

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.

4

2

3

1

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.

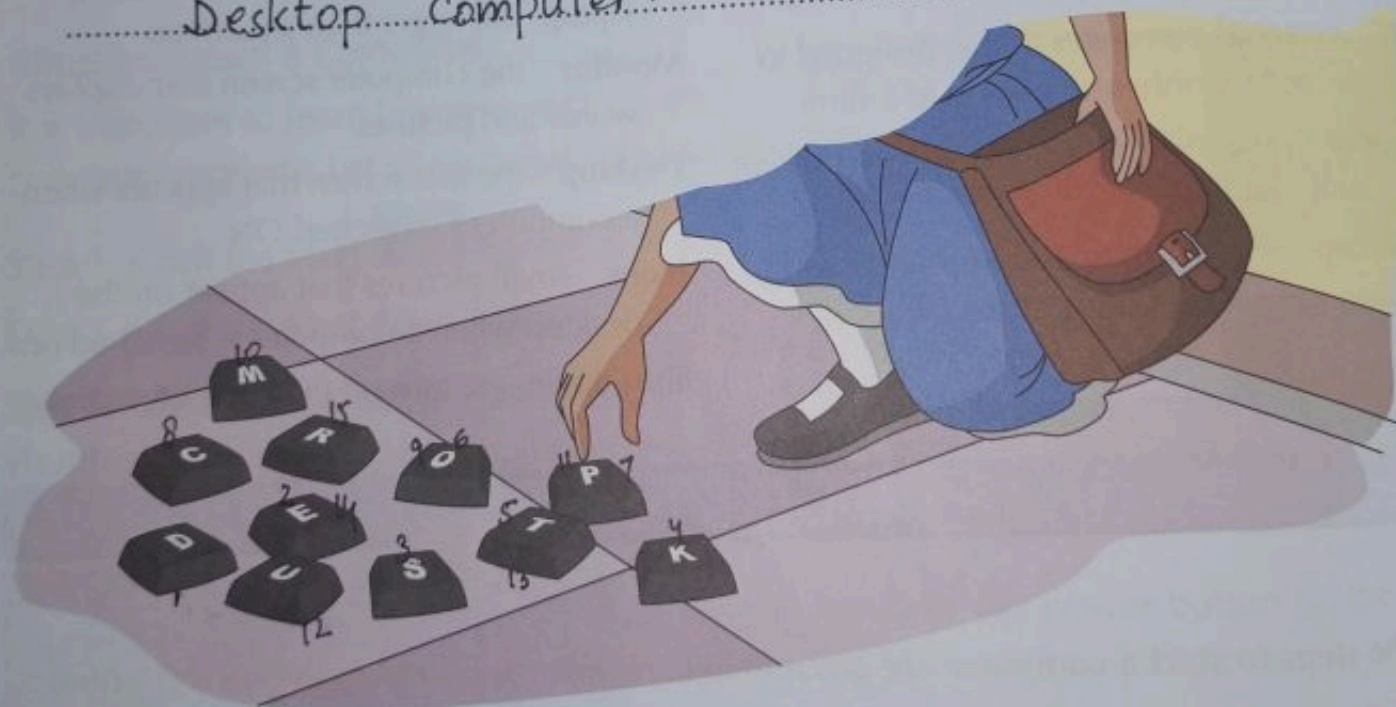
Can you count the following?

- a. Number of Desktops3.....
- b. Number of Laptops2.....
- c. Number of Palmtops1.....



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.

.....Desktop.....Computer.....



4. Fill in the blanks with the correct words.

desktop

fingers

pictures

Start

UPS

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

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

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

T
F
T
F
F

6. Choose the correct option.

a. A type of computer:

- i. Desktop ii. Laptop iii. Palmtop iv. all of these

b. The full form of PC is:

- i. private computer ii. personal computer iii. pure computer iv. pilot computer

c. The small pictures on the desktop are called:

- i. applications ii. images iii. icons iv. diagrams

d. Which one is not true about a computer?

- i. very fast ii. never gets tired
iii. does not make mistakes iv. can take decisions

e. 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.

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

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Chapter 1

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A Smart Machine

Q7:- Answer the following.

(a) Why is it important to always turn on and turn off the computer in the correct way?

Ans. It is important to always turn on and turn off the computer

so that:

(1) There will be no system issues.

(2) There will be longer life of a system.

(3) Computer runs faster and save more energy.

(b) Where do you think the name 'icons' comes from? Do icons remind you of anything?

Ans. The word icon comes to us from the Greek word

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eikenai, meaning "to seem or to be like." It reminds you of desktop.

(c) List at least three tasks that computer can do but humans cannot?

Computer

Humans

(1) A computer can work very fast.	(1) Humans cannot work as fast as a computer.
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(2) Computer does not	(2) Humans can make
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make a mistake mistakes.

(3) Computer does not have feelings.	(3) Humans have feelings.
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Ch

4. A

Q1: 1

Ans.

1.

3.

Q2: -