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# KEYBOARD

Computer Science With Application Software

**THIRD EDITION**

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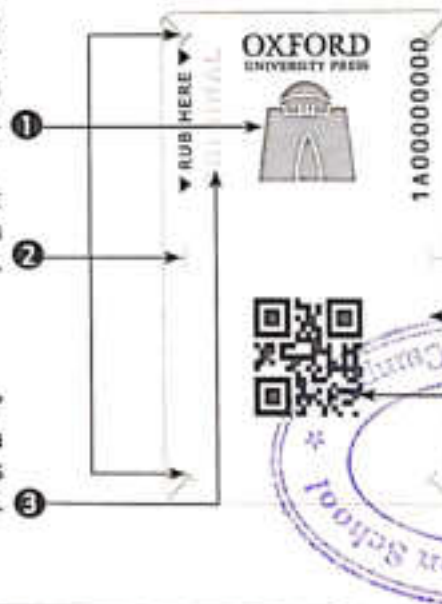
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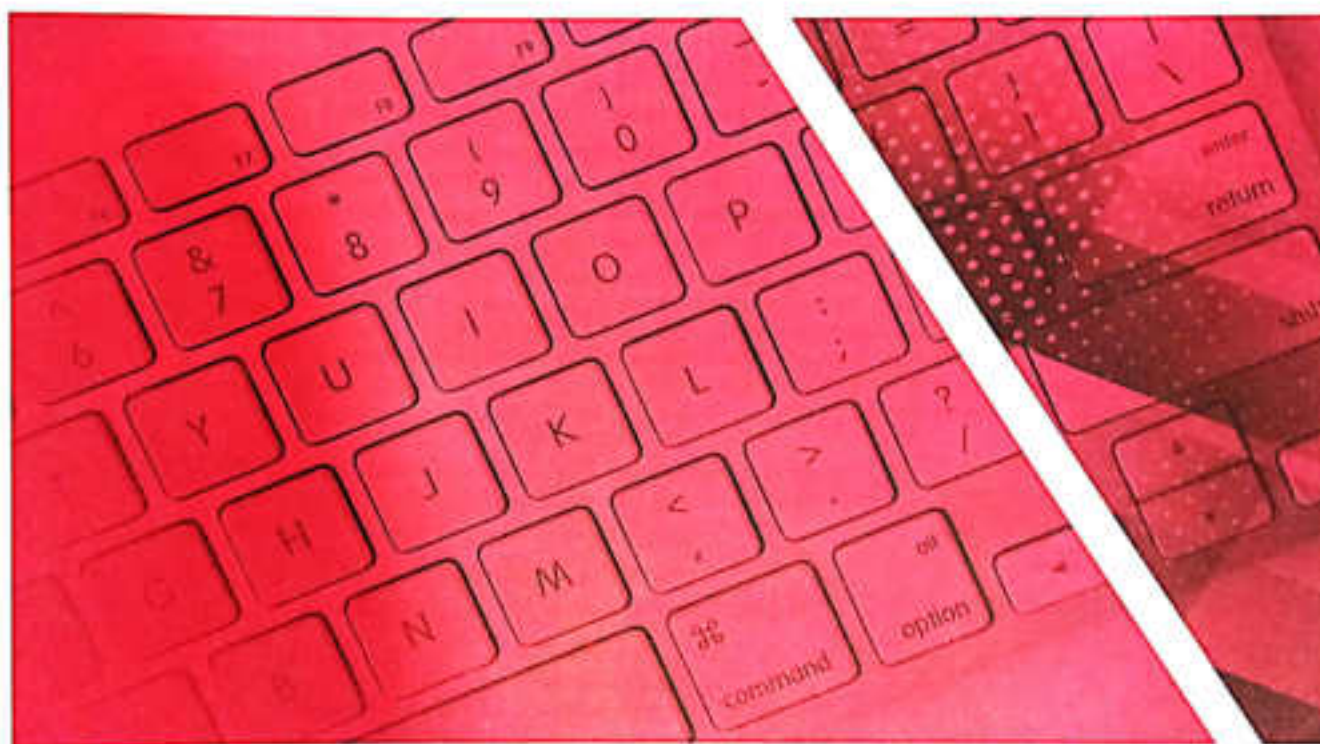
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## Computer Science With Application Software

**THIRD EDITION**OXFORD  
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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

**Fast Forward** provides keyboard shortcuts for menu commands, to help users save time while performing routine operations.

### Fast Forward

Save a drawing **CTRL + S**



**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.



**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.





## 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.

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

#### PRACTICE TIME

Sima wants to design a birthday card for her friend. What are the steps 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 tool



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



#### Tricky Terms

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

**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.

## 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.

#### Computer Manners



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# Chapter 1

## A Smart Machine



### THE COMPUTER—A MACHINE

Machines are made by us to make our work easy to do.

A **computer** is a very useful machine. We can listen to music, watch movies, type, play games, draw, and solve sums with the help of a computer.

The parts of a computer need electricity to work. Hence, a computer is called an **electronic machine**.



How many computers do you see in the picture below?

Ans: .....



Do you find any computer part missing? ..... If Yes, what is missing?

.....

## HUMANS AND COMPUTERS

A computer is a **smart machine**. It can do many things that we can do. But, there are some differences between computers and us:

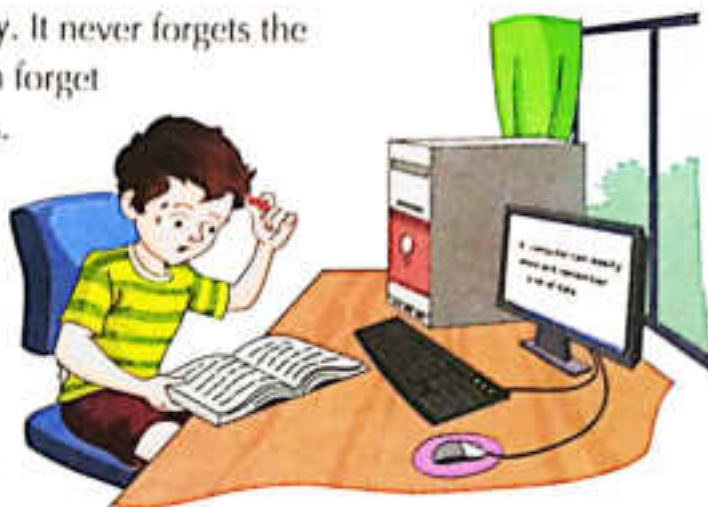
- A computer can work **very fast**. Humans cannot work as fast as a computer.
- A computer does **not make a mistake**. Humans can make mistakes.
- A computer **never gets tired**. But humans do get tired after some time.
- A computer can do the same work over and over again. It **never gets bored**. Humans may sometimes get bored doing the same work over and over again.





- A computer has a **very good memory**. It never forgets the information stored in it. Humans can forget the information stored in their minds.
- A computer does **not have any feelings**, and **cannot take decisions**. Humans have feelings and can take decisions.

Thus, you can see that there are many differences between computers and us humans.

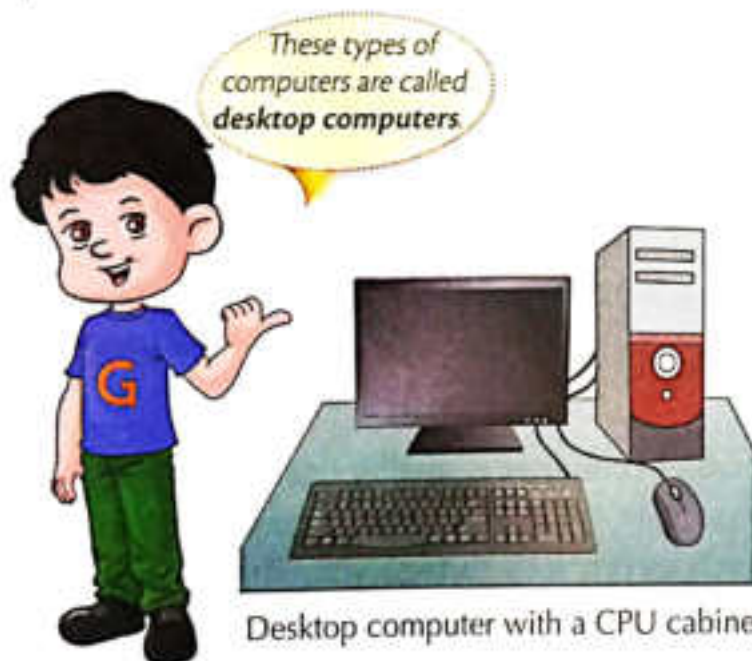


## TYPES OF COMPUTERS

Computers are of **different types** and they come in **different sizes**.

The computers that are kept on a desk are called **desktop computers**.

Some desktop computers come with a separate **CPU cabinet**, a **monitor**, and a **keyboard**. All these are connected to the **CPU cabinet**.



Desktop computer with a CPU cabinet



Desktop computer with a CPU inside the monitor

Nowadays, there are also desktop computers that have a monitor with all the parts of the CPU cabinet inside it.

Small computers that can be kept on our laps are called **laptops**.



Laptop

A laptop can be carried around by one person. It can also work on a battery.

Smaller computers that fit into the palm of our hand are called **palmtops**.

Some of the palmtops can be carried around in our pockets too. They also work on batteries.



Palmtop



Tablet Computer

A **tablet computer** is smaller than a laptop, but larger than a palmtop. A tablet computer has a **touch screen**. You can use your fingers or a pen-like device to work on a tablet computer.

All of these computers are also called **personal computers** (PCs). They are personal because they can only be used by one person at a time.





Look at the picture above and fill in the blanks.

Ayesha is working on a ....., while her mother is working on a .....  
Ayesha's brother is working on a .....  
while her father is working on a .....

## STARTING AND SHUTTING DOWN A COMPUTER

A computer is a machine and, like a television or a fridge, runs on electricity. Therefore, it is an **electronic machine**. Just like a television or a fridge, a computer too can be switched on and off. This is also called **starting** and **shutting down** a computer. Let us learn the correct way to start and shut down a computer.

### Starting a Computer

There is a proper way to start a computer.

The steps are:

*Step 1:* Switch ON the power supply.

*Step 2:* Switch ON the UPS.

*Step 3:* Switch ON the power button on the CPU cabinet (also called the CPU box).

*Step 4:* Switch ON the monitor.

**Note:** The power supply is usually kept ON to keep the UPS charged.




A screen called the **desktop** appears. You can see small pictures on it. These are called **icons**.



Desktop

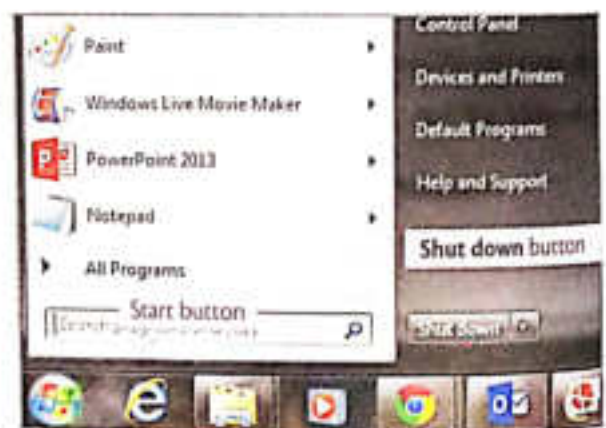
## Shutting Down a Computer

It is important to learn how to switch off the computer properly. Let us see what the steps are:

Step 1: Click the **Start**  button.

Step 2: Click the **Shut down** button.

Step 3: The messages **Logging off** and then **Shutting down** will appear. In a few seconds, the monitor turns blank.



Shutting down screen

Now switch OFF the power button on the monitor.

Step 4: Switch OFF the UPS.

Step 5: Switch OFF the power supply.

**Note:** The power supply is usually kept ON to keep the UPS charged.



## Computer Manners



Do not bend forward while working at the computer. Sit at least an arm's length away from the computer monitor.

## Tricky Terms

**Electronic machine** any machine that works on electricity

**PC** personal computer that is designed to be used by only one person at a time

**Laptop** personal computer that can be kept on our laps

**Palmtop** smaller than a laptop and can fit into the palm of our hand

**Tablet** a computer that is smaller than a laptop, but larger than a palmtop

**Monitor** the computer screen that displays words and pictures

**Desktop** the first screen that appears when a computer is switched ON

**Icons** small pictures that appear on the desktop when a computer is switched on

**Shut down** to turn off the computer safely

## EXERCISES



1. The steps to start a computer are given below. Number the steps in the correct order.

- Switch on the monitor.
- Switch on the UPS.
- Switch on the power button on the CPU cabinet.
- Switch on the main supply.

2. Rohail and his friends were playing in the garden. One of them noticed some flash cards on the ground. The flash cards have a picture of a desktop, a laptop, or a palmtop.

Can you count the following?

- a. Number of Desktops .....
- b. Number of Laptops .....
- c. Number of Palmtops .....



3. Sonia was holding a bag full of alphabet keys. Some of the keys fell down on the floor.

Surprisingly, they will form a type of computer, if arranged in order. Give it a try! You can use a letter more than once.





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

desktop      fingers      pictures      Start      UPS

- The icons on the desktop are like small .....
- When you switch on the computer, the first screen that appears is called the .....
- The power supply is kept ON to keep the ..... charged.
- You can work on a tablet computer using your .....
- Click the ..... button to shut down the computer.

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

- You should start and shut down a computer in the proper way.
- A desktop computer can run on battery.
- A laptop computer can be carried from one place to another.
- You should not switch off the UPS after shutting down the computer.
- The small pictures on the desktop are called images.

☐  
☐  
☐  
☐  
☐

**6. Choose the correct option.**

- A type of computer:  
i. Desktop      ii. Laptop      iii. Palmtop      iv. all of these
- The full form of PC is:  
i. private computer    ii. personal computer    iii. pure computer    iv. pilot computer
- The small pictures on the desktop are called:  
i. applications      ii. images      iii. icons      iv. diagrams
- Which one is not true about a computer?  
i. very fast      ii. never gets tired  
iii. does not make mistakes      iv. can take decisions
- Which one is not true about humans?  
i. get tired after sometime      ii. have feelings  
iii. never make mistakes      iv. can take decisions

**7. Answer the following.**

- Why is it important to always turn on and turn off the computer in the correct way?
- Where do you think the name 'icons' comes from? Do icons remind you of anything?

- c. List at least three tasks that computers can do but humans cannot. Do you think this is important to understand? Give reasons for your answer.
- d. Would you like to have a desktop, a laptop, a palmtop, or a tablet in your home? Give reasons for your answer.



## IN THE LAB

1. Make a list of the number of desktop and laptop computers:
  - a. in your school
  - b. at home
2. Make groups of two students each. One will start and the other will shut down the computer. Note down the steps to start and shut down the computer in your notebook.
3. Make a list of differences between human beings and computers in your notebook.
4. Explore the different ways in which icons can be rearranged on the desktop. Would it be a good idea to arrange them so that all the similar topics are together? Do you think a left-handed computer user needs to have the icons in a different place on the screen to a right-handed user?

## GROUP PROJECT

Well done! Your school has won a huge amount of cash prize in a national computer competition. The money has to be used to purchase a variety of different computers for your school.

As a group you need to work out the advantages and disadvantages of each type of computer, e.g. desktop, laptop, palmtop, or tablet. Present your findings to your class and make recommendations based on this evidence. Remember that not everyone can easily sit at a desk, so think about equipment that is flexible in its use, as well as being strong and sturdy to be used by all students. What a fun challenge!



## TEACHER'S NOTES

- The teacher could encourage pupils to speak out on what they feel are the differences between human beings and computers beyond those discussed in the chapter.
- The teacher may make a PowerPoint presentation to explain various tasks that can be performed by a computer.
- The teacher should give enough practice to pupils on starting and shutting down a computer properly.



## Chapter 2

# Parts of a Computer



Hey everyone! Meet my friend, **Toggle**. He is very smart.



Hello there! I am **Toggle**, and I am going to help you learn more about computers.

In the previous chapter, you read about the different things that a computer can do. Now let us learn about the various parts of a computer.

A computer has four main parts:

- Monitor
- CPU Cabinet (or CPU Box)
- Keyboard
- Mouse



Monitor



CPU cabinet



Keyboard



Mouse

All of them together make a **computer system**.

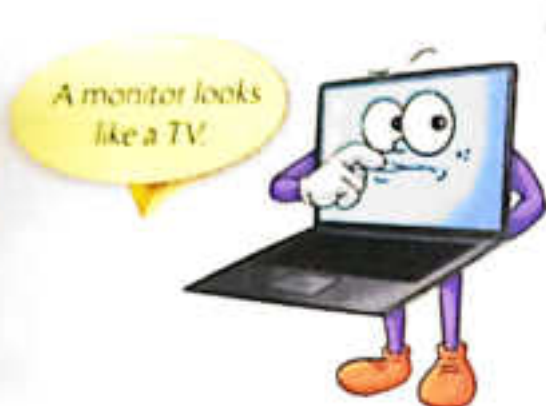
All of these parts are generally connected by wires to make them work. Let us study these parts one by one.

### Did you Know?



These days, there are wireless mouse devices and keyboards too.

## MONITOR



Monitor

A monitor is also called a **Visual Display Unit (VDU)**.

It displays words and pictures.

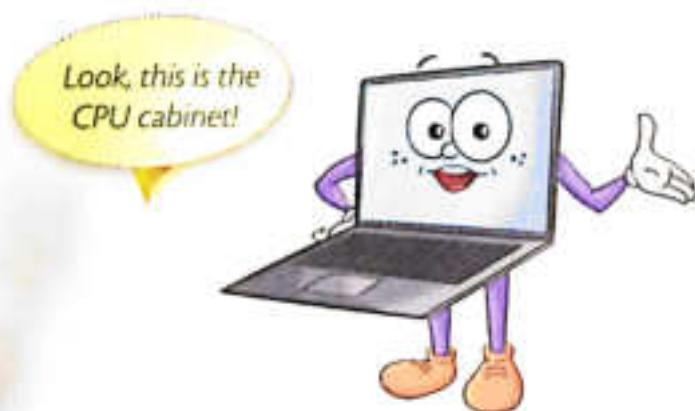


You can also watch cartoon films on a monitor.

## CPU CABINET

A **CPU cabinet** is also known as a **CPU box**.

The CPU cabinet contains the **Central Processing Unit (CPU)**.



CPU Cabinet

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



## KEYBOARD

A keyboard has many buttons called **keys**.

Do you know that a keyboard has **different kinds of keys**?



I know that a keyboard has:  
 • Alphabet keys • Number keys  
 • A SPACEBAR • An ENTER Key  
 I learnt it in Class 1.



Keyboard

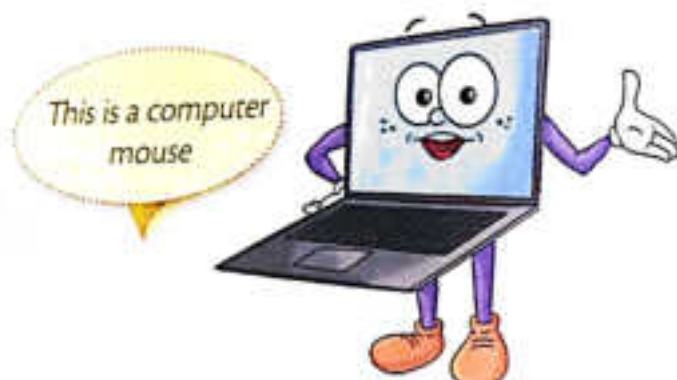
These keys are used to type **numbers, letters, and other symbols**. Whatever you type on the keyboard can be seen on the monitor.

Use the given colour code to colour the keyboard.

Number keys	Alphabet keys	Spacebar	Enter keys	Backspace key	Delete key
Blue	Green	Red	Yellow	Purple	Orange



## MOUSE



Mouse

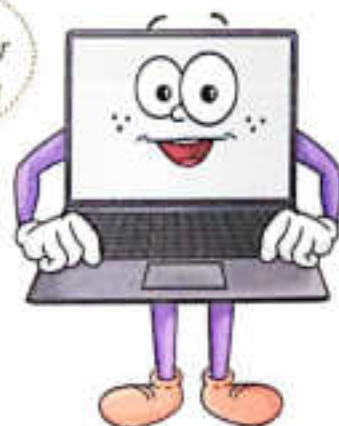
A **mouse** is a **pointing device**, normally joined by a cable to a computer. It helps us point at things on the computer monitor. The mouse is also used to click and drag (move) things on the computer monitor. It can help us draw pictures too.

A mouse can be handled better when kept on a **mouse pad** as it moves well on a smooth surface.



Mouse on a mouse pad

Besides these four main parts, a computer has other devices that help it perform different functions.



Now let us learn about some helping devices that help a computer perform different functions.



Printer

## PRINTER

A **printer** is used to take a copy, usually on a sheet of paper, of the information stored in your computer.

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





## MICROPHONE, SPEAKERS, AND HEADPHONES

**Microphone** and **speakers**, when attached to a computer, form the sound system of the computer. They are a part of the **multimedia devices** of a computer. **Multimedia** (*multi* means *many*) **computer systems** allow us to hear sound and watch movies besides letting us read text on the monitor, all at the same time.

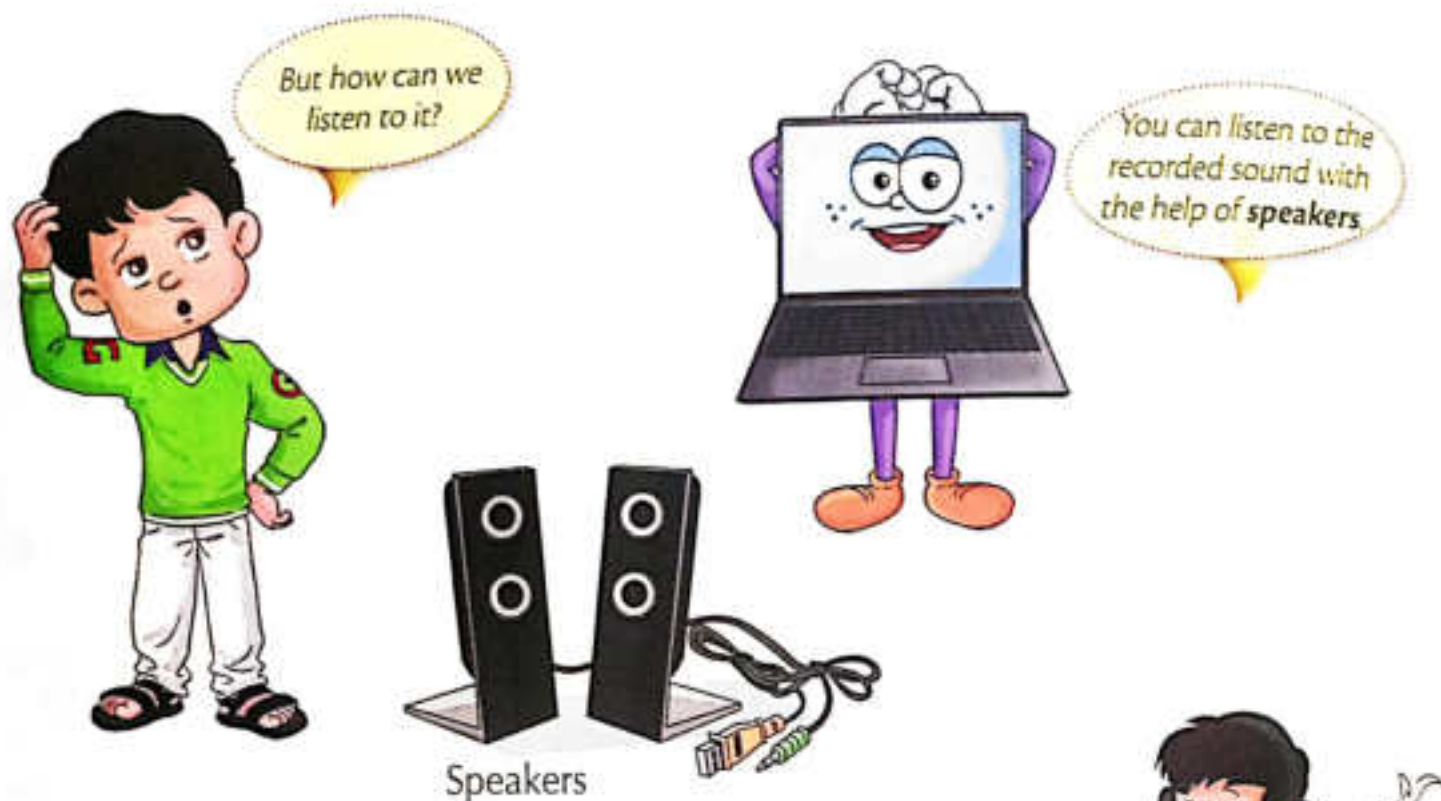


A multimedia computer

**Microphone** It is used to record different sounds.



Microphone



**Speakers** They are used to listen to recorded sound as well as music.

**Headphones** They are used to listen to recorded sound as well as music **without disturbing others**. Only the person who is wearing the headphones can hear the music or recorded sound.

## INPUT AND OUTPUT DEVICES

Till now you have learnt about a number of **parts** and **helping devices** of a computer. They can be divided into two groups:

- **Input devices**
- **Output devices**

**Input devices** are used to enter data into the computer. The input devices are:

- |             |           |                 |
|-------------|-----------|-----------------|
| i. Keyboard | ii. Mouse | iii. Microphone |
|-------------|-----------|-----------------|

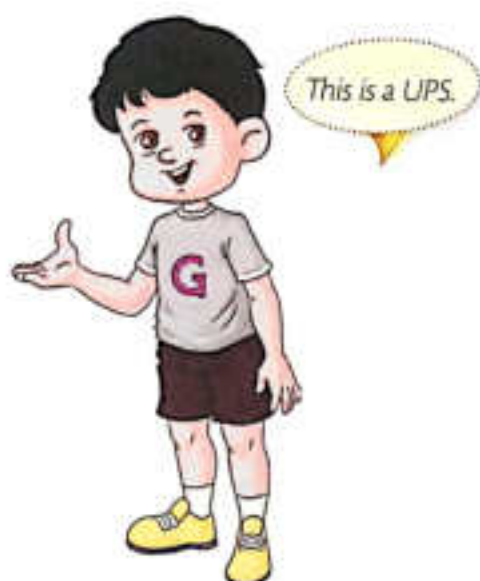
**Output devices** are used to give output. The output may be in the form of words, letters, images, or sound. The output devices are:

- |            |             |              |                |
|------------|-------------|--------------|----------------|
| i. Monitor | ii. Printer | iii. Speaker | iv. Headphones |
|------------|-------------|--------------|----------------|



## UPS

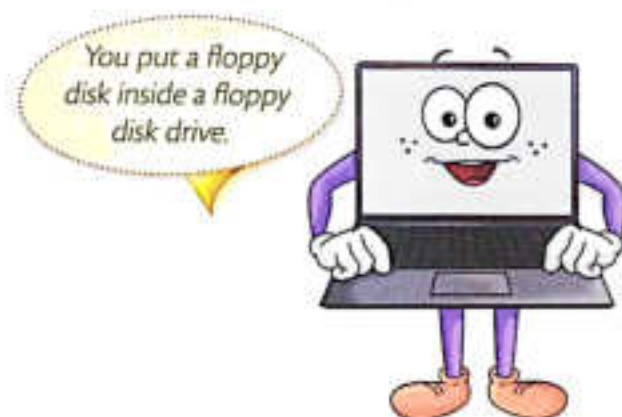
It stands for **Uninterrupted Power Supply**.  
A UPS keeps the computer working for some time even after the electricity goes off.



## FLOPPY DISK, HARD DISK, CD, DVD, AND USB

Floppy disks, hard disks, CDs, DVDs, and USB are used to store information permanently.

A floppy disk is square in shape.



Inserting a floppy disk into a floppy disk drive



Hard disk

A **hard disk** is like a box. It is fixed inside the CPU cabinet. When you save a file on the computer, it is saved on the hard disk.

### Top Tip



There are hard disks that are not fixed inside the CPU cabinet. You can connect these to a computer, save your files on them, and then remove them. These are called **portable hard disks** which you can carry around with you.



A **CD** can store more information than a floppy disk.

Both a **CD** and a **DVD** are round and of the same size but a DVD stores more information than a CD.

### Did you Know?

Nowadays, floppy disks are hardly used. CDs, DVDs, and other storage devices are more common as they can store more information.

You put a CD-ROM inside a CD-ROM or a DVD-ROM drive.

You put a DVD-ROM inside a DVD-ROM drive.



A **USB** is also called a **flash drive**. It helps you store data and carry the data with you. It is easy to use and small enough to be carried in your pocket. It can store more data than a CD and DVD.



USB

## Computer Manners



Do not handle CDs and DVDs carelessly. They may get corrupted. Keep them properly in their cases so that you do not lose data.



## Tricky Terms

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

**CPU** controls all other parts of a computer

**Keyboard** used to enter data into a computer

**Mouse** a pointing device, normally connected by a cable to a computer

**Device** an object used to perform a particular task

**Printer** used to take printouts

**Microphone** used to record sound

**Speaker** used to listen to recorded sound or music

**Headphones** used to listen to recorded sound or music without disturbing others

**Input Devices** used to enter data into a computer

**Output Devices** used to give output which may be text, images, or sound

**UPS** helps keep the computer working for some time even after the electricity goes off

**Floppy Disk** It is square in shape.

**Hard Disk** It looks like a box. When you save a file on the computer, it is stored in the hard disk.

**CD and DVD** Both are round in shape and of the same size, but a DVD stores more information than a CD.

**USB** It is also called a flash drive. It can store more information than a DVD.

## EXERCISES

1. Bina's father wants to store data in his USB but he cannot find it. Bina has spotted it at the other end of the garden. Can you help Bina reach the USB without stepping on the grass?



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

- a. The CPU controls all the parts of a computer, except for the input devices.
- b. Speakers can be used to listen to music without disturbing others.
- c. A CD can store more data than a DVD.
- d. A USB can be easily carried in your pocket.

☐  
☐  
☐  
☐

**3. Choose the correct option.**

- a. Which one is true about the CPU?
  - i. Its full form is Central Processing Unit.
  - ii. It is the brain of the computer.
  - iii. It controls all the other parts of a computer.
  - iv. all of the above
- b. Which one is an input device?
  - i. Printer
  - ii. Speaker
  - iii. Microphone
  - iv. Headphones
- c. Which of the following is not used to store data?
  - i. CD
  - ii. DVD
  - iii. USB
  - iv. UPS
- d. Which one is called a pointing device?
  - i. Keyboard
  - ii. Mouse
  - iii. Printer
  - iv. Hard disk

**4. Answer the following.**

- a. What are the four main parts of a computer?
- b. Compare output and input devices.
- c. List two uses of a mouse.
- d. Mention two devices used to listen to recorded sound or music.
- e. Name any three devices used to store information permanently.
- f. Can you design a keyboard and a mouse that is more suitable for a younger person or an elderly person to use? The keyboard and the mouse both need to have all the necessary functions available to use.
- g. When creating your own designs or typing a document think about why a monitor is also a crucial part of a computer. How do the mouse, keyboard, and monitor all need to work together? Why?







## IN THE LAB

1. Draw a figure of a computer system in your notebook and label its parts.
2. Your younger schoolmates are curious to find out more about the different input and output devices of the computer. Using cartoon characters, create an explanatory cartoon strip to show different ways of inputting and outputting information through devices. (See page 16 of your Keyboard book if you need help). Illustrate in your cartoon strip if something funny happens during this process.

## GROUP PROJECT

As a group, your task is to create a user guide for using different types of storage for your computer. Perhaps each member could select one type of storage, work on its user guide, and in the end all user guides should be combined together in one document. Think about the advantages and disadvantages of each style of storage. Present your user guide to another group and see if they agree with your findings. Can you learn something new from their user guides? Have they thought of something different? Learn from one another.



## TEACHER'S NOTES

- The various parts of a computer and their uses could be discussed in the class.
- Demonstrate how you can take a printout of text as well as images from a printer of something one can see on the monitor.
- Show and discuss which storage device out of the ones mentioned in the chapter can store the most information.

# WORKSHEET—1

(Chapters 1 and 2)

1. Search for two input and two output devices in the grid given below.

Keyboard

Mouse

Printer

Headphones

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

2. Who am I?

- I am used to store data and can easily be carried in a pocket.
- I am used to take a printout.
- I am used to record sound.
- I control all the other parts of a computer.
- I am an input device. I am also known as a pointing device.

.....

.....

.....

.....





.....

3. Label the four parts of a computer system.





4. Neha has drawn the figures of some devices and labelled them. Check if she has labelled all of them correctly. Put a tick (✓) for the correct label and a cross (✗) for the wrong one in the boxes below.

A	B	C	D
			
CPU	Speaker	USB	Monitor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Write the correct labels here:

- A .....
- B .....
- C .....
- D .....

## Chapter 3

# Keyboard

A **keyboard** is a device that consists of a number of **keys**. It helps us to type, give commands, play games, and move from one point to another.

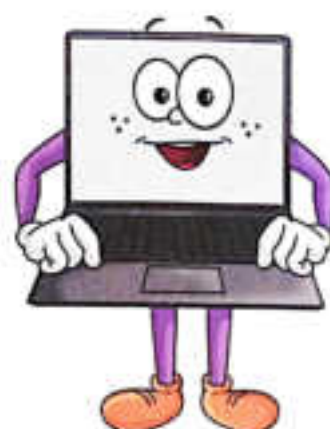
We type on a computer by pressing the keys on the keyboard of a computer. Whatever we **type** on the keyboard appears **on the monitor**.

I know that a keyboard has:

- Alphabet keys
- Number keys
- ENTER keys
- A SPACEBAR



Let us now learn about some more keys on a keyboard!



A Keyboard

A keyboard generally has 104 keys.



## CURSOR CONTROL KEYS

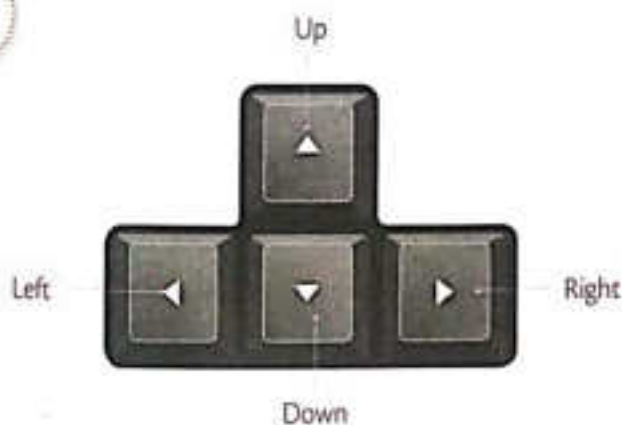
A **cursor** is a small blinking line on the monitor that shows the position of the next letter or number to be entered.

The cursor looks like this: |

The **cursor control** keys, also called **arrow** keys, are used for moving the cursor on the monitor.



Cursor on the screen



Cursor control keys

The arrows marked on the keys show the direction in which the cursor moves when those keys are pressed.

## BACKSPACE KEY



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

In this example, you need to correct the spelling of KEYYYBOARD to KEYBOARD.

Position the cursor after the first 'Y' and then use the BACKSPACE key to erase the extra 'Y'.



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 MORNITOR to MONITOR.

Position the cursor after the first 'O' and then use the DELETE key to erase 'R'.



Using the DELETE key

## CAPS LOCK KEY



When the CAPS LOCK key is ON, all the letters that are typed appear in capitals on the monitor.

For example, if you type the word 'mouse', it will appear as 'MOUSE' on the monitor. When the CAPS LOCK key is OFF, the letters that are typed appear in small letters on the monitor.

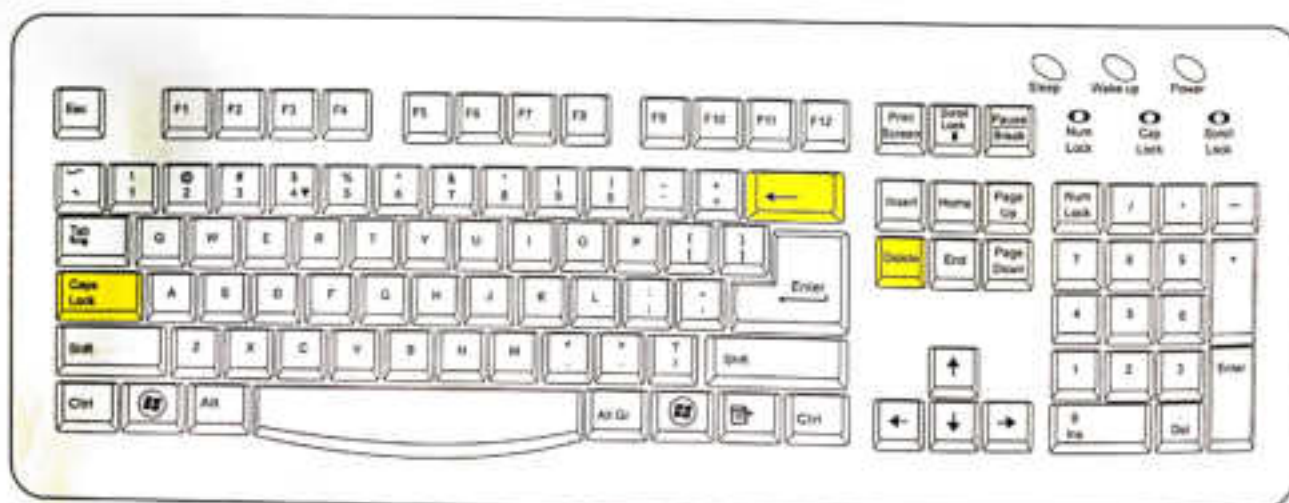


CAPS LOCK key ON



CAPS LOCK key OFF

For example, if you type the word 'printer', it will appear as 'printer' on the monitor.



BACKSPACE, DELETE, and CAPS LOCK keys



## NUM LOCK KEY



If you want to use the numeric keypad on the right side of the keyboard, the NUM LOCK key should be ON.



Num Lock is ON

The numeric keypad and the NUM LOCK key are shown below.



The numeric keypad

Hey friends! I also know how to type numbers.



## SHIFT KEY



The SHIFT key is used along with other keys. There are two SHIFT keys on a keyboard and both of them have the same function.

When you want to type the upper symbol on any of the keys coloured orange, use the SHIFT key.



The upper symbols are typed using the **SHIFT** key

For example, if you want to type the symbol \*, press the SHIFT key along with the key that has the symbol, i.e., the sixth key from the right.



## TAB KEY

The TAB key is present on the left side of the keyboard. It moves the cursor to the right by many spaces. For example, type your first name and then press the TAB key. See the cursor move by many spaces.

Now type your last name.

MANAAL KHAN

Name typed using TAB key

TAB key

ESC key



The TAB key and ESC key



## ESC KEY

The ESC key is used to close a menu or a dialog box. It is present on the upper left corner of the keyboard.

For example, if you have clicked the **Start** button by mistake, and do not want to work with the **Start** menu, just press the ESC key, and the menu will disappear.



Start menu

## Computer Manners



Do not eat or drink anything near the computer. It may get damaged if you drop or spill anything on it by mistake.



## Tricky Terms

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

**Cursor control keys** These are used for moving the cursor on the monitor.

**Backspace key** It is used to erase anything typed on the left side of the cursor.

**Delete key** It is used to erase anything typed on the right side of the cursor.

**Caps Lock key** It is used to type capital letters using the alphabet keys of a keyboard.

**Num Lock key** It is used to type numbers using the numeric keypad on the right side of a keyboard.

**Tab key** It is used to move the cursor to the right by many spaces.

**Esc key** It is used to cancel a menu or a dialog box.

## EXERCISES

### 1. Answer in one or two words.

- It is a small blinking line on the monitor. ....
- These move the cursor on the monitor. ....
- This key is used to move the cursor to the right by many spaces. ....
- This key is used to cancel a menu or a dialog box. ....
- It is used to erase anything typed on the right side of the cursor. ....

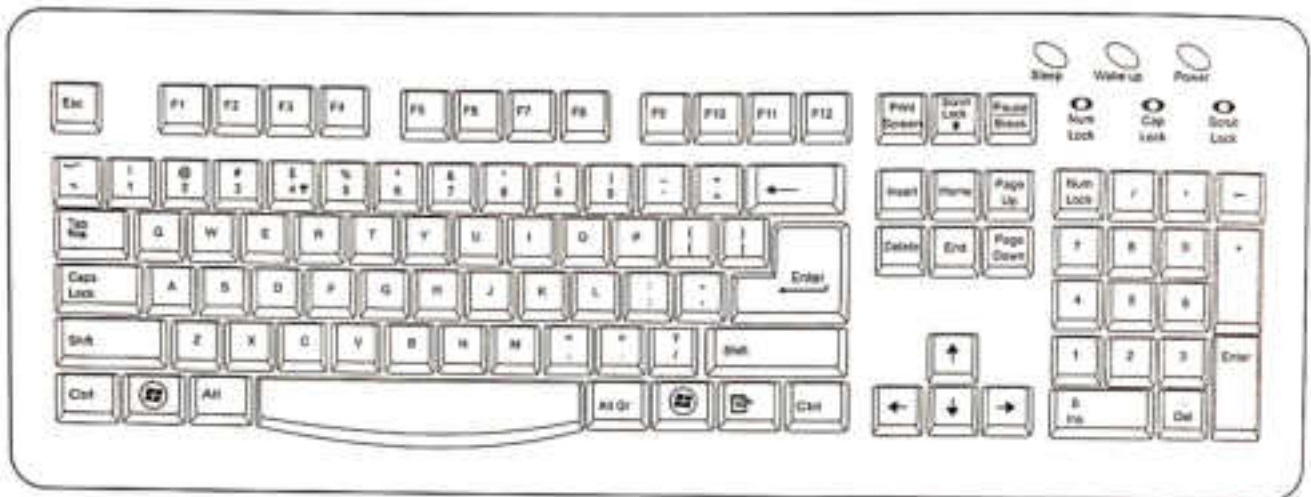
### 2. Fill in the blanks with the correct words.

BACKSPACE      control      keyboard      ON      SHIFT

- A ..... is a device that consists of a number of keys.
- The cursor ..... keys are used to move the cursor on the monitor.
- The ..... key erases anything typed on the left side of the cursor.
- When the CAPS LOCK key is ....., all the letters typed will appear in capital on the monitor.
- If you want to type the upper symbol of a key, first press the ..... key.

### 3. Do the following.

- Colour the keys used for typing @ \$ % # \* & in blue.
- Colour the keys used to type TIGER in yellow.
- Colour the key used to delete the letter on the left side of the cursor in red.
- Colour the key used to delete the letter on the right side of the cursor in green.



### 4. Choose the correct option.

- The key used to move the cursor by many spaces.  
i. TAB                      ii. ESC                      iii. SPACEBAR                      iv. BACKSPACE
- The key used to display the upper symbol when pressed with a key having two characters.  
i. CAPS LOCK      ii. NUM LOCK      iii. SHIFT                      iv. none of these
- The key pressed to use the numeric keypad on the right side of the keyboard.  
i. CAPS LOCK      ii. NUM LOCK      iii. ESC                      iv. DELETE
- When this key is ON, the alphabetic characters are displayed in capital.  
i. NUM LOCK      ii. CAPS LOCK      iii. SHIFT                      iv. none of these
- The number of cursor control keys on the keyboard are  
i. 3                      ii. 2                      iii. 4                      iv. 1



5. Answer the following.

- Which key is used to move the cursor to the right by many spaces?
- Analyse the functions of the Alphabet keys, Number keys, SPACEBAR key, and ENTER keys.
- Identify the keys which perform similar functions as the mouse.
- Which keys are used to erase a word? Is it useful to have different ways of doing the same task?
- Compare the following keys and note the similarities in their function.
  - NUM LOCK and CAPS LOCK
  - SPACEBAR and TAB
- How would you close a menu bar which has been opened unexpectedly?



## IN THE LAB

- Write the names of five fruits you like in WordPad.
  - in capital letters
  - in small letters
- In WordPad or Notepad, experiment with the different keys by typing your school name and address, making sure you use numbers, capital letters, and lower case letters.
  - family member's names
  - your school's name
  - your class teacher's name
  - the four parts of a computer

**Note:** The teacher may help the students open the **Notepad** or **WordPad** software, if required.

## GROUP PROJECT

'The quick brown fox jumped over the lazy dog' is a really special sentence for computer users. It is called a **pangram**. As a group, start with the title, 'The quick brown fox jumped over the lazy dog' and create your own story about the fox and the dog.



You can present it to your class in whatever way fits for your story. It could be a poem, a play, a cartoon strip, or a poster. The important thing to remember is that computer users often use this sentence to try out different fonts, so your story will help you to remember the important sentence.

### **TEACHER'S NOTES**

- The teacher could emphasise upon the difference between the CAPS LOCK and the SHIFT keys. Students can try using the SHIFT key with the alphabet keys while the CAPS LOCK key is on.
- Students must be given enough practice on using both their hands to type on the keyboard.
- It must be explained to the students that there are several types of keyboards available. This could possibly be demonstrated in the computer lab itself.



## chapter 4

# Uses of Computers

Nowadays, computers are used in many areas of our lives, Goggle.



Yes, that is correct. They are used in my school too.



Let us learn more about the different uses of computers.

Computers can be used for a number of tasks in schools, railway stations, airports, banks, hospitals, and offices.

One of the tasks is **maintaining records**.

Nowadays, computers are also used in **designing clothes, buildings, cars**, etc. They also help in **launching rockets**, and in **designing books and magazines**.

### Did you Know?



A **record** is a collection of information about a particular person or object.

Let us now learn in detail about the uses of computers in different fields.

## SCHOOLS

Computers are used in schools:



To make timetables



To keep fee records



To maintain students' records



To create circulars



To keep track of books in the library



To help in teaching



## RAILWAY STATIONS AND AIRPORTS

Computers help in **booking tickets**, giving information about the **arrival** and **departure** timings of trains and aeroplanes, etc.



Computers help in booking tickets.



Computers help in providing information about flight timings.

## MAKING FILMS

Computers help in creating the **animations** shown in films. **Animation** is the process of preparing lively cartoons as seen on television.



Computers help in making films.



## BANKS

In banks, computers are used to store details of customers' bank accounts. A computer also helps us withdraw and deposit money using something called an ATM. ATM stands for **Automated Teller Machine**.



Computers are used to keep customer details.



A lady is withdrawing money from an ATM.

## HOSPITALS

Computers are used to **maintain records of patients in hospitals**. Sometimes, computers can also be used to **identify diseases**.

Computers help doctors in **performing operations**. Computers are also used to prepare **medical reports of patients**.



A computer is being used to maintain patient records.

## OFFICES

In offices, computers are used to **type and print documents**. Computers are also used for sending messages through **email**, also known as **electronic mail**.

CDs and DVDs can be used to **store a lot of information**. This information would otherwise be stored in bulky files that occupy a lot of space.





Computers are being used to type and print documents.



CDs and DVDs store a lot of information and are easier to handle than bulky files.

## DESIGNING

Computers help in **designing clothes**. They are also used by architects to design **buildings and houses**.



Computers are being used to design clothes.



Computers are being used to design houses.

Computers are also used to design **cars**, **aeroplanes**, **machines**, etc.



Computers are being used to design cars.

## SPACE RESEARCH

Computers help in launching satellites, rockets, etc. Computers also help in controlling satellites and in space research.



Computers are being used to launch rockets.



Computers are being used to design books.

## PUBLISHING

Computers are used by publishers and publishing houses to design and print newspapers, magazines, books, etc.

## Computer Manners



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

## Tricky Terms

**Record** It is a collection of information about a particular person or object.

**ATM** It is a machine that we use to

deposit or withdraw money.

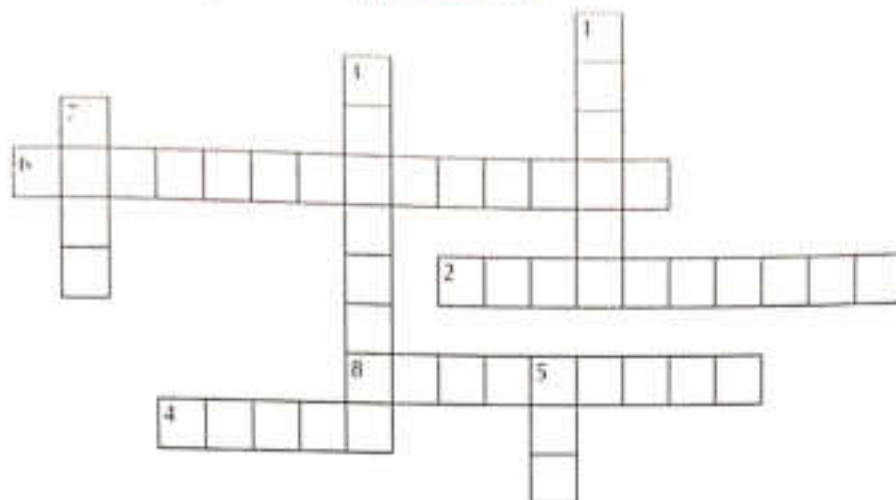
**Email** It is a way of sending messages to other people by means of computers.



# EXERCISES



1. Solve the crossword using the clues given below.



## Down

1. a place where computers are used to maintain fee records
3. a place where computers are used to maintain records of patients
5. a machine used to withdraw money
7. a place where computers are used to keep details of customer's bank accounts

## Across

2. Computers are used by ..... for designing and printing books.
4. the process of sending mail through a computer
6. a place where computers are used for giving information about the arrival and departure timings of trains
8. the process of preparing lively cartoons

2. Fill in the blanks with the correct words.

animation      email      school      record      Teller

- a. A ..... is a collection of information about a particular person or object.
- b. .... is the process of preparing lively cartoons as seen, for example, on television.
- c. ATM stands for Automated ..... Machine.
- d. Computers are used for sending messages through .....
- e. Computers are used in a ..... to print report cards of students.

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

- a. Computers are used in schools as a teaching aid.
- b. CDs and DVDs can be used to store a lot of information.
- c. You cannot use a computer to design books.
- d. In a bank, computers are used to make timetables.
- e. In a hospital, computers are used to book tickets.

☐  
☐  
☐  
☐  
☐

**4. Write one word for the following.**

- a. Process of making cartoon films.
- b. Way of sending messages through computers.
- c. Computers are used in this place to record customer bank accounts.
- d. Computers are used here to make books.
- e. It is used to withdraw money.

.....

.....

.....

.....

.....

**5. Answer the following.**

- a. Write two uses of computers in schools.
- b. Why do people use email?
- c. Give two uses of computers in hospitals.
- d. What are computers used for in your school? Can you think of anywhere else in school that they could be used?
- e. Have you noticed computers being used in restaurants and shopping malls? Name any other place where you have seen people using computers to perform their tasks.
- f. Do you think learning computer skills has become essential for all professions? Give reason for your answer.
- g. Why is learning computer skills very important for all students today?



**IN THE LAB**

- 1. Collect any two computer-generated tickets (railway, movie, aeroplane, etc.) and paste it in your notebook or scrapbook.
- 2. Collect pictures from a magazine or newspaper, and make a chart on the uses of computers in different fields.



3. Conduct a sports survey in your school. Your task is to ask everyone in your class about their favourite sport and sports star. Then you have to record this information on your computer. Decide how best to do this. Is a list the best way or could you create an alternative?

## GROUP PROJECT

Each group should choose a profession such as teaching, medicine, architecture, banking, airline industry, etc. and to work out how different professionals use computer technology to help them do their job. Each group should create a scene from a day at work of their selected profession, so they could demonstrate to the rest of the class how important computers are.

## TEACHER'S NOTES

- Ask students what they want to be when they grow up and how they think they would use computers in their respective professions.

## WORKSHEET—2

(Chapters 3 and 4)

1. Look for eight places where computers are used, in the grid given below.

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

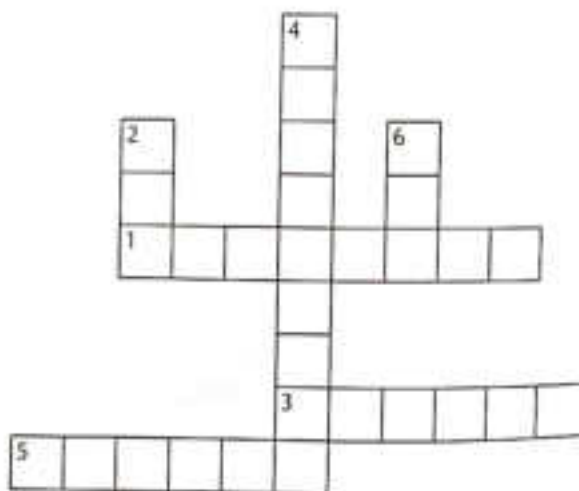
2. Solve the crossword using the clues given.

### ACROSS

1. This key is used to type in capital letters using the alphabet keys.
3. It is the small blinking line on the monitor.
5. This key is used to erase anything typed on the right side of the cursor.

### DOWN

2. This key is used to cancel a menu or a dialog box.





4. This key is used to erase anything typed on the left side of the cursor.  
6. The number of SHIFT keys present on the keyboard.

3. What will appear on the screen if you press the following keys.

- a. SHIFT key + \* 8 .....
- b. SHIFT key + @ 2 .....
- c. SHIFT key + c .....
- d. Dua + TAB + Jibran .....
- e. CAPS LOCK + Monitor .....

# Chapter 5

## Let's Paint!

Hey Toggle!  
I know one can draw  
on the computer but  
I don't know how.



No problems!  
I'll tell you. For drawing  
and colouring, you can  
use a program called  
**Paint**.



**Microsoft Paint** is a fun program which you can use to draw and colour anything you like.

### STARTING PAINT

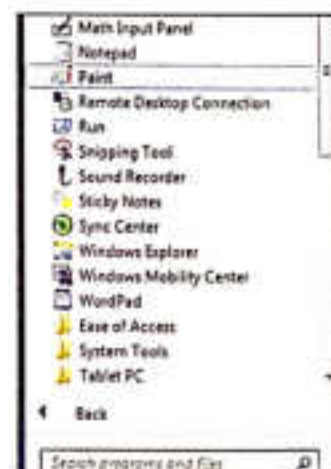
Let us begin by learning to start the **Paint** program. Click the **Start** button. Select



**Fig. 5.1** Select All Programs



**Fig. 5.2** Select Accessories



**Fig. 5.3** Select Paint





**Fig. 5.4** Components of the **Paint** window

**All Programs (Fig. 5.1) ► Accessories (Fig. 5.2) ► Paint (Fig. 5.3).**

The **Paint** window opens with the **Home** tab selected (Fig. 5.4). The Paint window has two main parts:

- **Ribbon**—It contains the tools you can draw with.
- **Drawing area**—It is the area where you draw.

## CLOSING PAINT

When you're done using the Paint program, you can close it by doing the following:

Click the **Paint** button and then click the **Exit** option (Fig. 5.5).

## USING TOOLS

Different tools like the **Pencil** tool, the **Brushes** tool, and the **Line** tool can be used to draw straight and curved lines in **Paint**.



**Fig. 5.5** Exit option

## Pencil Tool

You can use the **Pencil** tool to draw both straight and curved lines.

1. In the **Tools** group, click the **Pencil** tool.
2. In the **Colors** group, click **Color 1** and then choose a colour in the colour box.
3. To select the background colour, click **Color 2** and then choose a colour in the colour box.

4. Click the **Size** button and then select a thickness for the line.
5. Click inside the drawing area. Drag the mouse to draw the lines (Fig. 5.6).

1. Click the **Pencil** tool.
2. Click **Color 1** and then choose a colour.

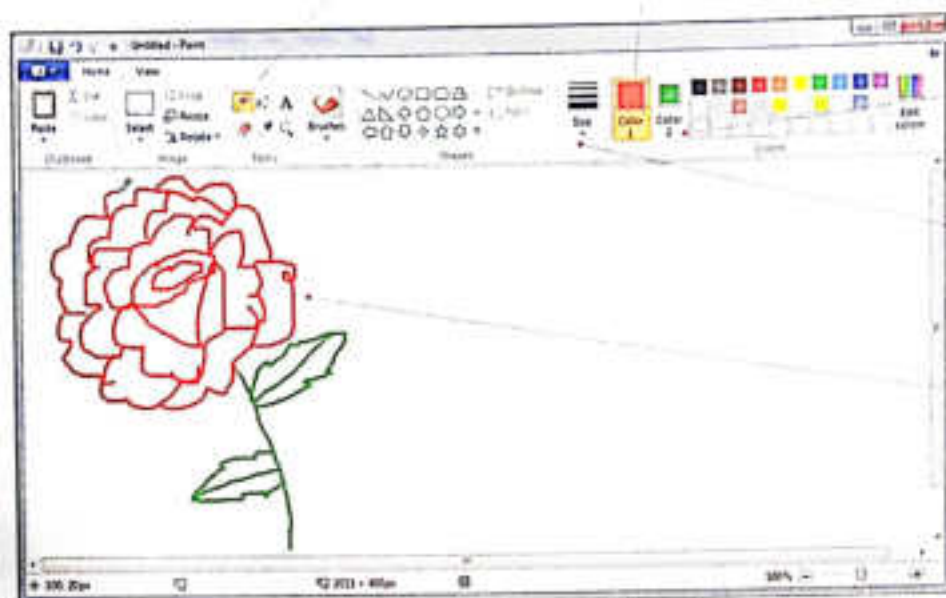
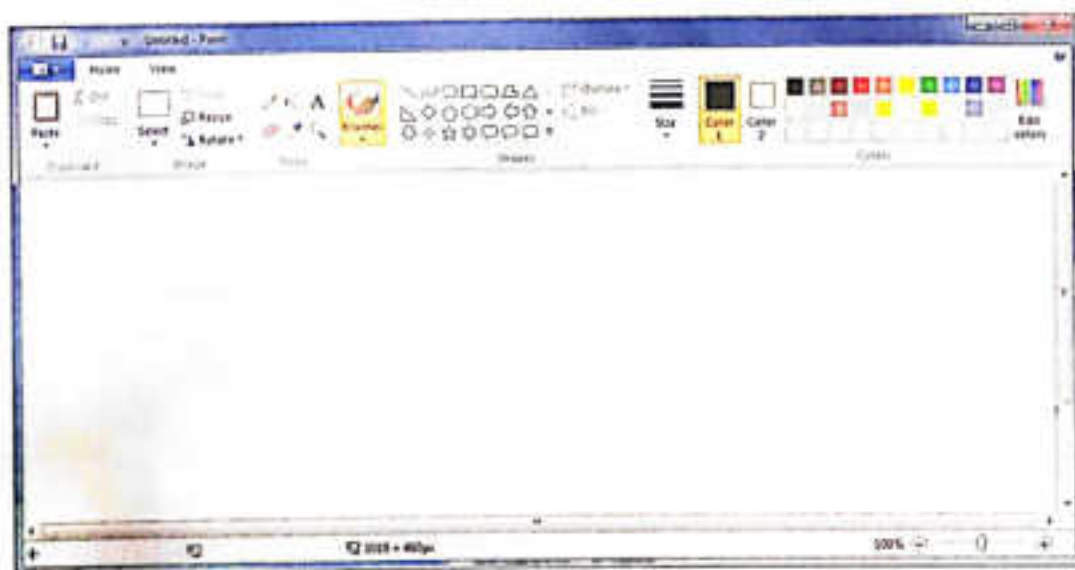


Fig. 5.6 Using the **Pencil** tool

3. Click **Color 2** and then choose a colour, which forms the background colour.
4. Click the **Size** button and select a thickness for the line.
5. Click inside the drawing area and drag the mouse to draw.

**Note:** To draw using the background colour (**Color 2**), right-click while you drag to draw.

*So, what did you draw on your first try? Can you make a copy of it here for me?*





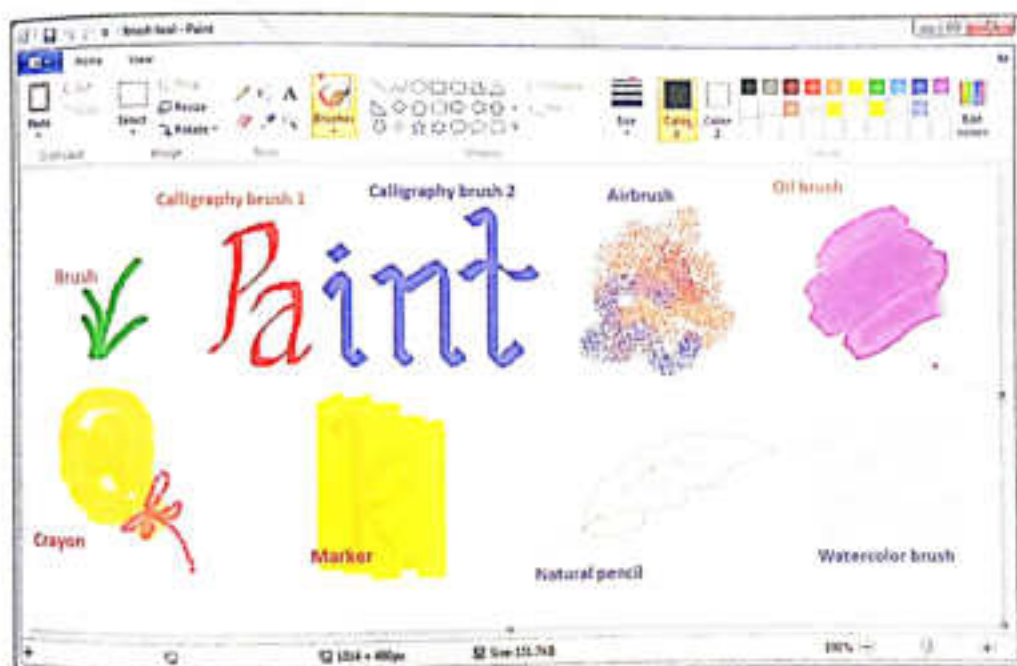
## brushes Tool



You can use the **Brushes** tool to draw lines and curves that have a different appearance and texture. Different artistic brushes are available which can be used to draw **free-form** and **curved lines** that have different effects.

1. Click the down arrow under **Brushes**. Click the artistic brush that you want to use.
2. Click the **Size** button and then select a thickness for the brush.
3. In the **Colors** group, click **Color 1** and choose a colour.
4. Click inside the drawing area. Drag the mouse to draw (Fig 5.7).

1. Click the down arrow and click the artistic brush you want to use.
2. Click and select a thickness for the brush.



3. Click **Color 1** and then choose a colour.

4. Click inside the drawing area and drag to draw.

Fig. 5.7 Using the **Brushes** tool

## line Tool



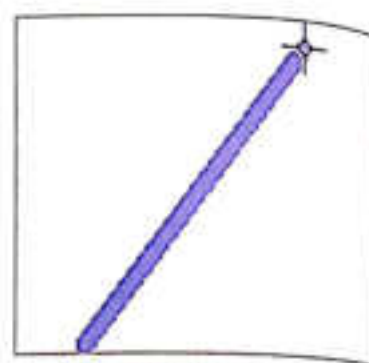
You can use the **Line** tool to draw a straight line. You can also choose the thickness of the line and its style.

### Top Tip

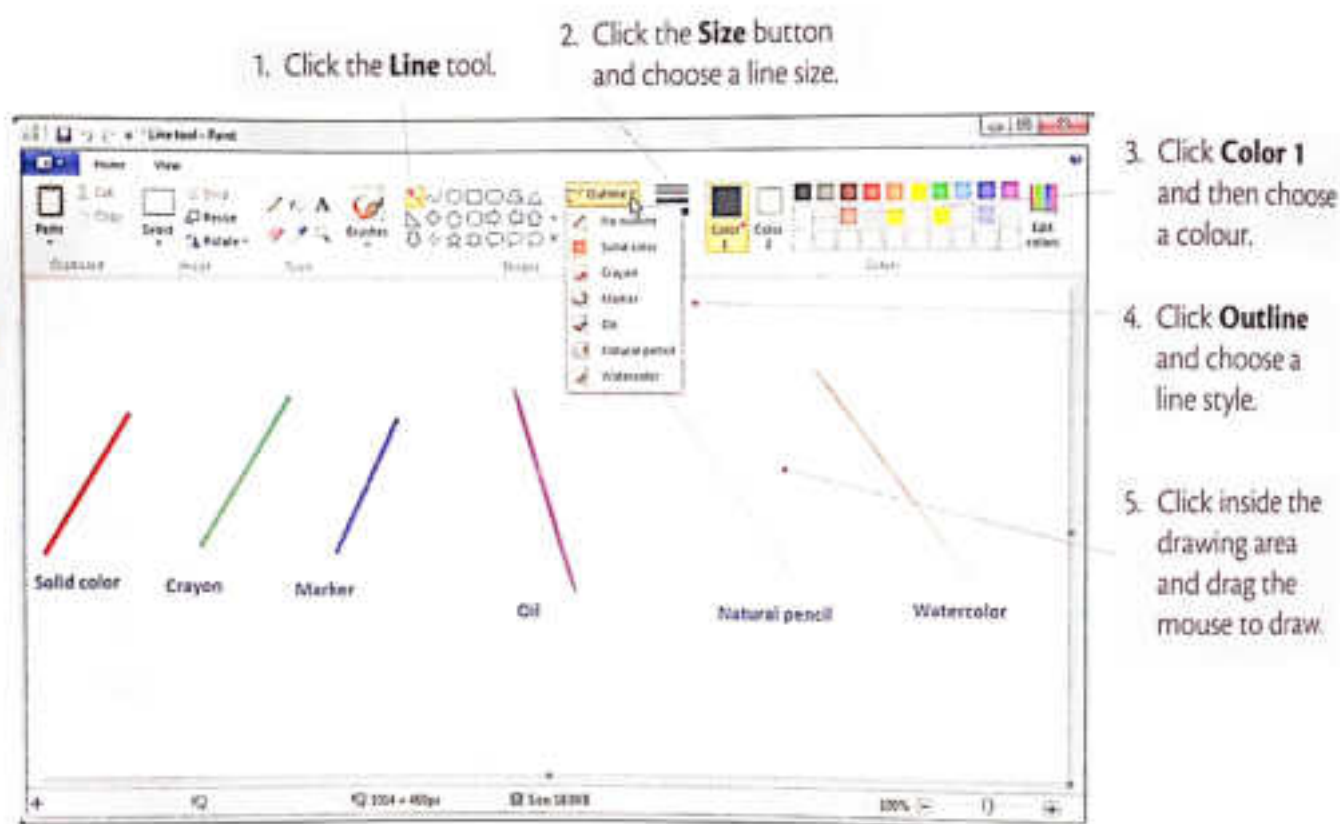


To draw a horizontal or vertical line, press and hold the **SHIFT** key as you draw the line.

1. In the **Shapes** group, click the **Line** tool.
2. Click the **Size** button, and then choose a line size.
3. In the **Colors** group, click **Color 1** and choose a colour.  
Drag the pointer to draw the line [Fig. 5.8(a)].
4. You can also change the line style. In the **Shapes** group, click **Outline**, and then choose a line style.
5. Click inside the drawing area. Drag the mouse to draw [Fig. 5.8(b)],



**Fig. 5.8(a)** Drawing a line

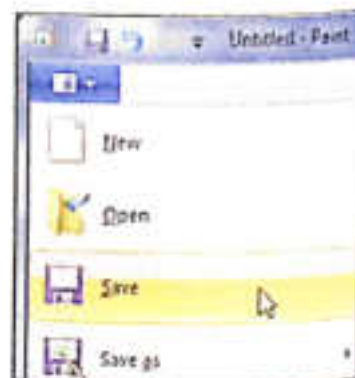


**Fig. 5.8(b)** Using the Lines tool

## SAVING A DRAWING

When you save a new drawing for the first time, you will need to give it a name. The steps to save a new drawing are:

1. Click the **Paint** button, and then click the **Save** option (Fig. 5.9).

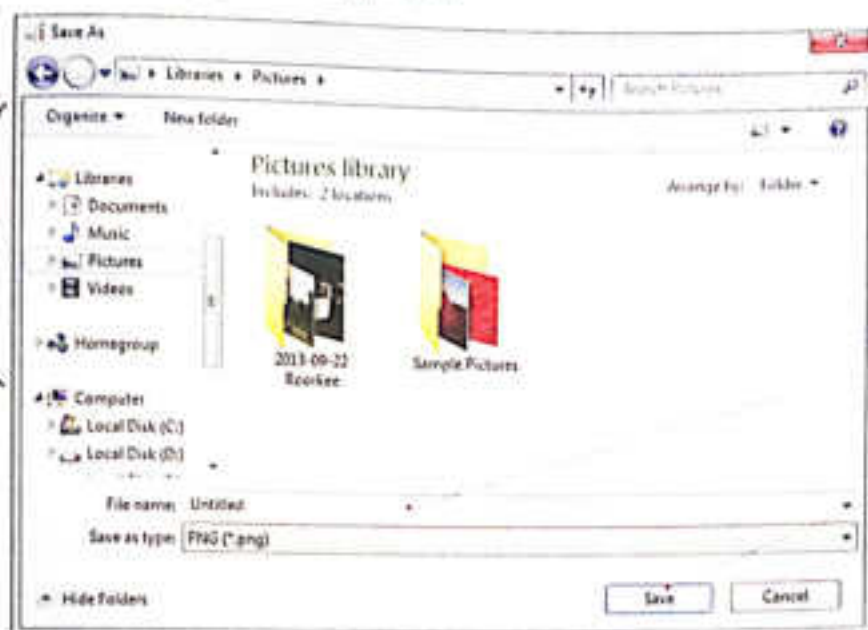


**Fig. 5.9** Save option



2. The **Save As** dialog box appears (Fig. 5.10).

3. Select the drive and then a folder.



4. Type the file name.

5. Click the **Save** button.

**Fig. 5.10** Save As dialog box

3. Select the drive and the folder to save your drawing in.

4. In the **File name** box, type a file name.

5. Click the **Save** button.

**Fast forward**

Save a drawing **CTRL + S**

## PRACTICE TIME



Kamran wants to draw a kite in Paint similar to the one shown. Which tools should he use? Can you help him with the task?

### SOLUTION

1. To draw the kite, do the following:
  - a. Select the **Line** tool.
  - b. Click **Color 1** and then select purple/pink colour.
  - c. Click the **Size** button and select the 2<sup>nd</sup> option.
  - d. Click and drag on the drawing area to draw the shape.



2. To draw the thread, follow these steps:
  - a. Select the **Pencil** tool.
  - b. Click **Color 1** and then select black as the colour.
  - c. Click the **Size** button and then select the 1<sup>st</sup> option.
  - d. Click and drag on the drawing area to draw the thread of the kite.
3. To colour the kite, do as follows:
  - a. Click the down arrow under **Brushes** tool and then select **Airbrush**.
  - b. Click **Color 1** and then select purple/pink colour.
  - c. Click the **Size** button and select a size of your choice for the brush.
  - d. Click inside the kite many times to fill it with the colour.
4. To write the word "Kite", do the following:
  - a. Click the arrow under **Brushes** tool and select **Calligraphy brush 1**.
  - b. Click **Color 1** and select the blue colour.
  - c. Click and drag inside the drawing area to write the word 'Kite'.

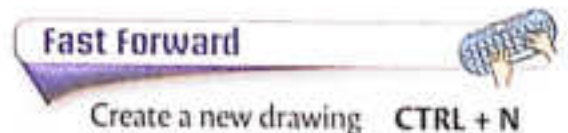
## STARTING A NEW DRAWING

To start a new drawing:

1. Click the **Paint** button and then click the **New** option (Fig. 5.11).



Fig. 5.11 New option



2. If you have not saved the picture you have drawn earlier, **Paint** will display a message box asking you whether you want to save the drawing or not (Fig. 5.12).
3. Select **Save** or **Don't Save** as per your choice.

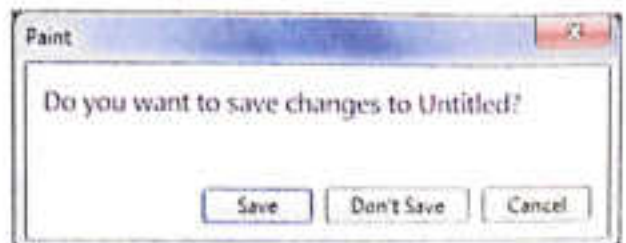


Fig. 5.12 Message box



## OPENING AN ALREADY SAVED DRAWING

To open an already saved drawing:

1. Click the **Paint** button and then click the **Open** option (Fig. 5.13).
2. The **Open** dialog box appears (Fig. 5.14).
3. Select the drive and the folder.
4. Look for the drawing you want to open in **Paint**, select it, and then click the **Open** button.

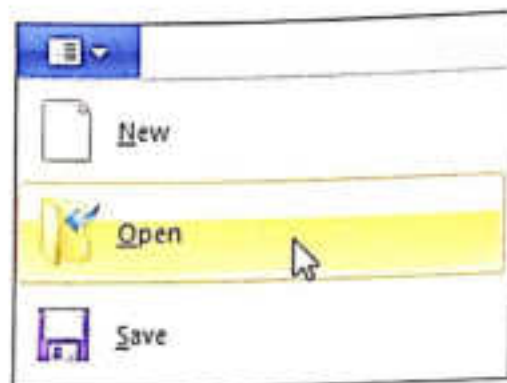


Fig. 5.13 Open option

### Fast Forward

Open a saved drawing

CTRL + O

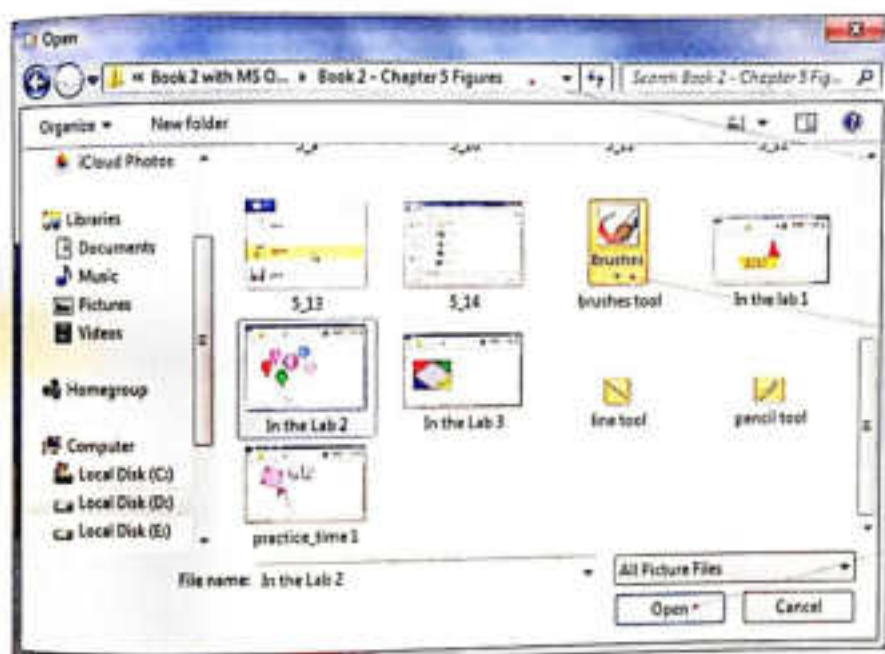


Fig. 5.14 Open dialog box

## Tricky Terms

**Ribbon** part of the Paint window that contains the tools that are used to draw with

**Pencil tool** It is used for free hand drawings.

**Brushes tool** It is used to draw lines and curves that have a different appearance and texture.

**Line tool** It is used to draw straight lines.

## EXERCISES



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

Brushes

Color 2

Save

Size

straight

- The ..... tool is used to draw lines and curves that have different appearances and textures.
- The ..... option is used to specify the background colour.
- Click the ..... button and then select a thickness for the line.
- The **Line** tool is used to draw a ..... line.
- To save a new drawing, click the **Paint** button and then click the ..... option.

### 2. Choose the correct option.

- The main parts of the **Paint** window are the:
  - ribbon
  - drawing area
  - paint area
  - both i and ii
- The tool(s) used to draw lines and curves in **Paint** is/are the
  - Line** tool
  - Brushes** tool
  - Pencil** tool
  - all of these
- The **Paint** button menu command used to close the **Paint** window is:
  - New
  - Save
  - Exit
  - Open
- The option used to choose the width of the tool is:
  - Thickness
  - Thick
  - Size
  - Width
- The group that contains the **Line** tool is:
  - Tools
  - Shapes
  - Colors
  - Image



3. Answer the following.

- Which tool is used to draw both straight and curved lines?
- How will you select a background colour?
- How will you change the thickness of the line?
- Which dialog box appears when you save the drawing for the first time?
- What do the Pencil, Brush, and Line tools have in common?
- Which tool would you use to create special effects using a curved line?
- Is it a good idea to give appropriate names to your files in order to find them easily? In Paint what name would you give a drawing of your classroom?



### IN THE LAB

- Mohid wants to draw a similar boat as shown on the right in **Paint**. He also wants to write the text 'BOAT' on it. Can you help Mohid in this task?
- Anum saw balloons of different colours at her friend's party. She wants to draw the same in **Paint**. Can you help her? Also write down the steps you will follow. Write the names of the tools used to draw the picture.
- Simra's mother wants her to make an Eid card. She has first drawn it in **Paint**. Can you do the same task? Save the drawing with the name.
- Your task is to draw the castle of your dreams, using as many of the different tools in Paint, as you can. To complete the drawing think about colour schemes. Can you just use one colour but use lots of different shades of that same colour or can you just use two colours?



## GROUP PROJECT

Imagine you are with your friends at a big event such as a cricket match or a religious festival like Eid. Plan together how you can recreate the scene using Paint. Would you focus on the crowd, the action you are watching, or both perspectives? Write how you will complete this task in Paint. What might be difficult to draw? How can you adapt your ideas?

You might think it would be easier to paint the scene on paper rather than on screen. What are the advantages of completing this task on screen?

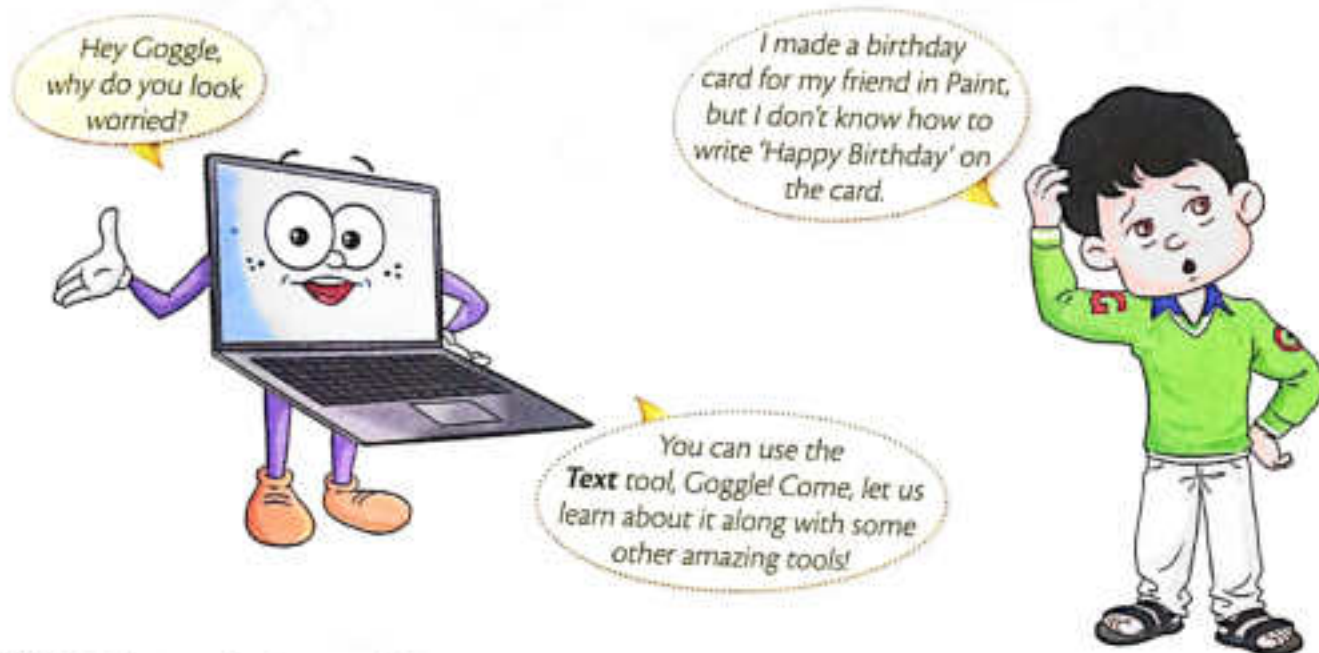
Share your conclusions with the rest of your class.

## TEACHER'S NOTES

- It should be pointed out to the pupils that most functions are performed by clicking the left mouse button.
- The teacher could also demonstrate how to draw circles and ovals using the **Ellipse** tool if children are not able to use the Pencil tool comfortably. Similarly, the use of the **Rectangle** tool to draw squares and rectangles could also be shown to the children, so that they are able to perform the tasks given in **In the Lab**.



# Drawing in Paint



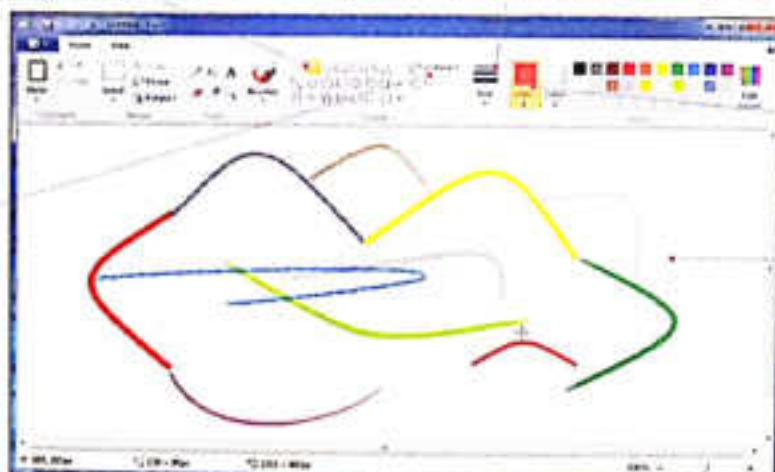
You can draw a lot many things in **Paint**. But, let us first learn about the other tools that you can use in **Paint**.

## CURVE TOOL

The **Curve** tool is used to draw curved lines.

1. In the **Shapes** group, click the **Curve** tool.
2. Click the **Size** button and then select a thickness for the **Curve** tool.
3. In the **Colors** group, click **Color 1** and then select a colour.
4. In the **Shapes** group, click **Outline** and then choose a line style.
5. Bring the mouse pointer onto the drawing area. Notice that the mouse pointer changes from an arrow to a pointer with four heads. Drag the mouse to draw a line.
6. Click the line and drag the mouse to get a curve (Fig. 6.1).

1. Click the **Curve** tool.
2. Click the **Size** button and select a thickness for the curve.



4. Click **Outline** and then choose a line style.

3. Click **Color 1** and then select a colour.

5. Click and drag to draw in the drawing area.

**Fig. 6.1** Using the **Curve** tool



## SHAPES GROUP

You can use the **Shapes** group in **Paint** to draw different types of ready-made shapes like rectangles, ellipses, triangles, arrows, hearts, stars, lightning bolts, callouts, and many more.

1. In the **Shapes** group, click a ready-made shape.
2. Click the **Size** button and select a thickness for the line.
3. In the **Colors** group, click **Color 1**, and then select a colour. Click **Color 2**, and then select a colour to fill the shape.
4. Click the **Outline** button and select a line style.
5. Click the **Fill** button and select a fill style.
6. To draw the shape, click and drag the mouse on the drawing area (**Fig. 6.2**).



1. Click the shape.

2. Select the line thickness.

4. Click the **Outline** button and select a line style.

3. Click **Color 1** and then click a colour for outline. Click **Color 2** and click a colour for filling the shape.

5. Click the **Fill** button and select a fill style.

6. Click and drag the mouse to draw the shape.

**Fig. 6.2** Drawing different shapes



### Top Tip



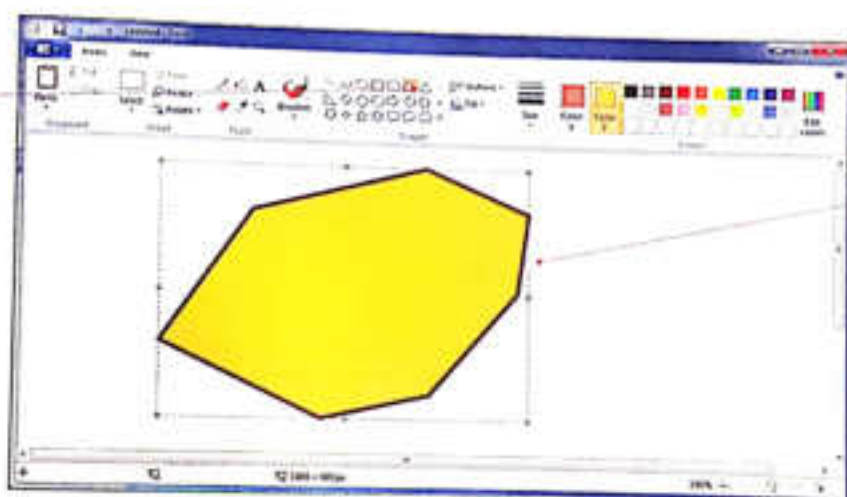
To create sides with 45° or 90° angles, press and hold the **SHIFT** key as you create each side.  
To draw a shape with equal sides, like a square, click **Rectangle** in the **Shapes** group and press and hold down the **SHIFT** key while dragging the mouse.

## POLYGON TOOL

You can use the **Polygon** tool to make a custom shape with any number of sides.

1. In the **Shapes** group, click the **Polygon** tool.
2. To draw a polygon, drag the pointer to draw a straight line. Then, click each point where you want additional sides to appear.
3. Connect the last line to the first line to finish drawing the polygon and to close the shape (Fig. 6.3).

1. Click  
**Polygon**  
tool.



2. and 3. Click and  
drag the mouse to  
draw the shape by  
connecting the lines  
and required points.

Fig. 6.3 Using the **Polygon** tool

4. With the shape still selected, you can do one or more of the following to change its appearance:
  - To change the line style, click **Outline** and then click a line style. You can have a shape without an outline by selecting **No outline**.
  - To change the outline size, click the **Size** button and then select a thickness for the line.
  - In the **Colors** group, click **Color 1**, and then click a colour for the outline. Click **Color 2** for a colour to fill the shape.



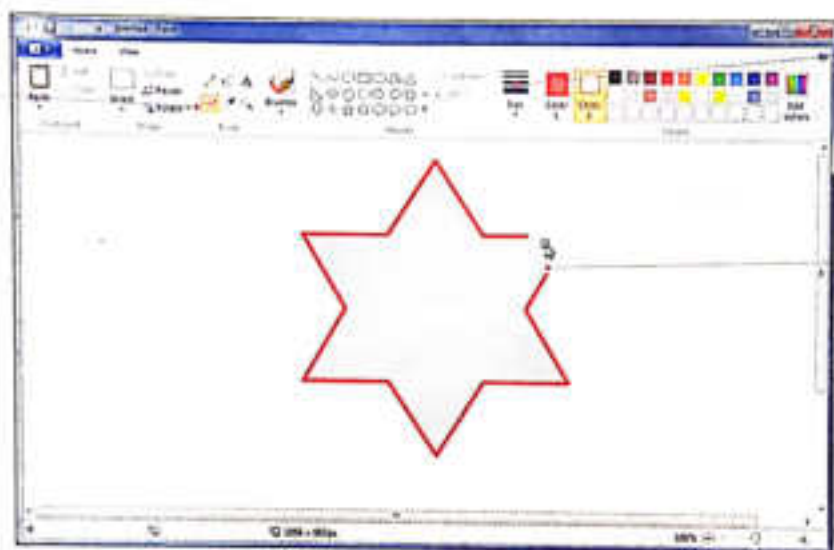
- To change the fill style, click **Fill** in the **Shapes** group and then click the fill you want. If you do not want to fill the shape, click **No fill**.

## ERASER TOOL

The **Eraser** tool is used to rub out any part of the picture.

1. In the **Tools** group, click the **Eraser** tool.
2. Click the **Size** button and then select a size for the eraser.
3. Bring the mouse pointer onto the drawing area.
4. Click and drag the mouse over the part that you want to rub out (Fig. 6.4).

1. Select the **Eraser** tool.



2. Select the size of the eraser.

3. and 4. Click and drag the mouse over the part that you want to erase.

**Fig. 6.4** Using the **Eraser** tool

## FILL WITH COLOR TOOL

This tool is used to fill a selected colour in any closed shape. It makes your drawing colourful. Let us first draw a flower in **Paint**. Now, use the steps given below to fill the figure with colour.

1. In the **Tools** group, click the **Fill with color** tool.
2. In the **Colors** group, click **Color 1** and then select a colour.
3. Bring the mouse pointer onto the drawing area.
4. Click inside the shape to fill it with colour (Fig. 6.5).

1. Click the **Fill with color** tool.

2. Click **Color 1** and then choose a colour.

3. Click inside the shape to fill it with colour.

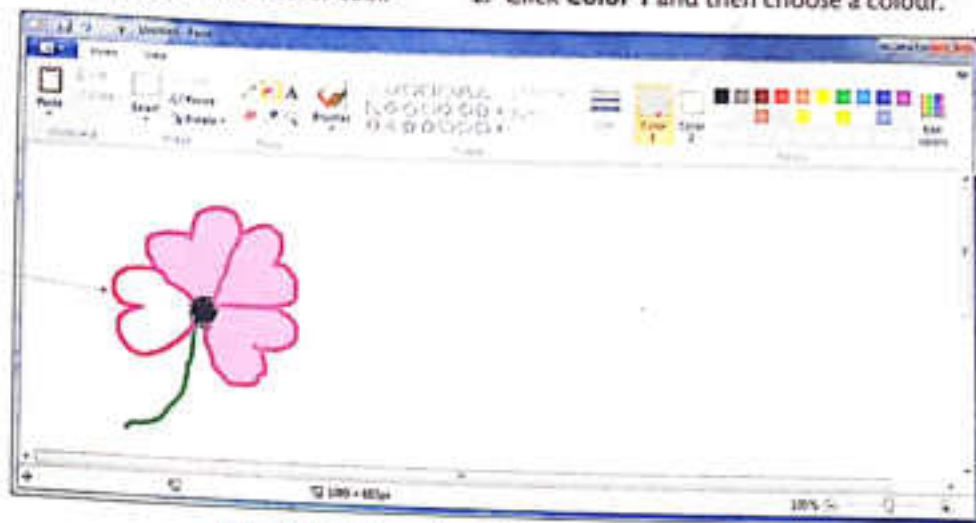


Fig. 6.5 Using the **Fill with color** tool

## PRACTICE TIME



Sana has drawn a beautiful peacock in Paint. What steps should you follow to draw a similar picture?

### SOLUTION

1. To draw the body of the peacock, use the **Pencil** tool as follows:
  - a. In the **Tools** group, click the **Pencil** tool.
  - b. In the **Colors** group, click **Color 1** and then choose the colour blue.
  - c. Click the **Size** button and then select option 2 as the thickness for the pencil.
  - d. Click inside the drawing area. Drag the mouse to draw the body of the peacock.
2. To draw the ground and shoots, use the **Brushes** tool as follows:
  - a. Click the arrow under **Brushes** tool and select the **Oil brush**.
  - b. Select option 2 under **Size**.
  - c. In the **Colors** group, click **Color 1** and then choose brown colour.
  - d. Drag the mouse to draw the ground.
  - e. To draw the tiny shoots, select option 1 under **Size**, remain with the colour brown or choose colour green and drag the mouse.



3. To draw the ovals and curves and the blue line inside them, use the **Brushes** tool again:
  - a. Click the arrow under **Brushes** tool and select **Natural Pencil**.
  - b. Select Option 2 in the **Size** menu.
  - c. Now click **Color 1** and then click on Red in the colour box.
  - d. Draw the ovals and curves on the feathers.
  - e. Now click **Color 1** and then select blue colour.
  - f. Draw the blue line inside the ovals and curves.
4. To draw the eye, use the **Curve** tool:
  - a. In the **Shapes** group, click the **Curve** tool.
  - b. Click the **Size** button and then select Option 1 for thickness of the **Curve** tool.
  - c. In the **Colors** group, click **Color 1** and then choose the colour, black.
  - d. In the **Shapes** group, click **Outline** and then choose a line style in the menu.
  - e. Bring the mouse pointer onto the drawing area. Drag the mouse to draw a line.
  - f. Click the line and drag the mouse to get the curve of the eye.

Note: The eye can also be drawn using the **Pencil** tool.
5. To colour the body and the feathers, use the **Fill with color** tool:
  - a. In the **Tools** group, click the **Fill with color** tool.
  - b. In the **Colors** group, click **Color 1**.
  - c. Select the colours needed, one by one.
  - d. Click inside the shapes to fill them with colour.
6. For the yellow portion do the following:
  - a. Click the **Brushes** tool and select the simple **Brush**.
  - b. In the **Colors** group, click **Color 1**.
  - c. Select the colour yellow.
  - d. Click and drag to draw the outline in yellow and then use the mouse to fill the space in yellow.

## TEXT TOOL

You can use the **Text** tool to type text in a drawing. Let us see how:

1. In the **Tools** group, click the **Text** tool.
2. Click in the drawing area where you want to add text.



3. Notice that the **Text** tab appears in the main toolbar. In the **Fonts** group, select the font, size, and style.
4. In the **Colors** group, click **Color 1** and then click a colour for the text.
5. Type the text (Fig. 6.6).

1. and 2. In the **Tools** group, click the **Text** tool. Click in the drawing area where you want to add text.

3. Select the font, size, and style.

4. Select the colour.



5. Type the text.

**Fig. 6.6** Using the **Text** tool

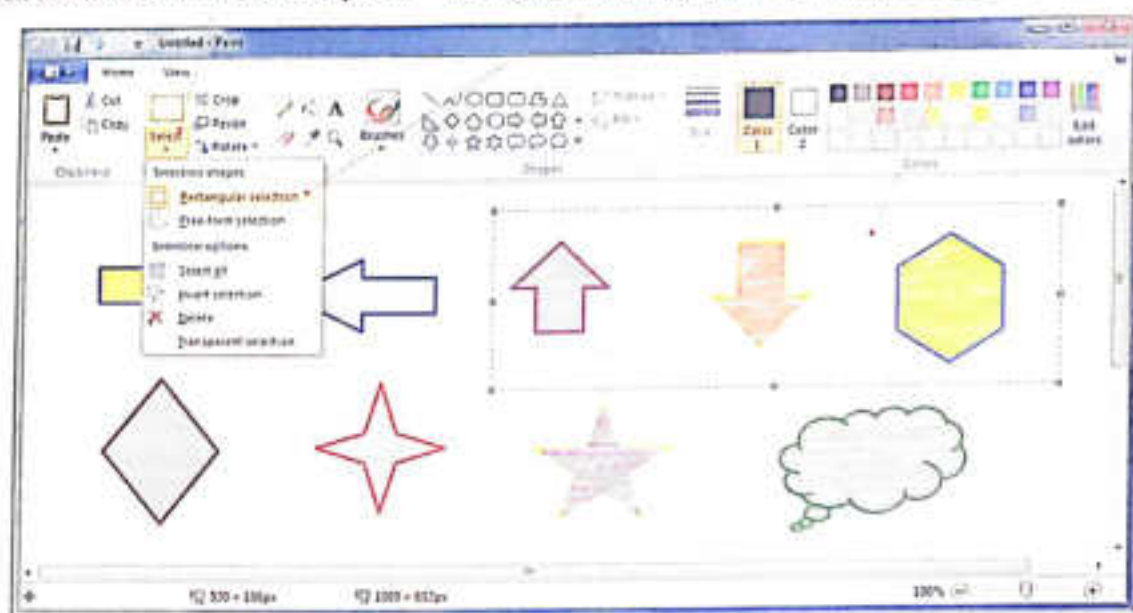
## SELECT TOOL



You can use the **Select** tool to select a part of the drawing. Follow the steps below:

1. In the **Image** group, click the down arrow under **Select**.
2. Do one of the following:
  - To select any square or rectangular part of the drawing, click **Rectangular selection**, and then drag the pointer to select that part of the drawing (Fig. 6.7).
  - To select any irregularly-shaped part of the drawing, click **Free-form selection**, and then drag the pointer to select that part of the drawing.
  - To select the whole picture, click **Select all**.
  - To select everything in the picture except for the currently selected area, click **Invert selection**.
  - To delete the selected object, click **Delete**.

1. Click down arrow under **Select** option.
2. Select the required option.
3. Click and drag the mouse to select.



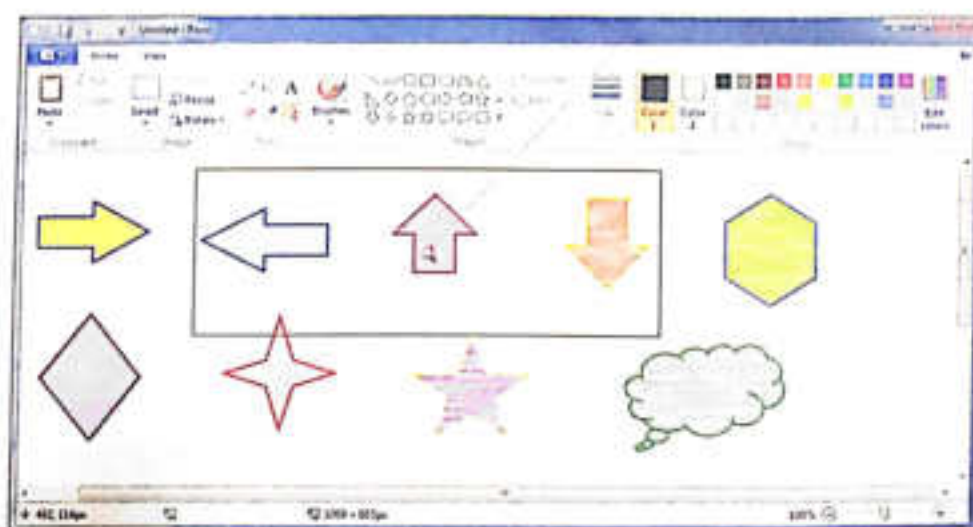
**Fig. 6.7** Using the **Rectangular selection** tool

## MAGNIFIER TOOL

You can use the **Magnifier** tool to zoom in on a part of your drawing, and see it more closely.

1. In the **Tools** group, click the **Magnifier** tool.
2. Move the magnifier, and click on the part of the drawing you want to zoom in on (**Fig. 6.8**).

1. Click the **Magnifier** tool.
2. Click the part of the drawing you want to zoom in on.



**Fig. 6.8** Using the **Magnifier** tool

3. Click it once, the drawing is magnified by 200% (Fig. 6.9).
4. Notice that the slider at the bottom shows 200%. You can also move the bar in the slider to make the drawing smaller or larger (Fig. 6.9).

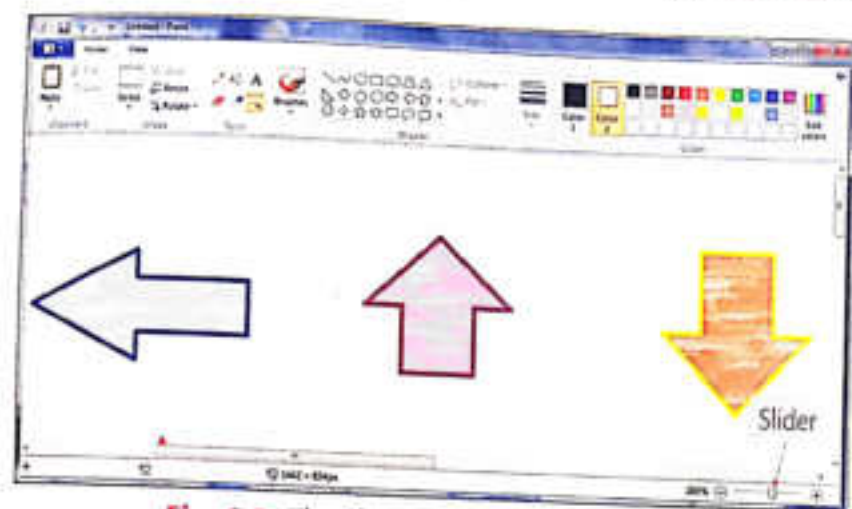


Fig. 6.9 The drawing after zooming in

### Top Tip

Drag the horizontal and vertical scroll bars on the bottom and right side of the window to move around the picture. To zoom out, you can right-click the mouse, or move the slider at the bottom to the left.

## COLOR PICKER TOOL

You can use the **Color picker** tool to set the current foreground or background colours.

1. In the **Tools** group, click **Color picker**.
2. Click the colour in your picture that you want to set as the foreground colour [Fig. 6.10(a)], or
3. Right-click the colour in your picture that you want to set as the background colour [Fig. 6.10(b)].

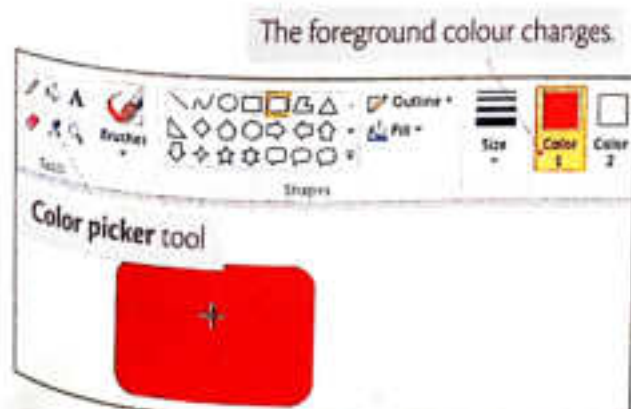


Fig. 6.10(a)

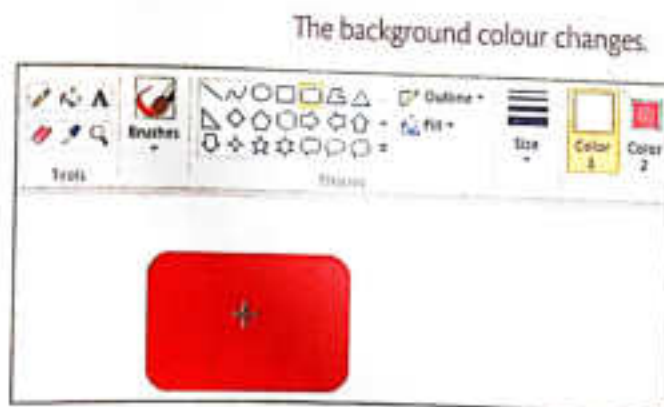


Fig. 6.10(b)



## PRACTICE TIME

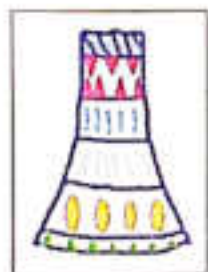
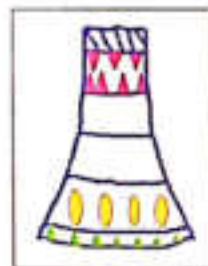


Ainee loves doing flower arrangements. She has created the following drawing in **Paint**. Use your imagination and create a similar one in **Paint**. Save the drawing as 'Flower Vase'. Also write the text 'Flower Vase' at the bottom of the drawing.



### SOLUTION

1. You can use the **Pencil** tool to draw the outline of the flower vase as follows:
  - a. Select the **Pencil** tool.
  - b. Click **Color 1** and then select blue colour.
  - c. Click the **Size** button and then select the thickness of the line (Option 4).
  - d. Click and drag on the drawing area to draw the shape.
2. To draw the shapes on the flower vase, you can use the **Shapes** tool:
  - a. Click the down arrow of the **Shapes** tool and select the desired shape.
  - b. Click **Color 1** and select the required colour.
  - c. Click **Color 2** and select the required colour.
  - d. In the **Shapes** group, click the **Shape Outline** button and select **Solid**.
  - e. In the **Shapes** group, click the **Shape Fill** button and select the desired fill style.
  - f. Click and drag to draw the shapes.
3. To apply **Brush** strokes on the flower vase, use the **Brushes** tool.
  - a. Click the down arrow of the **Brushes** tool and select the **Crayon** brush.
  - b. Click the **Size** button and select option 1.
  - c. Click **Color 1** and select the desired colour.
  - d. Click and drag to draw the strokes.



4. To draw the flowers, you can make use of the **Brushes** tool:
  - a. Click the down arrow of **Brushes** tool and select the **Oil brush**.
  - b. Click the **Size** button and then select the thickness of the brush (Option 2).
  - c. Click **Color 1** and select the required colour.
  - d. Click and drag to draw.
5. To write the text 'Flower vase' below the drawing, use the **Text** tool:
  - a. In the **Tools** group, click the **Text** tool.
  - b. Click in the drawing area where you want to add text.
  - c. Notice that the **Text** tab appears in the main toolbar. In the **Fonts** group, select the font—Arial, size—18, and style—Transparent.
  - d. In the **Colors** group, click **Color 1** and then click a colour for the text.
  - e. Type the text.
6. To save the drawing:
  - a. Click the **Paint** button, and then click the **Save** option.
  - b. The **Save As** dialog box appears.
  - c. Select the drive and the folder.
  - d. In the **Save As** dialog box, select the file format you want.
  - e. In the **File name** box, type 'Flower Vase', and then click the **Save** button.



## Tricky Terms

**Curve** a bent line or surface

**Polygon** a closed figure made of three or more lines

**Magnify** to make something look bigger than it actually is

**Font** the particular size and style of the letters of the alphabet and/or of numbers used in a piece of text or a drawing

## EXERCISES



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

- Color 2**      **foreground**      **Polygon**      **Text**      **Shapes**
- In the **Colors** group, click **Color 1** button for the ..... colour.
  - The ..... group has different readymade shapes.
  - The ..... tool is used to make a custom shape with any number of sides.
  - When you click the ..... tool, the **Text** tab appears in the toolbar.
  - The ..... button in the **Colors** group is used for the background colour.

### 2. Choose the correct option.

- The tool used to fill a selected colour in any closed shape is
  - Color
  - Fill with color
  - Fill
  - none of these
- The tool used to set the current foreground or background colour is
  - Color 1
  - Color 2
  - Fill with color
  - Color picker
- The tool used to make something look bigger than it actually is, is the
  - Magnifier tool
  - Curve tool
  - Shapes tool
  - Text tool
- To select any square or rectangular part of the drawing, click
  - Select all
  - Rectangular selection
  - Free-form selection
  - all of these
- To draw a custom shape with any number of sides, choose the
  - Polygon tool
  - Triangle tool
  - Rectangle tool
  - Star tool

### 3. Answer the following.

- Name any five ready-made shapes in the Shapes tool.
- How will you select an irregularly-shaped part of a drawing?
- You decide to make a birthday card for your friend. Which Paint tools would be the best ones to use? Why do you think this?
- Maria wants to draw lines with 45 degrees and 90 degrees angles each. Guide her how to do this in Paint.
- Alena drew a lot of small flowers and even smaller honey bees in her drawing in Paint. She wants to look at the honey bees closely. How can she do this? Why is this a really useful tool to use?

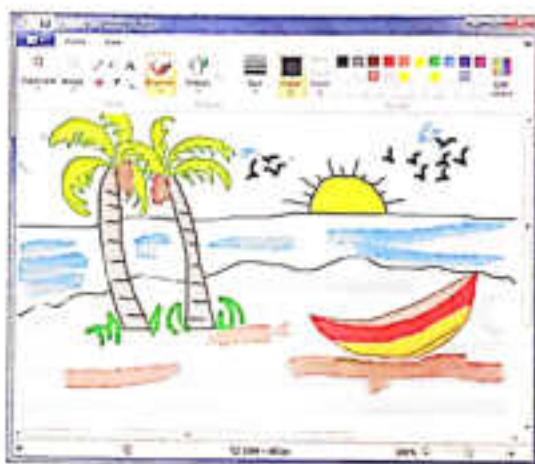
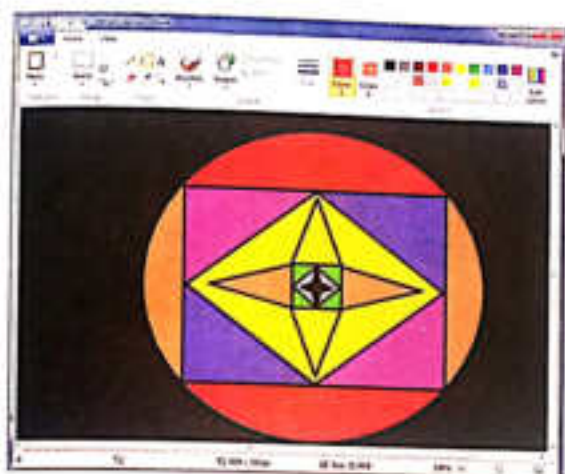






## IN THE LAB

1. Draw the following in **Paint** using the tools you have learnt. Save the files with different filenames.
  - a. The tools used in drawing the scenery on the right are **Pencil**, **Brushes**, and **Fill with color**.



- b. The tools used for the Eid card design on the left are **Shapes** and **Fill with color**.

2. It is a popular myth that there is a pot of gold at the end of the Rainbow. Create your own rainbow with a pot of gold in Paint, using the appropriate tools. Make a list of the colours of the rainbow, too. Leave enough room to create a little pot of gold at either end of your rainbow. Do not forget to set your rainbow in the sky and decide where the pot of gold will be? By a house, a tree, or a mountain?

## GROUP PROJECT

A skyline is an outline of buildings, trees, and hills, seen against the sky. Have you ever wondered what the skyline of your nearest town or city looks like? Your task is to work out together how you could recreate that skyline using Paint. What tools would you use? Think together how you could use this image as a backdrop, e.g. on a stage, in a film, in a video, or to decorate the classroom? To make the skyline more dramatic, what extra effects could you add in? You could think of different weather conditions like a cloudy day, or a streak of lightning, etc.



## TEACHER'S NOTES

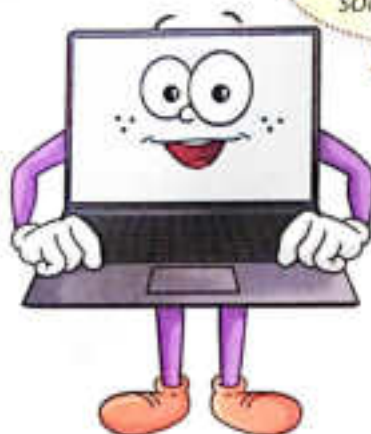
- It should be pointed out to pupils that drawings can be made freehand and by using default shapes. Sufficient practice could be given for them to improve their drawing skills.

## Chapter 7

# Let's Start Word 2013



Toggle, it's good to see you! Our teacher taught us **Word 2013** today. Can we revise once before I forget everything?



Sure, Goggle! **Word 2013** is a very useful software. Let's begin!

### WORD PROCESSING SOFTWARE

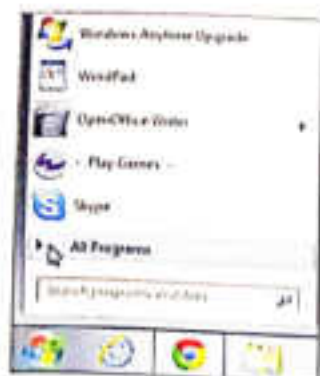
Many **word processors** have been developed to make typing on the computer easy. A word processor is a computer software that helps you type text on a computer. Documents like letters, reports, etc., can be **typed** and **saved** in a word processor. Once you save them, you can go back and make changes to them whenever you like. You can format them, **check spellings** and **grammatical errors** in them, insert a drawing, give **page borders**, and also **print** them. Let us learn more about **Word 2013**, which is a popular word processor.



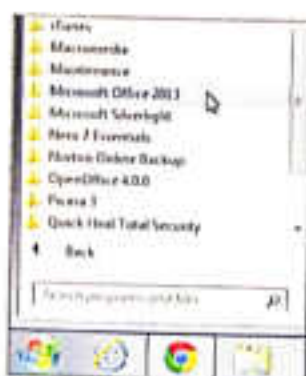
## STARTING WORD 2013

Let us start Word 2013 as shown in Fig. 7.1.

To start Word 2013, click **Start ► All Programs ► Microsoft Office 2013 ► Word 2013**



(a) Select **All Programs**



(b) Select **Microsoft Office 2013**



(c) Select **Word 2013**

**Fig. 7.1** Opening Word 2013

This opens the **Word 2013 Start Screen** (Fig. 7.2).



**Fig. 7.2** Word 2013 Start Screen

In the **Word 2013 Start Screen**, select **Blank Document** to create a new document.



## PARTS OF THE WORD 2013 WINDOW

The various parts of the **Word 2013** window are shown in Fig. 7.3.

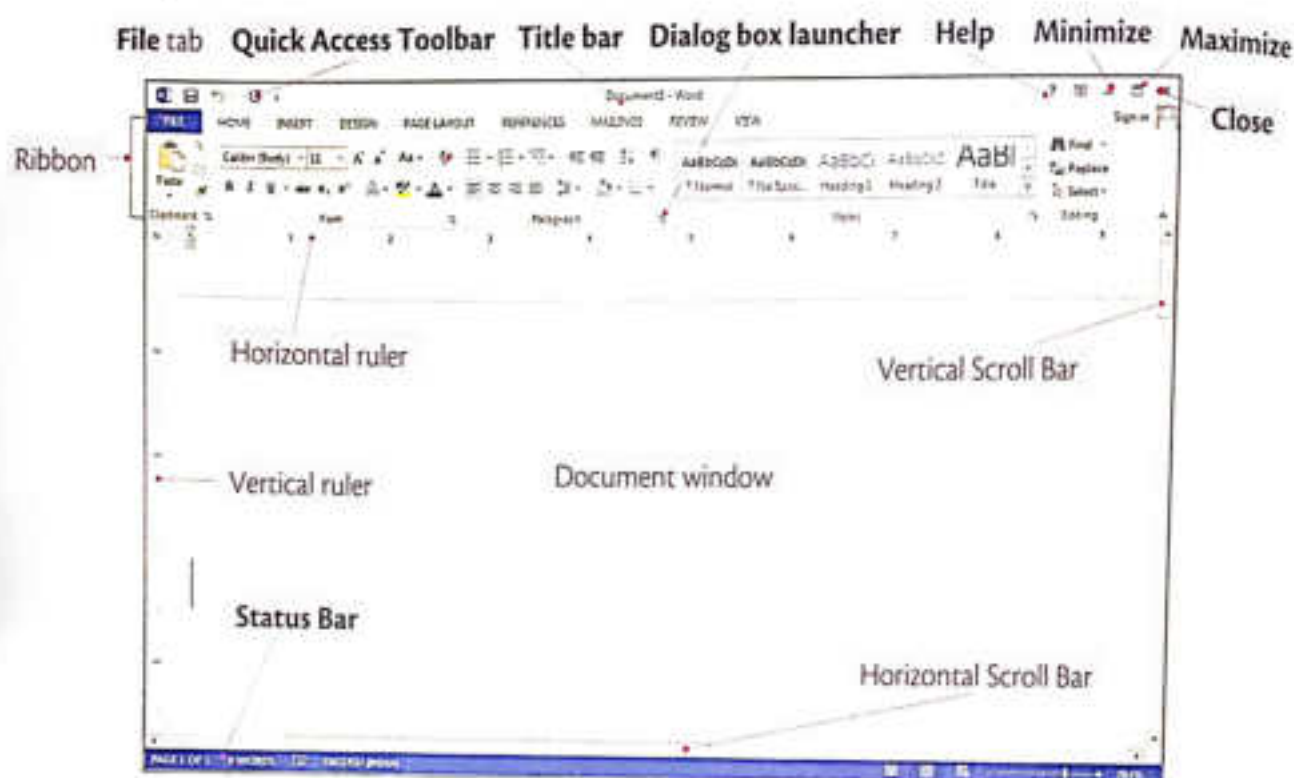


Fig. 7.3 Word 2013 window

### File Tab

The **File** tab is located at the upper left corner of the **Word 2013** window.

### Quick Access Toolbar

You can reach common commands on the **Quick Access Toolbar** located at the top left of the **Word 2013** window. It includes the **Save**, **Undo**, and **Repeat** commands.

### Title Bar

The **title bar** is placed at the top of the **Word 2013** window and displays the document name followed by the program name.

To the right of the title bar, you can see three buttons: **Minimize**, **Restore Down/Maximize** and **Close**.

The **Minimize** button is used to reduce a window to a small icon on the taskbar. The **Restore Down** button is used to make the window smaller than full size. The same button is used to bring it back to full size.

The **Close** button is used to close the window.

## Ribbon

The **ribbon** is displayed just below the title bar. It contains all the commands that are needed for common tasks in **Word**. It has a number of tabs, each of which has many groups of commands.

## Document Window

A document is created in the **document window**. This is the area where we can type text, insert pictures, graphics, etc.

## Help Button

Click this button to get help on **Word 2013**. It is located to the right on the title bar.

## Status Bar

The **status bar** is displayed at the bottom of the **Word 2013** window. Here, you can see information about the current document like the number of pages and words, **View** buttons, and the **zoom slider** bar.

## Dialog Box Launcher

The **dialog box launcher** is a small icon that appears in some groups. If we click this icon, a dialog box opens that provides more options related to that group. A **dialog box** is a new window that pops up. It has options that you can select as per your choice.

## Horizontal Ruler

The **horizontal ruler** is located at the top of the document window and is used to set the **left margin**, **right margin**, **indents**, and **tabs**.

## Vertical Ruler

The **vertical ruler** is located to the left of the document window and is used to set **top** and **bottom margins**.

## Vertical Scroll Bar

The **vertical scroll bar** is located to the right of the document window and is used to move the document up or down.

### Top Tip



If the ribbon is hidden, click the **Ribbon Display Options** button next to the **Help** button. In the menu that opens select the option you prefer.

## Horizontal Scroll Bar

The **horizontal scroll bar** is located at the bottom of the document window just above the status bar and is used to move the document left or right.

## CREATING A NEW DOCUMENT

Let us see the steps to create a new document in **Word**:

1. Click the **File** tab.
2. Select **New** option in the left pane. Then click **Blank document** on the right side (Fig. 7.4).

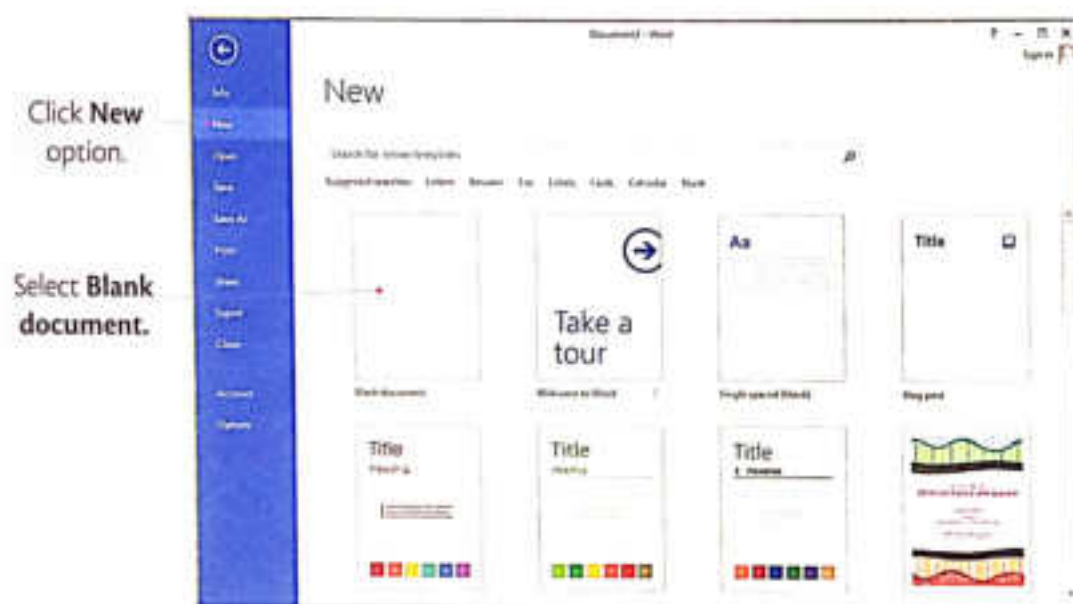


Fig. 7.4 Creating a new document

3. A new blank document will appear on the screen. You can now **start typing in the document window using the keyboard**.

## Saving a Document

To save a document do as follows:

1. Click the **File** tab. Select **Save** in the left pane.

Or

Click the **Save** command on the **Quick Access Toolbar** (Fig. 7.5).

Save command

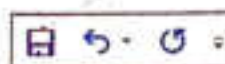


Fig. 7.5 Quick Access Toolbar



2. The **Save as** screen appears when you save the document for the first time (Fig. 7.6).

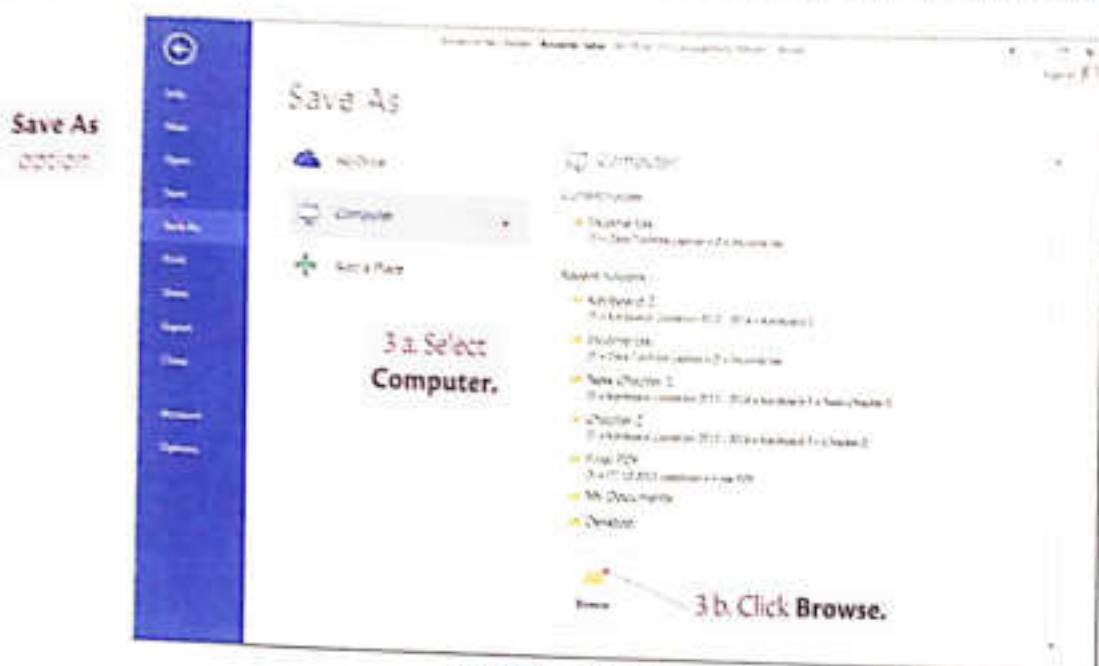


Fig. 7.6 Save As option

Notice that the **Save As** screen is divided into three panes.

**Fast forward**

Save a document

**Ctrl + S**

3. In the center pane,
  - a. Select **Computer**.
  - b. Click **Browse** in the right pane.
4. The **Save As** dialog box will appear (Fig. 7.7).
5. Select the location where you want to save the file.
6. Type the **File name**.
7. Click on the **Save** button.

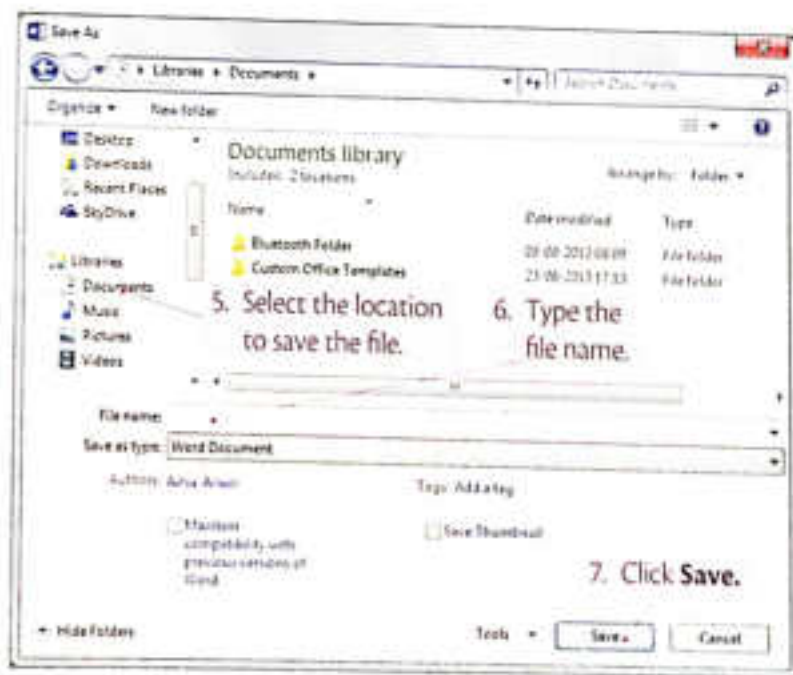


Fig. 7.7 Save As dialog box

## PRACTICE TIME



The students of Class II have been given an assignment to type the names of any five animals in a **Word** document and save the document with the name 'Animals'. Can you help them with the steps?

### SOLUTION

The steps to create the document are:

1. To start **Word 2013**, click **Start ► All Programs ► Microsoft Office 2013 ► Word 2013**.
2. In the **Word Start Screen**, select **Blank Document** to create a new document.
3. A blank document appears on the screen.
4. Type the header as 'NAMES OF ANIMALS'.
5. Type the names of any five animals as shown.
6. To save the document, follow the steps below:
  - a. Click **Save** button on the **Quick Access Toolbar**.
  - b. The **Save As** screen appears.
  - c. In the center pane, select **Computer** and then click **Browse**.
  - d. The **Save As** dialog box appears.
  - e. Select the location where you want to save the file.
  - f. Type the file name 'Animals' and click on the **Save** button.



## OPENING A DOCUMENT

You can open an already saved document by following the steps below:

1. Click the **File** tab.
2. Click the **Open** option in the left pane. The **Open** document screen appears. This window is divided into three parts.

In the center pane, select a location, say, **Computer**. This option can take you to the files you have saved on your computer (Fig. 7.8).

3. Click **Browse**.



Fig. 7.8 Open option of Open document screen

4. The **Open** dialog box appears (Fig. 7.9).

5. Select the drive and the folder in which you had saved your file. Select the file and click **Open**.

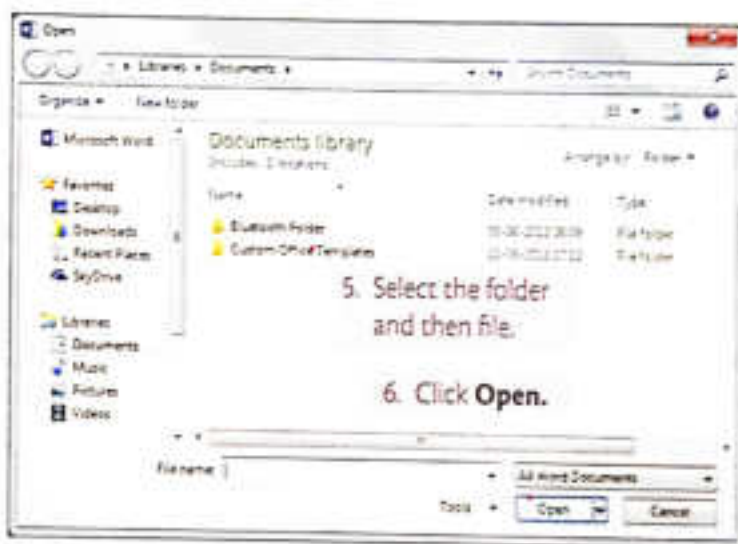


Fig. 7.9 Open dialog box

## Changing the Font Size and Font Color

Once you have typed something in your document, you can make many changes to the text.

You can either type text in a different colour and size, or select a portion of the text you have typed to change its colour and size.

This can be done using the **Font** group on the **HOME** tab (Fig. 7.10)

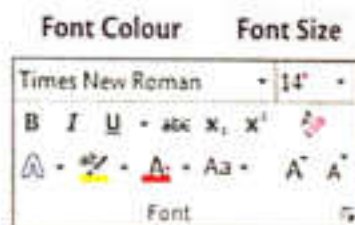


Fig. 7.10 Font group on the HOME tab



You can change the **font size** and **font color** for selected text by following these steps:

1. Select the text first by following the steps below:
  - a. Place the cursor to the left of the first character to be selected.
  - b. Press the left mouse button and drag the mouse to the point till where you want to select text.
  - c. Release the mouse button.

The selected text gets highlighted in blue (Fig. 7.11)

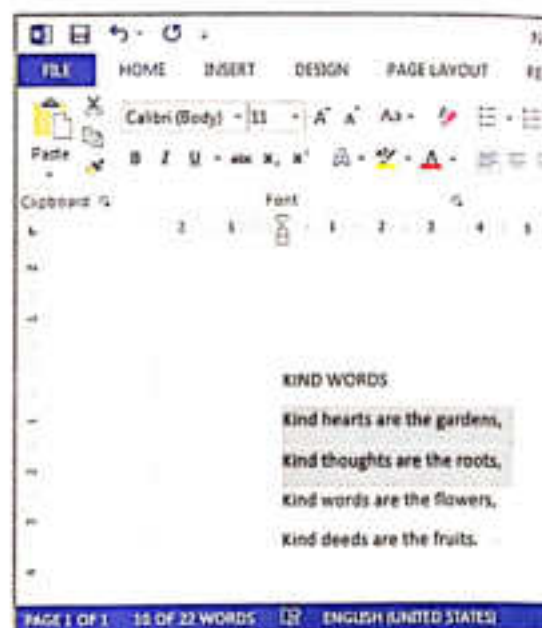


Fig. 7.11 Text selected

2. Click the **HOME** tab.
3. In the **Font** group, click the down arrow next to the **Font Size** box and select a font size (Fig. 7.12).
4. Click the down arrow next to the **Font Color** button and select the desired colour (Fig. 7.13).

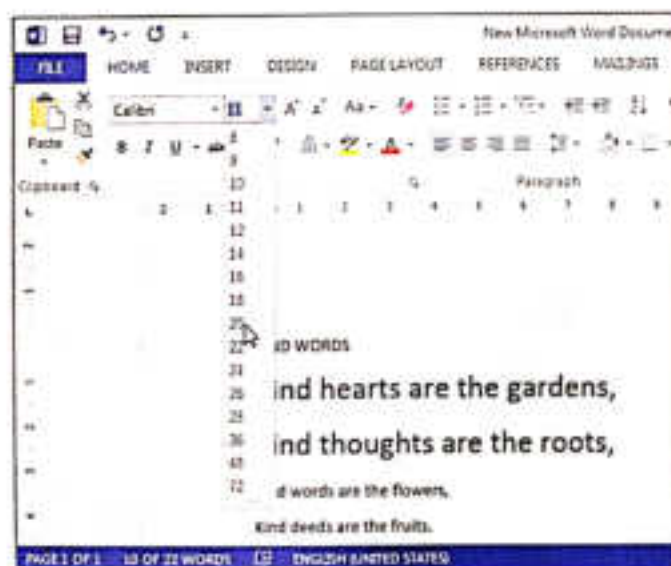


Fig. 7.12 Changing the font size

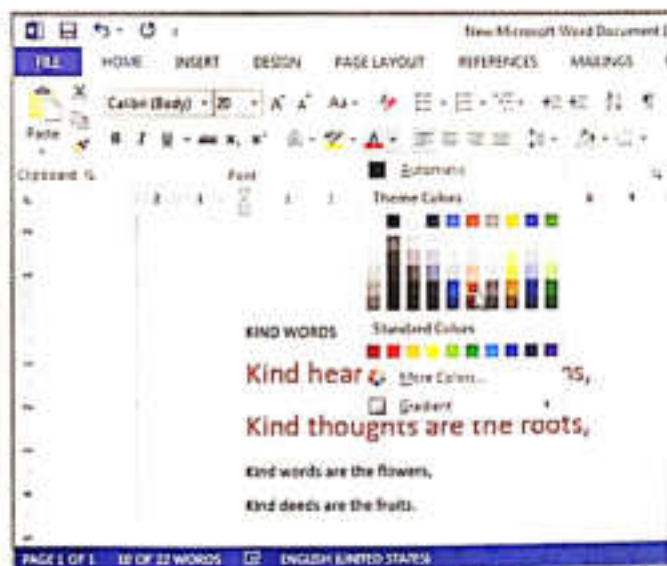


Fig. 7.13 Changing the font colour

## closing a Document

When you need to close a document, follow the steps below:

1. Click the **FILE** tab.
2. The **Info** screen appears (Fig. 7.14). In the left pane, click the **Close** option.

If you try to close a document without saving it, **Word** shows you a message box asking you whether you want to save the document (Fig. 7.15).

Click **Save** if you wish to save the file.

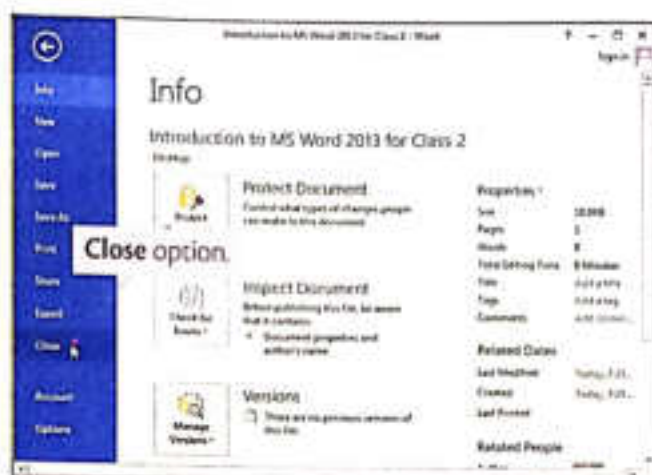


Fig. 7.14 Close option of **Info** screen

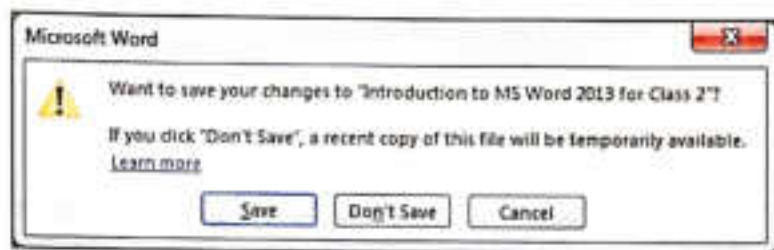


Fig. 7.15 Message box

## PRACTICE TIME



The Computer Science teacher wants the students of Class II to open the saved document 'Animals'.

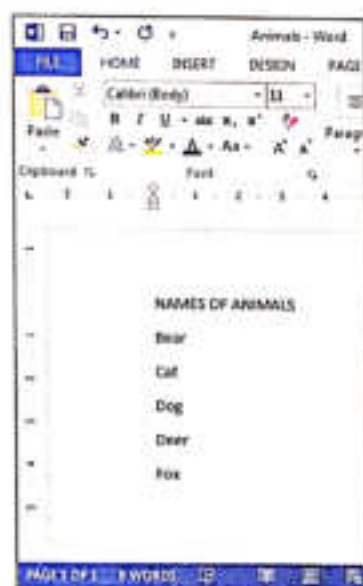
She now wants them to do the following:

1. Change the header font size to 24 and colour to green.
2. Change the font of the names to Times New Roman, the size to 16, and the colour to dark red.
3. Type the names of five more animals.
4. Save the document once more.

Can you help them with the task?

### SOLUTION

1. First open **Word 2013**.
2. To open the document 'Animals', do the following:
  - a. Click on **Open Other Documents**.
  - b. The **Open** screen appears.





- c. In the center pane, select the location. In this case select **Computer**.
- d. Then click **Browse** in the right pane.
- e. The **Open** dialog box appears. Select the path to the folder in which the file 'Animals' has been saved. Select the file 'Animals' and click **Open**.
3. Now to change the header font size to 24 and the colour to green:
  - a. Select the header.
  - b. Click the **HOME** tab if not already selected.
  - c. In the **Font** group, click the arrow next to the **Font Size** box and choose 24 in the menu that opens.
  - d. Now click the arrow next to the **Font Color** button and select Green.
4. To change the font of the names to Times New Roman, the font size to 16, and the colour to dark red:
  - a. Select the names.
  - b. In the **Font** group, click the arrow next to the **Font** box and choose Times New Roman in the menu that opens.
  - c. Next click the arrow next to the **Font Size** box and choose 16 in the menu that appears.
  - d. Next click the arrow next to the **Font Color** button and select Dark Red.
5. To type the names of five more animals:
  - a. Place the cursor at the position where you want to start typing. Type 'Goat', 'Horse', 'Parrot', 'Rat', and 'Rabbit'. (You can enter animals of your choice too).

The document will now look as given alongside:
6. Now to save your changes click the **Save** command on the **Quick Access Toolbar** or select **Save** in the **File** menu.

Your task is complete!



## Tricky Terms

**Word Processor** a computer software that helps you type text on a computer

**Word 2013** a popular word processor

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



## EXERCISES



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

document      minimize      Quick Access      title      vertical

- The ..... scroll bar is used to move the text up or down.
- To save a document, click the **Save** option on the ..... Toolbar.
- The ..... bar is placed at the top of the **Word 2013** window.
- The ..... button is used to reduce a window to a small icon on the taskbar.
- You can type text in the ..... window.

### 2. Write T for the true statement and F for the false one.

- The vertical ruler is located at the top of the document. ☐
- To create a new document, click the **FILE** tab. ☐
- To save a document, click the **Save** option of the **FILE** tab. ☐
- If you try to close a document without saving it, **Word** does not prompt you to save it. ☐
- The **Undo** button can be found on the Quick Access Toolbar. ☐

### 3. Answer the following.

- Name the two rulers present in the **Word 2013** document window.
- Arrange the following from top to bottom in the **Word 2013** window: **Document window**, **Status bar**, **Title bar**, **Ribbon**.
- How will you close a document window?
- Name the three buttons present on the right side of the **title bar**.
- Are there any similarities between the two software packages, **Word 2013** and **Paint**?
- List the correct order for creating a new word document.
- Anum has to write an essay of 200 words and strictly no more! Why is it easier to keep a track of her word count in a **Word** document rather than handwriting her essay on paper?



## IN THE LAB

1. The Computer Science teacher has given the task to type a story in **Word 2013**. Try typing the story given below. Save the file by the name 'Unity'.

### Unity is Strength

Once upon a time, there was a flock of doves that flew in search of food led by their king. One day, they had flown a long distance and were very tired. The smallest dove found some rice scattered beneath a banyan tree. So all the doves landed and began to eat. Suddenly a net fell over them and they were all trapped. They saw a hunter approaching them. The king had an idea. He advised all the doves to fly up together carrying the net with them. He said that there was strength in unity. Each dove picked up a portion of the net and together they flew off carrying the net with them. The hunter looked up in surprise. He tried to follow them, but they were flying high over hills and valleys. They flew to a hill near a city. There lived a mouse that could help them. He was a faithful friend of the dove king. The mouse heard the loud noise of their approach. The dove king explained that they had been caught in a trap and needed the mouse's help to gnaw the net with his teeth and set them free. He began to cut the net and one by one all the doves were freed. They all thanked the mouse and flew away together.

The moral of the story is 'When you work together, you are stronger'.

2. Write five sentences about the following in **Word 2013**:
  - a. Your school
  - b. Your best friend
  - c. Your mother
  - d. Yourself
3. You are on a campaign to keep your environment clean. Using a Word document, write down your thoughts and then create an action plan to tackle the problem. Use different fonts, colours, and highlights to emphasise your ideas. Why could this be a more effective document completed in Word rather than by hand writing?

## GROUP PROJECT

Conduct a traffic survey in your class. As a group, discuss together what vehicles you saw on your way to school today. Elect one of your members to write down all the different types of vehicles in a Word document to display your findings. You might make a list of all the different vehicles; or you might decide you want to focus on the different number of wheels of each vehicle to see whether there are more 2-wheel vehicles than 4-wheel vehicles on the road at that time of day. You might want to compare the number of lorries to the number of cars to the number of bicycles. The choice is yours. Which type of vehicle was seen the

most? Can you use different fonts, different colours, and different highlights to demonstrate your findings? Remember to name and save your document.

Another group could be assigned to make a note of the vehicles seen on the roads on the way home from school. They should record their findings in a Word document with this new data. Finally, the findings of traffic at different times of the day could be compared and discussed in class. What conclusions could be made on the basis of these findings?

### **TEACHER'S NOTES**

- Demonstrate how to create, save, open, and close a document in **Word 2013**.
- Discuss the differences between **Word 2013**, **WordPad**, and **Notepad**.





## WORKSHEET—3

(Chapters 5 to 7)

### 1. Name these tools used in Paint.



a. ....



b. ....



c. ....



d. ....

### 2. Who am I?

- a. I am the option used to start a new drawing. ....
- b. I am the option used to open an already saved drawing. ....
- c. I am the command used to save a drawing. ....
- d. I am the tool used to draw a line of a different texture. ....
- e. I am the tool used to draw a straight line. ....
- f. I am used to select the thickness of a line. ....

### 3. Write one word for the following.

- a. The tab located at the upper left corner of the **Word 2013** window. ....
- b. The bar at the top of the **Word 2013** window. ....
- c. The button that closes the window. ....
- d. The button used to reduce a window to a small icon on the taskbar. ....
- e. It contains tabs, groups, and commands. ....
- f. A software that helps us type text on a computer. ....

### 4. Match the following.

- a. It contains commands like **Save**, **Undo**, and **Repeat**. i. Horizontal Scroll Bar
- b. It moves the text up and down ii. Horizontal Ruler
- c. It moves the text left and right. iii. Vertical Scroll Bar
- d. It is used to set the left and right margins. iv. Vertical Ruler
- e. It is used to set the top and bottom margins. v. Quick Access Toolbar

## قومی ترانہ

پاک سرزمین شاد باد      کشورِ حسین شاد باد  
تُو نشانِ عزمِ عالی شان      ارضِ پاکستان  
مرکزِ یقین شاد باد

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

پرچمِ ستارہ و ہلال      رہبرِ ترقی و کمال  
ترجمانِ ماضی، شانِ حال      جانِ استقبال  
سایہٴ خدائے ذوالجلال



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