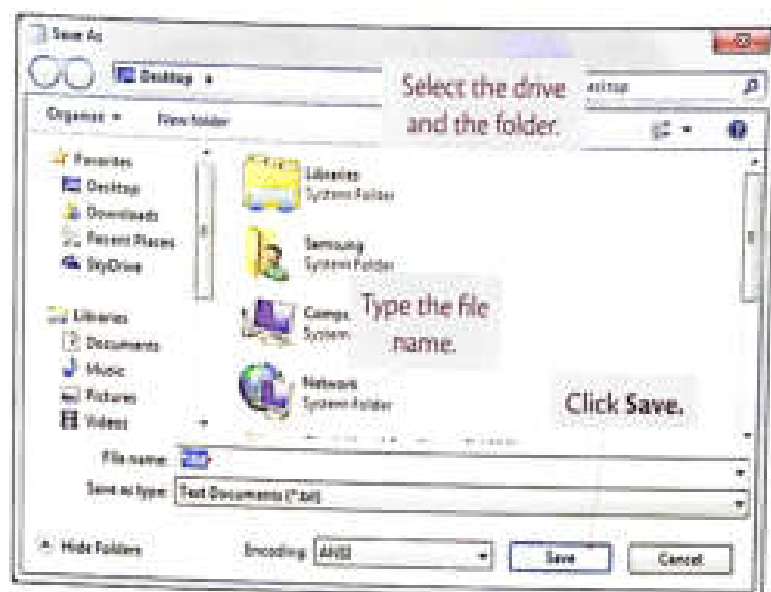


Fig. 7.7 Changed font of the text

6. To save your story in Notepad, click **File ► Save As**. The **Save As** dialog box appears.

Select the drive and the folder, type the name of the file, and click the **Save** button (Fig. 7.8).

7. To close Notepad, click **File ► Exit**.

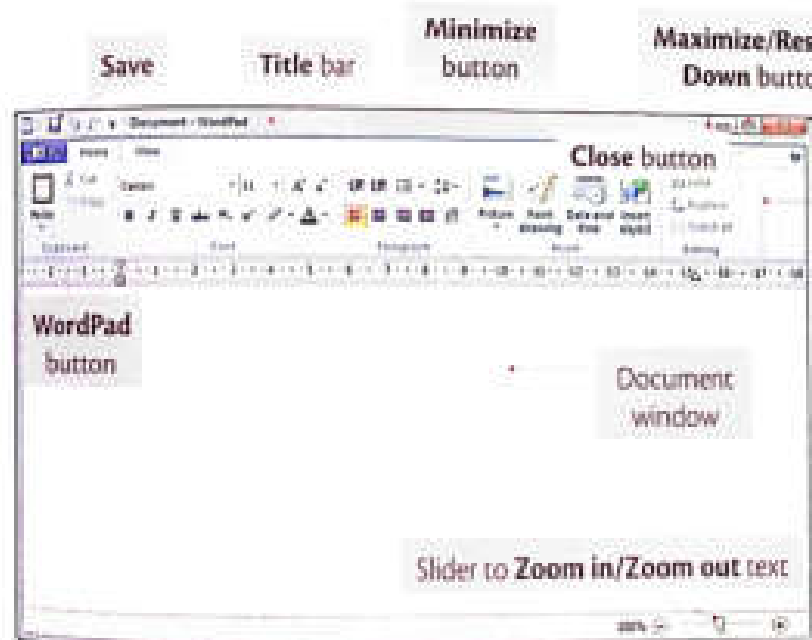


**Fig. 7.8** Save As dialog box

## WORDPAD

**WordPad** is another software you can use to type text in. It has more options than **Notepad**.

To start WordPad, click **Start ► All Programs ► Accessories ► WordPad**.



More options means more fun!

Ribbon

**Fig. 7.9** WordPad window

The **WordPad** window appears on the screen (Fig. 7.9).



## Parts of the WordPad Window

**Save** This button helps you save your work.

**Title Bar** The title bar is at the top of the WordPad window and displays the document name. To the right of the title bar are three buttons—**Minimize**, **Maximize/Restore Down**, and **Close** buttons. The **Restore Down** button is used to make the window smaller. The same button is used to bring it back to full size.

**Ribbon** The ribbon is present just below the title bar. It contains the **tabs** and the **commands** divided into **groups**.

**Document window** This is the area where you type text.

The **Home** tab has options for changing the style of text (Fig. 7.10).

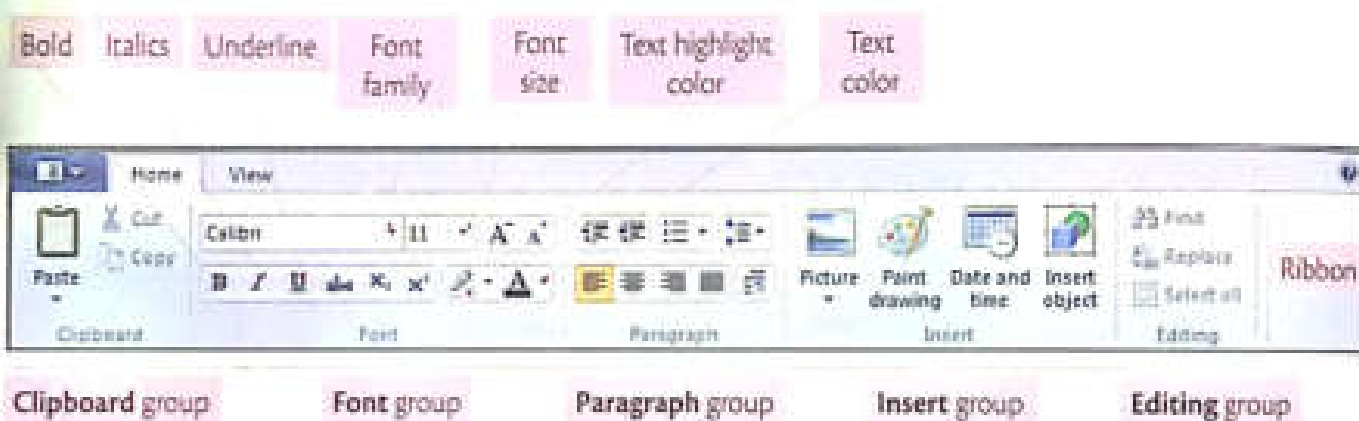


Fig. 7.10 Home tab options

To change the style of text, you should be able to select it.

## Selection of Text

To select a line, bring the cursor to the beginning of the line. Click the left mouse button and drag it over the text, and then release it.

To select many lines of text, click the left mouse button and drag it diagonally over the text, and then release it.

Let us now try out some of the features in WordPad:

1. Click the **WordPad** button. Select **New** in the drop-down menu (Fig. 7.11).

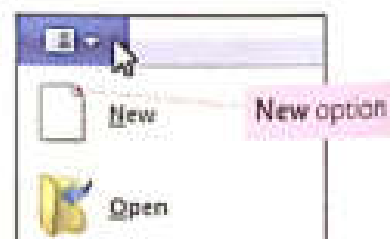
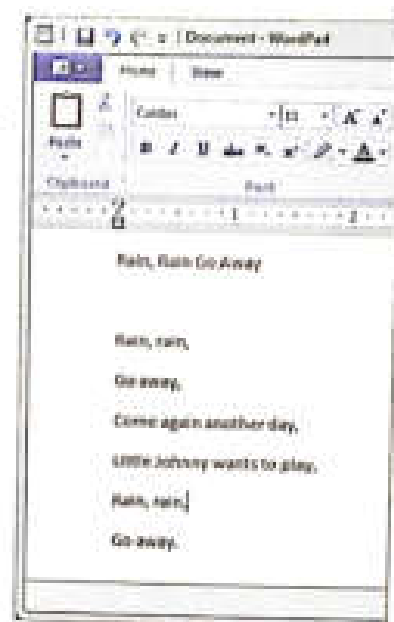


Fig. 7.11 WordPad menu



2. A blank document window appears. Type the text given in Figure 7.12.
3. Let us now change the **font** and **font size** of the title of the poem. First, select the title.
  - a. Click the **Font** family menu arrow and select the **Times New Roman** font (Fig. 7.13). Now, click the **Font size** menu arrow and select font size as **18** (Fig. 7.14).
  - b. Click the **Bold**, **Italics**, and **Underline** buttons (Fig. 7.15).



**Fig. 7.12** A WordPad document

### Top Tip

The **Bold** option is used to make the text darker than normal.

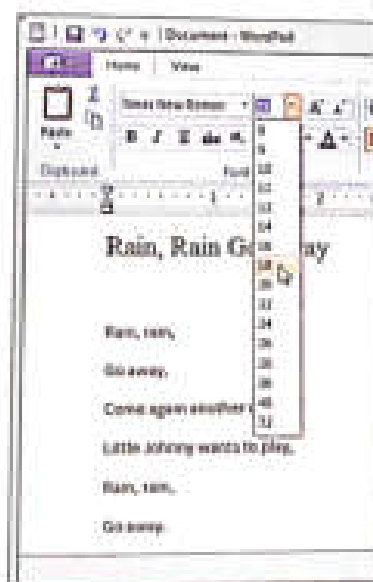
The **Underline** option is used to underline the text.

The **Italics** option is used to set the text in slanted form.

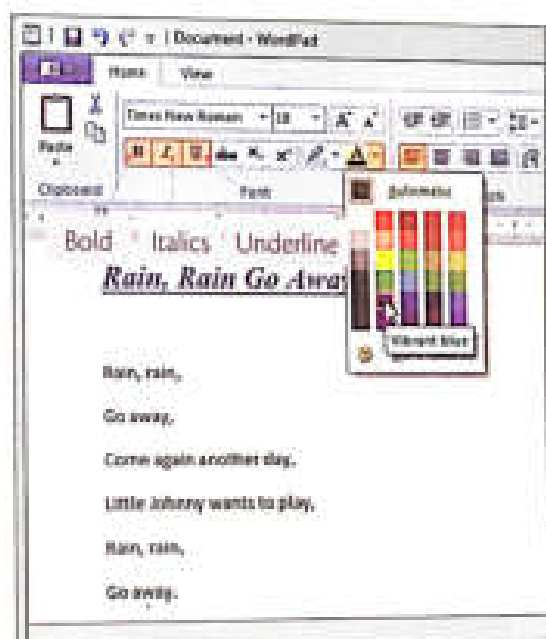
- c. Click the **Text color** drop-down menu arrow and select blue colour (Fig. 7.15).



**Fig. 7.13** Font family menu



**Fig. 7.14** Font size menu



**Fig. 7.15** Text color menu

- Now select the other lines and change their font, size, and colour.
- Let us now save our poem in Wordpad. Click the **WordPad** button. In the menu that opens, select **save**.

Or

Click the **Save** button on the **Quick Access Toolbar**.

- The **Save As** dialog box appears (Fig. 7.16).
- Select the desired drive and the folder. Type the file name in the **File name** text box, and click the **Save** button. Notice the saved file name on the title bar.



Fig. 7.16 Save As dialog box

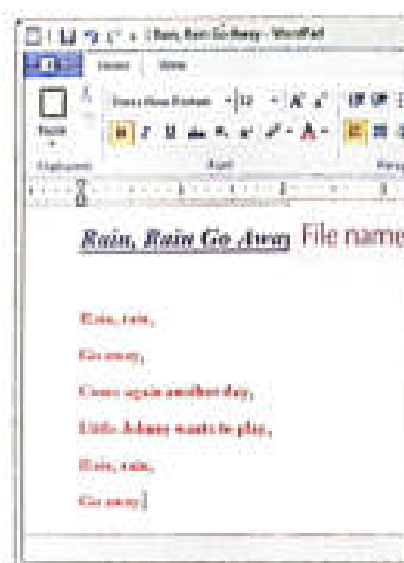


Fig. 7.17 Saved file on WordPad

Your saved file will appear as shown in Figure 7.17.

## PRACTICE TIME



The students of Class 1 have to type the text given below in WordPad.

### The Picnic

Anam went on a picnic with her family. They packed food to eat. It was a nice, sunny day. They played games and sang songs. Anam had a great time.



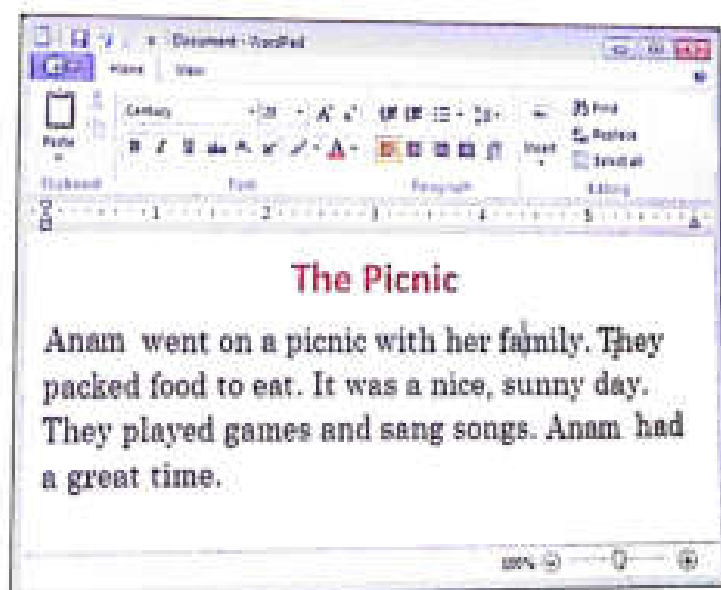
Then they have to do the following:

- a. Change the heading font size to 26 and colour to Earthy Red.
- b. Change the text font to Century and the font size to 20.

Could you help them with the steps to do so?

### SOLUTION

1. To start WordPad, click **Start ► All Programs ► Accessories ► WordPad**.
2. Type the given text.
3. Now to make the heading bold:
  - a. Select the heading.
  - b. Click the **Bold** button in the **Font** group.
4. To change the font size of the heading to 26:
  - a. Select the heading.
  - b. Click the arrow next to the **Font Size** button and select size 26 in the menu that opens.
5. To change the colour of the heading to Earthy Red:
  - a. Select the heading.
  - b. Click the arrow next to the **Text Color** button and choose Earthy Red in the menu.
6. To change the font and font size of the text, do as follows:
  - a. Select the text.
  - b. Click the arrow next to the **Font family** button and choose 'Century' in the menu that opens.
  - c. Click the arrow next to the **Font Size** button and select 20 in the menu that opens.
7. The text will now appear as shown below.
8. Finally to save the file:
  - a. Click **Save** button on the **Quick Access Toolbar**.
  - b. The **Save As** dialog box opens.
  - c. Select the path to the folder where you wish to save the file.
  - d. Type the file name in the **File name** text box.
  - e. Click **Save** button.



## Tricky Terms

**Cursor** a small, blinking line on the monitor that shows the position of the next letter or number to be entered

**Dialog box** a window in which you select options as per your choice

## EXERCISES

### 1. Fill in the blanks with the correct words.

**File**

**Underline**

**Notepad**

**cursor**

- ..... is a software that is commonly used for typing text.
- The menu of the ..... tab contains the **Save** option.
- The ..... shows the position of the next letter or number to be entered.
- To underline the text typed in WordPad, click the ..... button.

### 2. Answer the following

- Identify the programs you can use to create word documents.
- List two similarities and two differences between WordPad and Notepad?
- How do you select text in WordPad?
- What is the function of the 'word wrap' feature in Notepad?
- Outline the advantages of horizontal and vertical scroll bars.
- How do you save a story written in Notepad?



## IN THE LAB

- The Computer Science teacher has asked the students to write a paragraph on 'My family' in Notepad. What steps should they follow?
- Write the names of five fruits and five vegetables in WordPad. Give the same colours to the text as those of the fruits and vegetables you have chosen.

3. Choose Notepad or WordPad. Using different fonts for each item, create a list of different birds, animals, trees, and flowers—and if you are really clever you might be able to do it as an alphabet list: A – Anteater; B- Butterfly; and so on. Try using different colours for each item on the list.
4. Time to write your story! Will you use Notepad or WordPad? If you are not sure what to write about, think about any places you have visited recently—Have you been to a zoo?; Did the animals or birds do anything really funny?; What made you laugh?; Have you visited a beautiful or unusual place?; What made it beautiful or unusual?; Did anything mysterious happen? Enjoy telling your story to your computer as you type!

## GROUP PROJECT

Together you are going to create your very own poem! It could be funny, serious, descriptive, or full of action. The choice is yours as a group. It is best to keep it simple and if you are going to use rhyming words, pick an easy topic like ‘cat’. Write your poem as you create it in Notepad or in WordPad, so think about how it looks on the screen.

Once your poem is complete —your computer challenge is to:

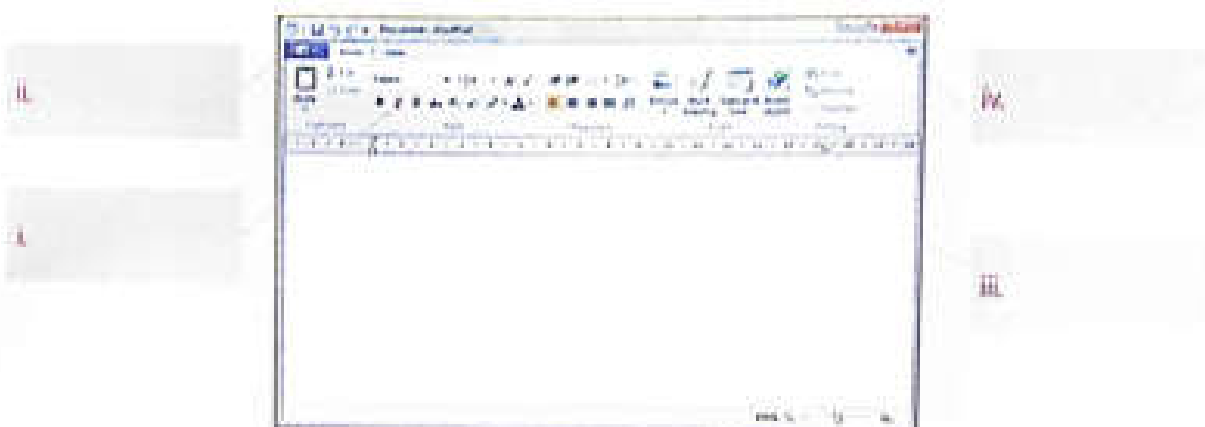
- i. make all the nouns bold, in a larger font and using the colour red.
- ii. make all the verbs in italics in a different font and a different colour.

## TEACHER'S NOTES

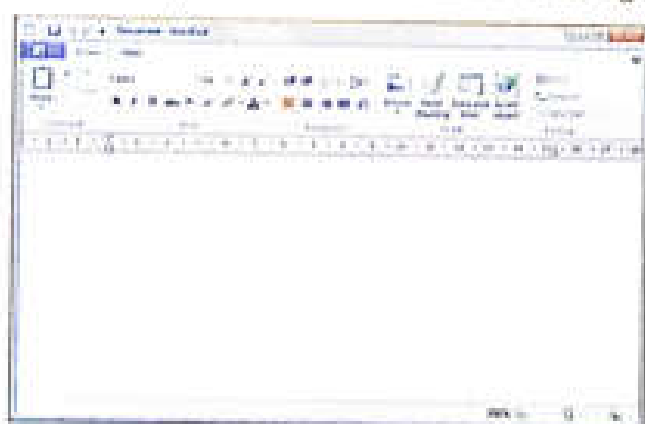
- Discuss the difference between Notepad and WordPad.
- Demonstrate the various features available in WordPad that can be used to change the appearance of text.

# WORKSHEET—7

1. Label the following WordPad window.



2. Identify which of the following is a Notepad window by putting a tick mark in the box provided below each of the figures.


☐

☐

3. Complete the following with the correct words:

Accessories      WordPad      Start      All Programs      Ribbon

a. To start Notepad, click ..... ▶ All Programs ▶ Accessories ▶ Notepad.

b. To start WordPad, click Start ▶ ..... ▶ ..... ▶ .....

c. The ..... contains the tabs, and the commands divided into groups.

## قومی ترانہ

پاک سرزمین شاد باد      کشور حسین شاد باد  
 نو نشان عزمِ عالی شان      ارضِ پاکستان  
 مرکزِ یقین شاد باد

پاک سرزمین کا نظام      قوتِ اخوتِ عوام  
 قوم، ملک، سلطنت      پابندہ تابندہ باد  
 شاد باد منزلِ مراد

پرچم ستارہ و ہلال      رہبرِ ترقی و کمال  
 ترجمانِ ماضی، شانِ حال      جانِ استقبال  
 سایہِ خدائے ذوالجلال



# KEYBOARD

Computer Science With Application Software

THIRD EDITION

*Keyboard: Computer Science with Application Software* (Third Edition), a series of eight books for Classes 1 to 8, is a comprehensively revised edition of the existing Keyboard series and carries forward the very same interesting and interactive approach that is the hallmark of the existing edition. This revised edition features updated MS Office modules along with Kturtle at the primary level, and includes design and graphics software, namely Flash, HTML 5, Visual Basic, Dreamweaver, and Photoshop, at the secondary level. It also introduces sound and video editing through Audacity and Lightworks.

## Key Features

- **Worksheets:** Unit-based and conforming to the continuous assessment needs of the learners
- **Top Tip:** Useful tips on options available for different operations
- **Practice Time:** Situational exercises along with solutions that reinforce learning
- **Fast Forward:** Time saving keyboard shortcuts for menu commands
- **Computer Manners:** Computer etiquette explained through cartoon strips
- **Tricky Terms:** Chapter-end list of important terms along with their definitions
- **Exercises:** A varied set of questions which test learners on aspects of conceptual theory covered in the chapter
- **In the Lab:** Practical exercises enabling concept application to real-life situations
- **Group Project:** Activity-based learning to encourage creative and collaborative skills
- **Teacher's Notes:** Important information and suggestions on creative approaches to a chapter or a topic

The course is also supported by Teaching Guides that include lesson plans, the complete answer key to the Student's Books, worksheets, and test papers.

## Downloadable Digital Resources

↓ <https://oup.com/uk/digital-resources>

Each Student's Book is accompanied by downloadable digital resources that offers interesting animation, informative tutorials, and interactive tests for the student to supplement classroom instruction with independent learning.

The Teaching Guides are also accompanied by downloadable digital resources that offer reinforcement and assessment materials. An innovative Test Generator enables teachers to produce test papers from an extensive pool of questions for each chapter and section.

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