Chapter 1.Basics of a Computer

Pg.No.5

I. Expand the following:

1. ALU   -   Arithmetic Logical Unit

2. CPU   -   Central Processing Unit

3. CU   -   Control Unit

4. MU   -   Memory Unit

II. Choose the Right word to fill in the blanks:

1. The computer is an electronic machine.

2. A computer has five parts.

3. The CPU is called the "brain" of the computer.

4. A computer stores information in the memory unit.

5. The control unit controls the working procedure of the
   computer.

III. Rearrange the jumbled words:

1. CHMANEI   -   MACHINE

2. RIABN   -   BRAIN

3. RIHTAMIETC   -   ARITHMETIC

4. TOLRCON ITNU   -   CONTROL UNIT

5. MERYOM ITNU   -   MEMORY UNIT

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IV. Circle the right answer Yes / No for the following:

1. A computer has seven parts.   Yes (No)

2. CPU stands for Central Punctuation Unit.   Yes (No)

3. A computer is an electrical machine.   yes (No)

4. A computer can do calculations quickly and accurately. (Yes) No

5. The CPU has three units. (Yes) No

V. Name the following units:

1. Arithmetic Unit.

2. Memory Unit.

3. Control Unit.

4. Arithmetic Logic Unit.

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VI. Tick the ☑ Functions of the following units.

1. Addition of two numbers.

        ☑

   ALU   CU   MU   CPU

2. The information is stored in the computer.

             ☑

   ALU   CU   MU   CPU

3. The brain of the computer.

                   ☑

   ALU   CU   MU   CPU
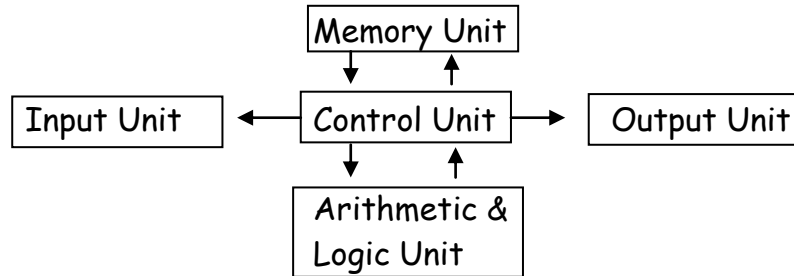
4. Controls the entire working procedure of a computer.

             ☑

   ALU   CU   MU   CPU

5. Remembers all our addresses and telephone numbers.

             ☑

   ALU   CU   MU   CPU

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VII. Name the missing units in the block diagram.

Memory Unit → Control Unit → Output Unit; Input Unit ← Control Unit; Control Unit ↔ Arithmetic & Logic Unit

Chapter 2 -Computer Data and Its Types

Pg.No.11

I. Name the Data in the following pictures.

1. Alpha Numeric   DATA

2. Alphabetic   DATA

3. Alphabetic   DATA

4. Alpha Numeric   DATA

5. Numeric   DATA

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II. Identify the data from the following pictures:

1)   Alphabetic Data
      Alpha Numeric Data
      Numeric Data

2)   Alpha Numeric Data
      Aphabetic Data
      Numeric Data

3) Alphabetic Data

4) Alphabetic Data
   Numeric Data

5) Alphabetic Data

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III. Choose the right word and fill in the blanks:

1. The collection of information in a computer is called as Data.

2. Computer data can be classified into 3 types.

3. Alphabetic data consists of only alphabets.

4. Numeric data consists of only numbers.

5. Alphanumeric data consists of Alphabets and numbers.

Chapter 3- More about Windows

Pg.No.19

I. Name the following pictures:

1. Volume Control

2. Start button

3. Title bar

4. Menu bar

5. System Tray

II. Circle the right answer Yes / No for the following:

1. First screen of the window is called Desktop.   (Yes) No

2. Windows is the Microsoft computer operating
   system.   (Yes) No

3. System Tray is located at the bottom of the screen.(Yes) No

4. The Maximize button is used to close a program.   Yes (No)

5. System clock shows the day, month, date and year. (Yes) No

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III. Choose the right word and fill in the blanks:

1. The first screen of windows is called as Desktop.

2. The small pictures on the desktop are called icons.

3. The <u>Task</u> bar displays at the bottom of the desktop.

4. <u>Volume Control</u> is the small icon in the system tray.

5. <u>System Clock</u> shows the system time date and months.

6. <u>Title</u> bar shows the name of the file and programs.

7. <u>Menu</u> bar contains a list of menus such as files, edit, view, image and color.

8. <u>Scroll Bar</u> is used to scroll the window both up and down and left to right.

IV. Match the following:

Column-A	Answer	Column - B
A	3	1. Minimize the document
B	5	2. Close the document
C	1	3. Quick access to programs
D	4	4. Maximize the document
E	2	5. Volume control and System Clock

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V. Label the parts of the Desktop:

Icons

Start button

Task bar

System Tray