

COMPUTER EDUCATION

Class III



Strictly as per KVS syllabus



सत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

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UNIT-I

COMPUTER BASICS

You will learn

- Introduction to computer
- Identify the parts of computer
- Starting and shutdown the computer
- Computer Room Etiquettes
- Identify the keys of keyboard
- Do's and Do not of while working on computer
- Strengths and Limitation of Computer

Introduction to Computer

Computer is an electronic machine. It runs on electricity. It takes inputs from you. It uses some program (set of instructions) to process these inputs. Finally it delivers output as per your requirement. It can also store your data. You can retrieve this data later on.

Computer follows "Input-Process-Output" Cycle.



Parts of Computer and their functionality

Computer comprises of different parts which are connected with each other. Each part of Computer plays very important role whenever we use a computer.

Main parts of computer are



Monitor/LCD

It displays whatever you type or draw on computer.



Central Processing Unit

It controls the functioning of other components.



Keyboard

It is set of typewriter like which types the text through keys.



Mouse

It is used to point items and select the text on the screen.



Speaker

It is used for audio output from the computer.



Printer

It is used to take printout on the paper.

STARTING AND SHUTTING DOWN THE COMPUTER

To start a computer we should follow the following steps

1. Plug in your computer and all peripheral (all devices attached).
2. Switch On your UPS which provide uninterrupted power supply to your computer.
3. Press power button of your CPU then computer will be boot up.

To Shut down your computer

1. To turn off your computer click on the start button.
2. Then in the lower right corner of the start button click on the shut down.
3. When you click shut down computer will ask to close all program you opened and close them .

COMPUTER ROOM ETIQUETTES

1. Remove your shoes before entering the Computer Room because your shoes contain dust which can harmful for any electronic equipment including computer.



2. Open the door of Computer room slowly and enter it calm and quietly.
3. Never touch the computer parts and attached cables as they can be harmful for both (Computer & you).



4. Do not push each other while standing near a computer.



5. Sit down calm and quietly while seeing Demo on the computer. Ask questions whenever you are given chance for it.



6. Never carry magnets inside the computer room.



7. Keyboard of your computer should be handled gently.



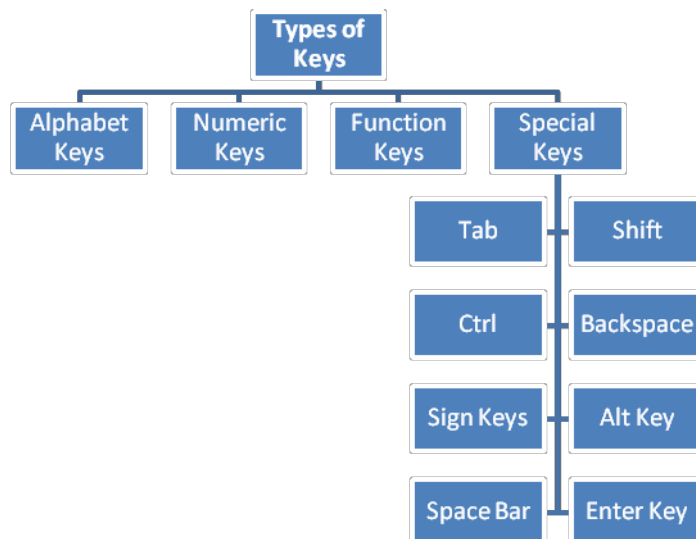
8. Please do not eat anything such as chewing gum, bubble gum and other sticking things inside the computer room.



9. Never keep any things such as books, notebooks, pencil boxes on the monitor, keyboard or CPU.
10. Always use soft and dry clothes to clear the various parts of a computer.
11. Always Shut down your computer properly and cover it with clean clothes before leaving the computer room.

IDENTIFY THE KEYS ON KEYBOARD- DIFFERENT KEYS ON KEYBOARD

Keyboard looks like a typewriter. It is made up of different types of Keys. These keys are small buttons on the keyboard. Alphabets in Capital letters, numbers, some special characters, are printed on the keys whenever we press the keys whatever is written on the keys will printed on the screen.



Some of important keys

Alphabetical Keys:- A,B,C.....Z are alphabets keys. There are 26 alphabet keys on the keyboard. Whenever we press these keys associated alphabet in small case is written in the screen.



Numerical Keys:- 0,1,2.....9 are numeric keys. There are 10 numeric keys on the keyboard.



Special Keys: There are various special keys

Caps Lock: - This key is used whenever we want to type the entire sentence, whole word and letter in a capitals. To use this key press it once and see the yellow light on the right corner of keyboard where the Caps Lock is written on a button. If the light is on it means the Caps Lock is active. If we want to write in small case then press this button again the Caps Lock is off now.



Enter Key:- This key is used to finish a line and move to a next new line on the page.



Enter key is pressed after typing every command. There are two Enter key on the keyboard.



Shift Key:- Shift key is present on both sides of the keyboard. The Shift key is modifier key on a keyboard. The **shift key** is a modifier key on a keyboard, used to type capital letters and other alternate "upper" characters. There are typically two shift keys, on the left and right sides of the row below the home row.



Space Bar:- This key is used to insert the space between two word. It is the longest key on the keyboard.



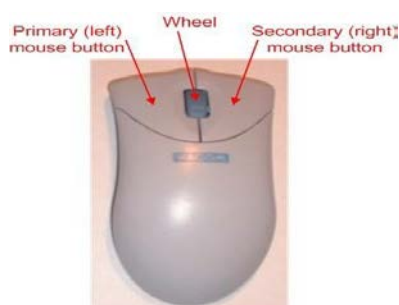
Backspace:- is used to delete any character before the current position of the cursor.



Arrow Keys:- is used to move the cursor position in all directions (left, right, up and down) in the page.



Identify the buttons of Mouse- description of different buttons on the mouse.



1. Left mouse button is used to point to any menu, tool, icon and selection of text, face, surface and we can select multiple entities by this button.
2. Wheel is used to scroll the page up and down.
3. Right mouse button is used to invoke the shortcut menu.

DO'S AND DON'TS OF COMPUTER LAB

1. Remove your shoes before entering in the computer Lab.
2. Wash and dry your hands before touching computer parts.
3. No Food and Drink is allowed in the Computer Lab.
4. Work Quietly in the Computer Lab.



5. Do not change any computer setting.
6. Do not install or download any software or modify or delete any system files on any lab computers.
7. Search through internet must remain for academic purposes. Only Visit the approved Websites through Internet.
8. Operate the computer equipment properly.

STRENGTHS AND LIMITATIONS OF COMPUTER

Strengths

1. Fast- Computers are much faster as compared to human being.
2. Accurate - Computer can perform all calculation accurately.
3. Store Large amount of data- We can store large amount of data in the computer.
4. Reliability- Computers are more reliable than human.
5. Versatile-Computer can perform variety of operations on the same data set.

Limitations

1. No IQ level
2. Works on electricity
3. Cannot think by itself.
4. Unable to take decision.

LET US DO PRACTICE NOW

TYPE-I (Short answers based questions)

- Write down the function of the following keys
(i) Caps Lock Key (ii) Space bar key
- What is the purpose of scroll button of the mouse?
- Why should one take some precautions in the Computer room?
- Draw / paste the picture of a Computer.
- How can a computer be used for
- (i) Education (ii) Medical?
- Write down any two things you should do in the Computer room and also you should not do.
- State what would happen if
 - We clean the computer with a wet cloth.
 - We play with wires and clothes in the computer room.
 - We wear shoes in the computer room.
 - We are harsh in handling the keyboard.
 - We do not cover the computer with clean clothes when not using them.

TYPE-II (Fill in the blanks)

- Computer has _____ parts.
- Monitor looks like a _____.
- The computer is an _____ machine.
- In schools, computer is used to teach _____ subjects.
- Versatile means _____.

Type-III(True or False)

- Computer can solve only mathematical problems. (True/False)
- Mouse is used for clicking.(True/False)
- Monitor is used for displaying output. (True/False)
- The backspace key is used to insert characters. (True/False)
- Computer is very slow machine. (True/False)

Lab Session

Type the following line

- My name is _____.(your name)
- I Live in _____.(your address)
- I like my school very much.

UNIT – II

FUN WITH PAINT BRUSH

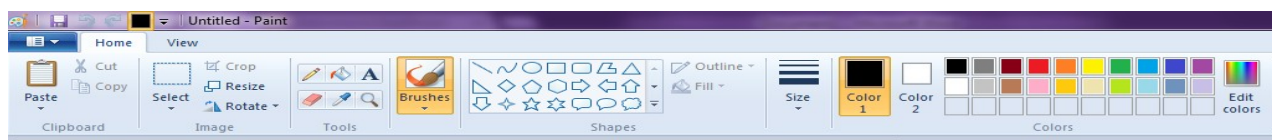
You will learn

- Introduction
- How to start Paint brush.
- Home Tab
- Pencil, Eraser, Fill with color, pickcolor, brush, Air brush
- Text tool, Shapes, Magnifier

Paintbrush is used for drawing, coloring and editing the pictures. We can use Paint Brush like a digital sketchpad to make simple pictures. Files created in Paint Brush are saved as bitmap files. The default file extension of a bitmap file is .bmp.

Steps To open Paint Brush

Click Start→ All Programs → Accessories→ Paint.



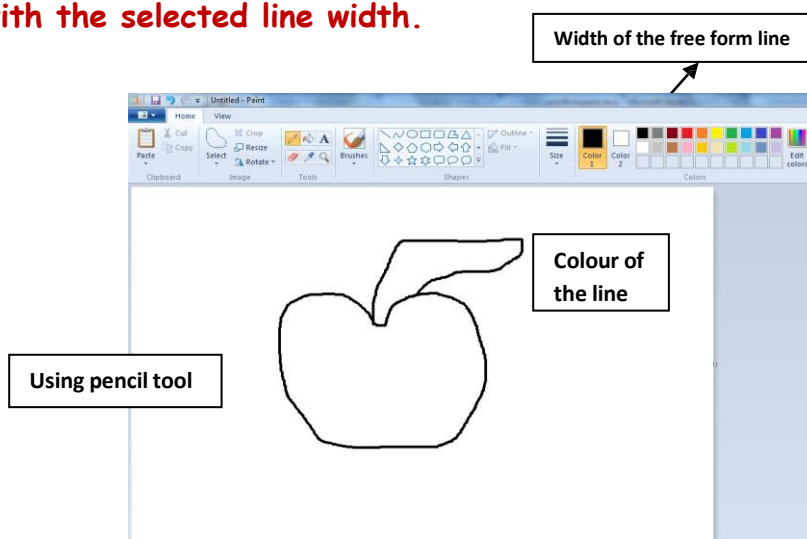
Options on Home Tab- Paste, Cut, Copy, Select, Crop, Resize, Rotate, Brushes, Shapes, Line, Color options



This tool draw a freeform line with the selected line width.

To draw a free form line.

1. Click the pencil tool in the tool box.
2. Select a colour from the color box.
3. You can change the thickness of the line by selecting the lines given in the line patterns.

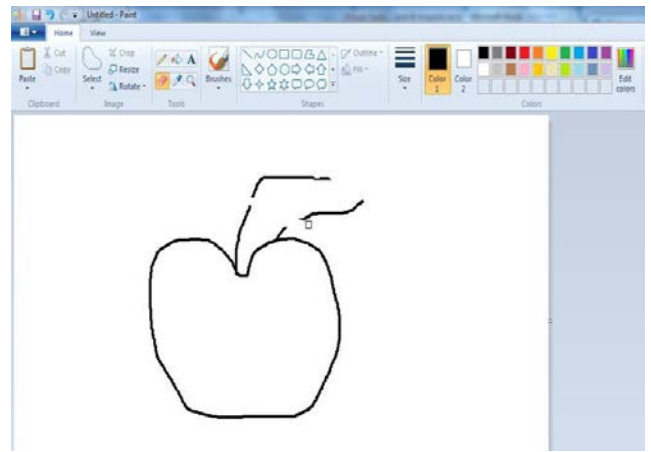


Eraser/Color Eraser-

This tool is useful for erasing part of the image.

To erase an image

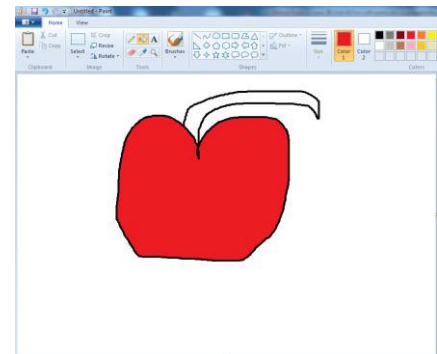
1. Select the eraser tool from toolbox.
2. Increase the size of the eraser from size line given in the tool box.
3. Hold the eraser where you want to erase a part of the image or whole image.



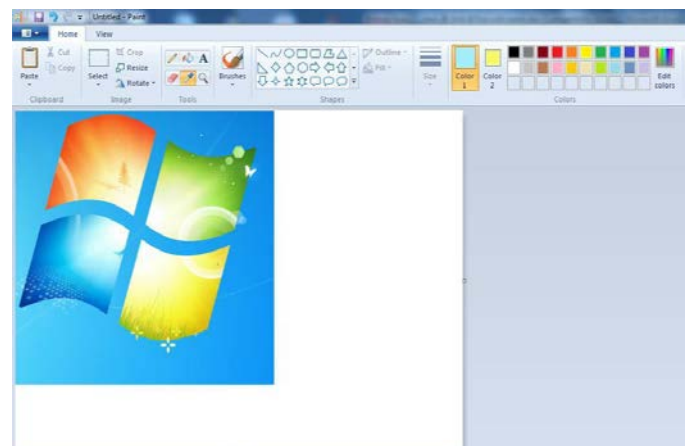
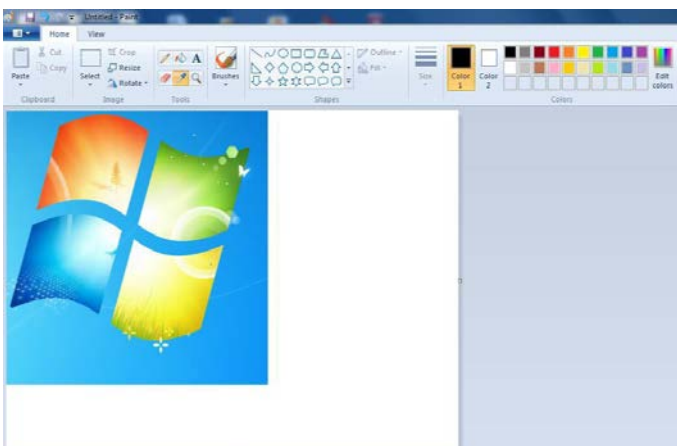
Fill With color- This tool help to fill an area or object with selected colour.

Fill with color

1. Select a fill with color tool from toolbox.
2. Choose a color you want to fill in a picture from colour platelets.
3. Click fill with colour tool in the image.

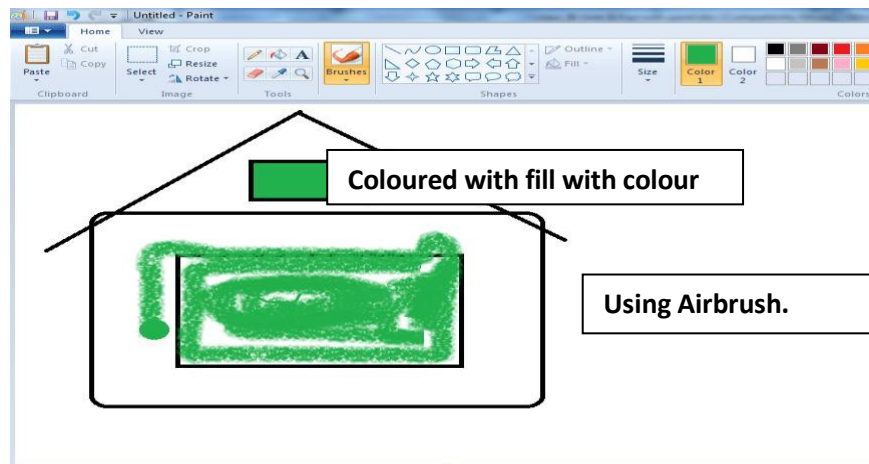
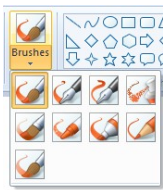


Pick Color- By this tool, Color is selected from one part of the object and can be used to color other areas. Left click is used for back color and right click for foreground color.

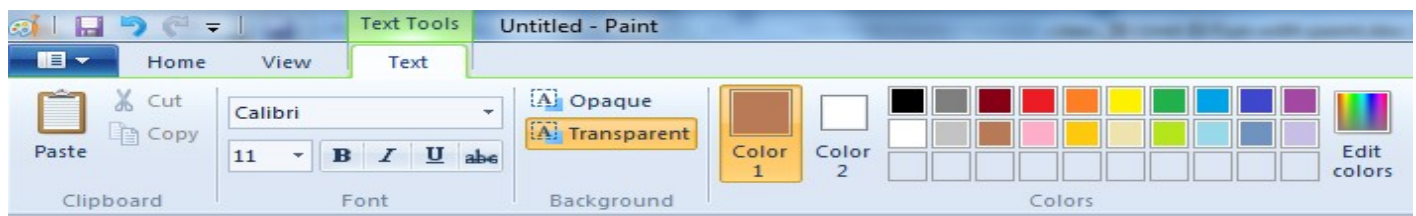


Before Selecting pick color- Back and front color After Selecting Pick color- Back and front color

Brushes- This tool paints the image with various kinds of brushes available in toolbox.



Text- To add text to the drawing.



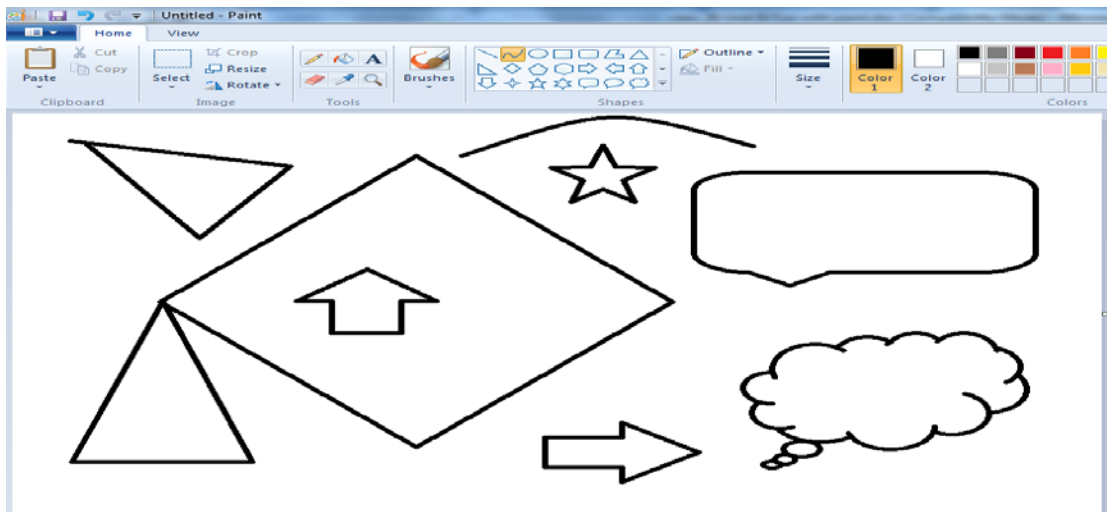
Steps to add Text

1. Click the text tool in the tool box.
2. Create a text frame by clicking and dragging the mouse pointer across.
3. Then Text tab will be appear on the top as menu shown above.
4. Choose the font style, size from the font toolbar.
5. Click in the text frame, and type your text.
6. To change the colour of the text, click a colour in the Color box.
7. Click outside the text frame, once text has been done.



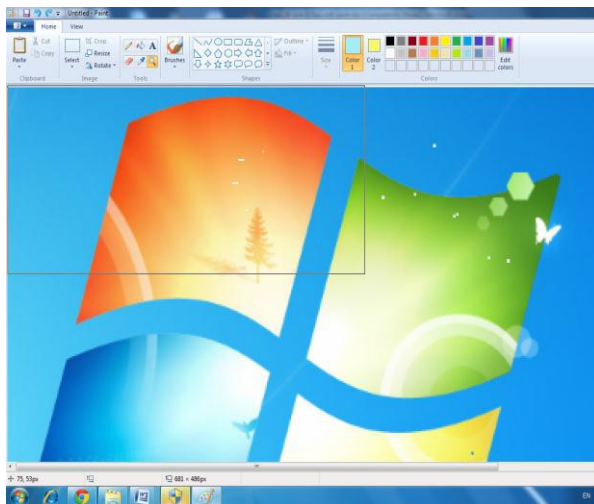


Shapes- To draw different shapes click on the shape you want to draw and drag the pointer across the drawing area.

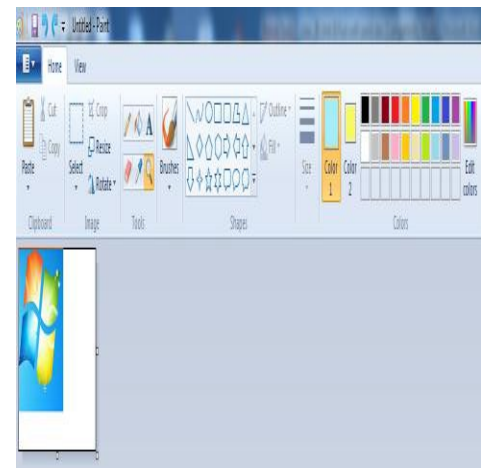


Magnifier- is used to see the picture or object in enlarged form. Choose a magnifier the left click mouse button will ZOOM In and right click will ZOOM OUT the picture.

Magnifier- ZOOM OUT



Magnifier- ZOOM IN



LET US DO PRACTICE NOW






TYPE-I (Short answers based questions)

1. Name and Draw few tools of Ms-Paint.
2. What is the effect of Magnifier tool ?
3. Name different options available on the text menu.
4. What is difference between paint brush and Air brush.

TYPE-II (Fill in the blanks)

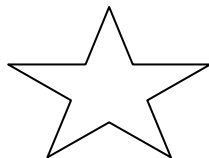
1. _____ is used to fill an area with color.
2. _____ enlarges or reduces the picture.
3. _____ is used to erase part of the picture.
4. _____ is used like paint spray.

Type-III(Match the following)

	SELECT
	TEXT
	ERASER
	PENCIL
	COLOR PICKER

Lab Session

1. Draw the picture in Ms-Paint



2. Design one colored scenery with some text message.
3. Draw a rainy scene and describe in five lines.

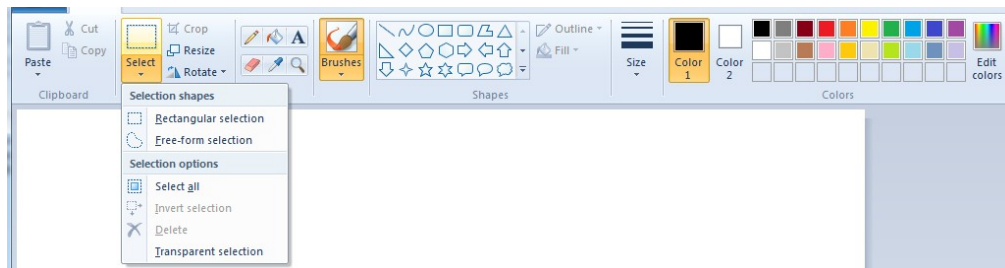
UNIT-III

MORE ABOUT PAINT BRUSH

You will learn

- Selection-Rectangular Selection, Freeform Selection
- View Menu
- Zoom In
- Zoom Out
- Full Screen

Select- This tool is used to select the particular part of the image with different shapes.



Selection shapes

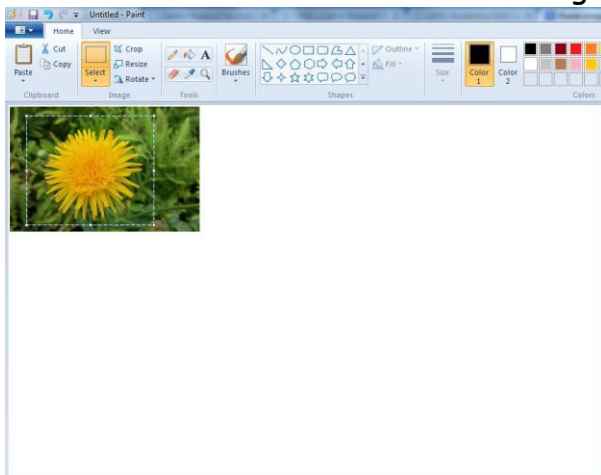
1. Rectangular selection
2. Free-form selection


RECTANGULAR SELECTION

Rectangular selection This tool is useful for selecting the whole or a part of an object in a rectangular form.

Steps for using Select tool

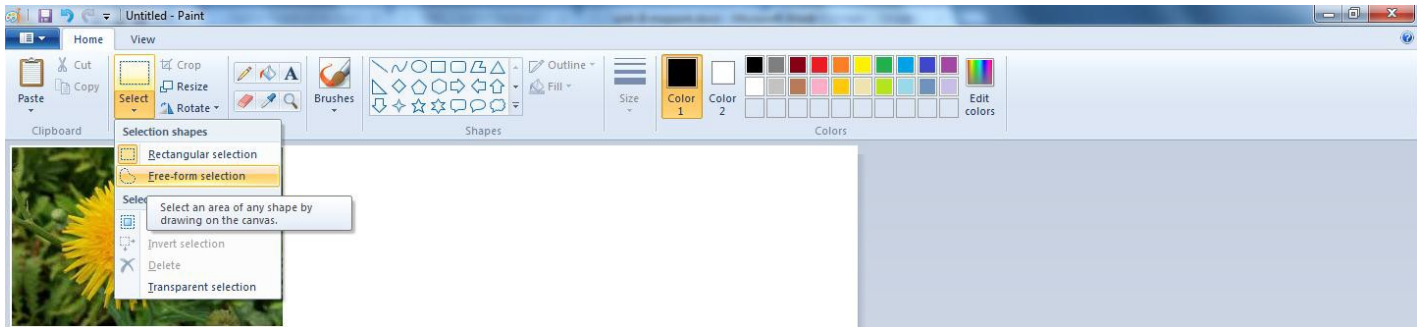
Choose the select tool -> Click and drag on the part of picture, which you want to select.



A dashed rectangle will appear around your selection, with the move cursor  replacing the cross-hair one. You can press this cursor down anywhere inside your selection and drag to move it, or drag while holding the Ctrl key to make a copy of it.

FREEFORM SELECTION

This tool is used to select an object in irregular form. Free-Form Select is also understood in coloring parts of black and white images and vice versa.



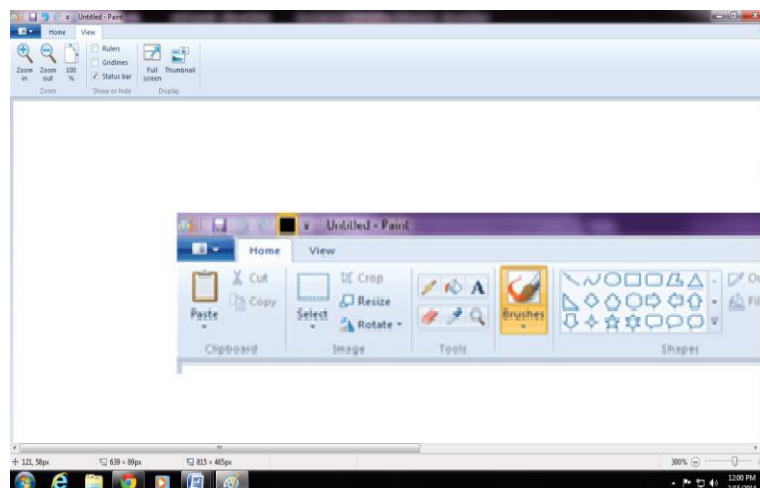
Select the free form select tool by using mouse pointer->Point to the image to be selected-> click and drag on the area, which you want to select.



After clicking Freeform selection, drag your mouse around the area you want, as though you were drawing a line around it. When you release the mouse button, a selection rectangle will appear and it may seem that unwanted parts of the drawing have been included, but if you move the selection you'll see that this is not so.

View Menu-View Menu contains the following options
Zoom In, Zoom Out, 100%, Ruler, Full screen

Zoom In- This option is used to view image in enlarge mode. It represent the closer view of a image.



UNIT-4

ABOUT DESKTOP

AND COMPUTER PERIPHERALS

You will learn

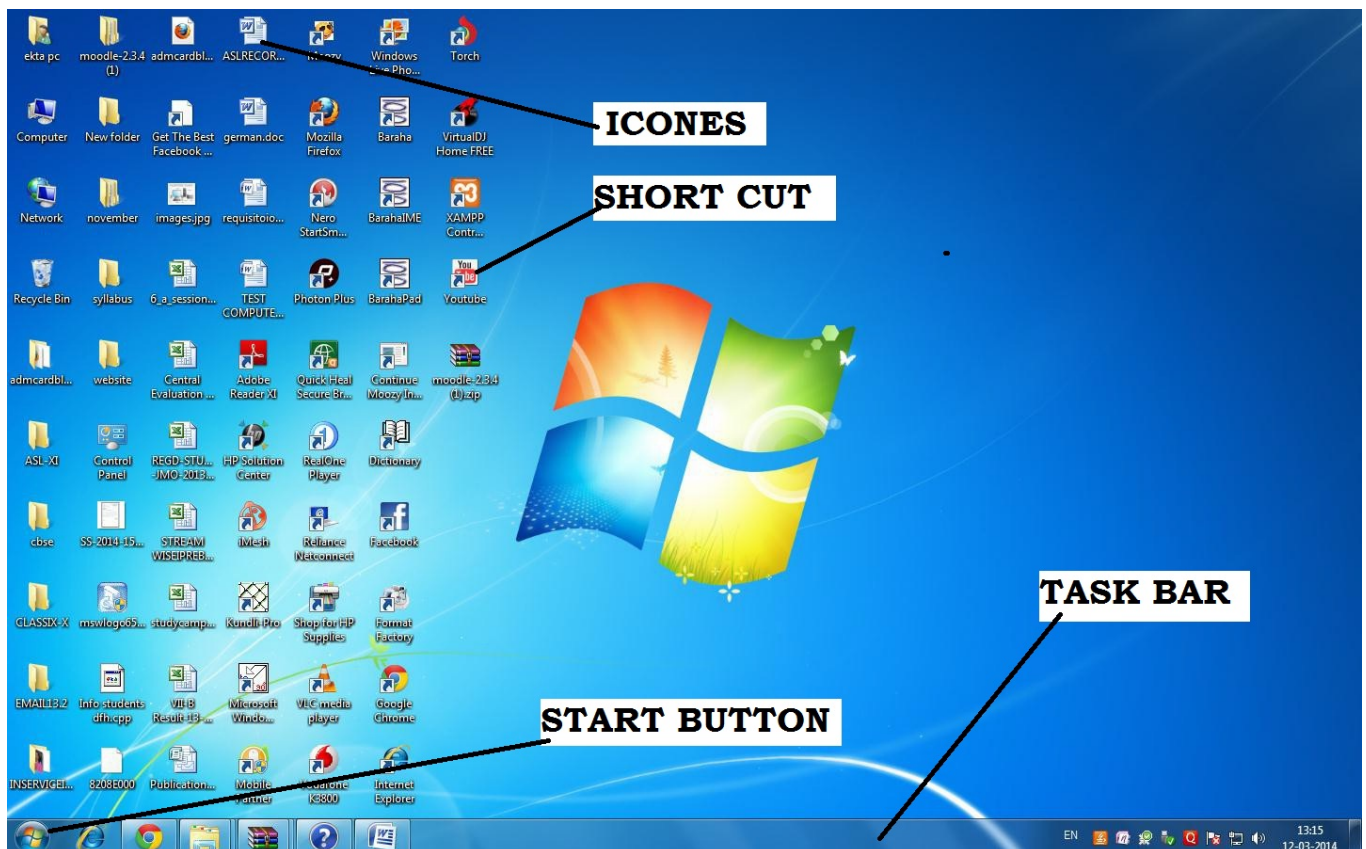
1. Desktop 2. Purpose of Desktop 3. Identify the Icon on the Desktop
4. Start button and Taskbar 5. My computer 6. Recycle bin
7. Input and Output devices 8. Memory device 9. CPU

Desktop –

The desktop is the primary user interface of a computer. When we boot up a computer, the desktop is displayed once the startup process is complete. Desktop is an area or window on a computer screen in which small pictures (called icons) are arranged like objects on top of a desk.

It includes the desktop background (or wallpapers), icons of files and folders we may have saved on the desktop. In windows, the desktop includes a task bar, which is located at the bottom of the screen by default.

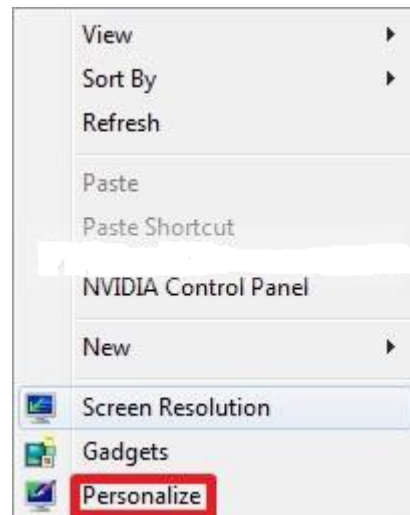
Therefore, it may be helpful to store commonly used files, folders and application shortcuts on your desktop.



DISPLAY PROPERTIES

- To Change Desktop Background or Wallpaper in "Personalization" Settings

1. Right click on an empty space on the desktop and click on **Personalize**. (see screenshot below)



2. Click on the **Desktop Background** link at the bottom of the window. (see screenshot below)

NOTE: *The name in gray under Desktop Background is the current desktop background filename.*



3. Select a Picture Location

- A) Click on the **drop down arrow menu** to select from the list of available picture folder locations, or click on the **Browse** button to navigate to the picture folder location.)

NOTE: To use another *regional wallpaper*, see the yellow TIP box at the top of the tutorial. To *remove a folder from the Picture location (not clear)*

- B) Select the picture folder and click on **Select Folder**.

4. Select a Desktop Background

- A) Right click on an available picture, or click (check) on the box in the upper left corner of the picture, to select it. (see screenshot below step 7)

NOTE: You can continue to right click on the images to see it previewed on your desktop until you decide which one you like best.

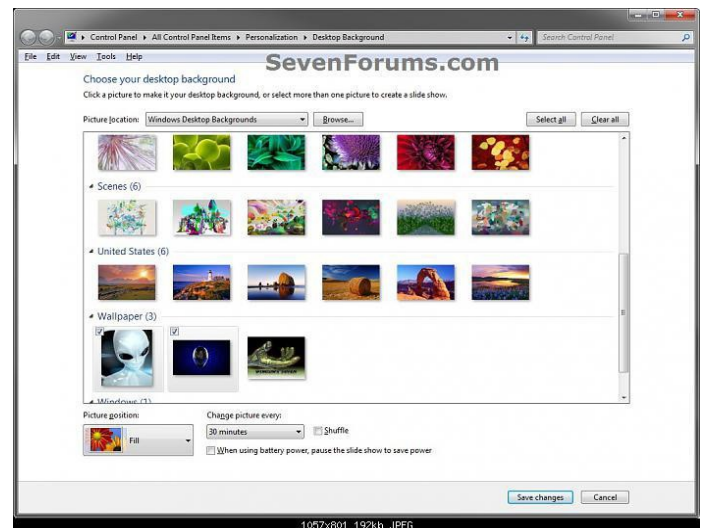
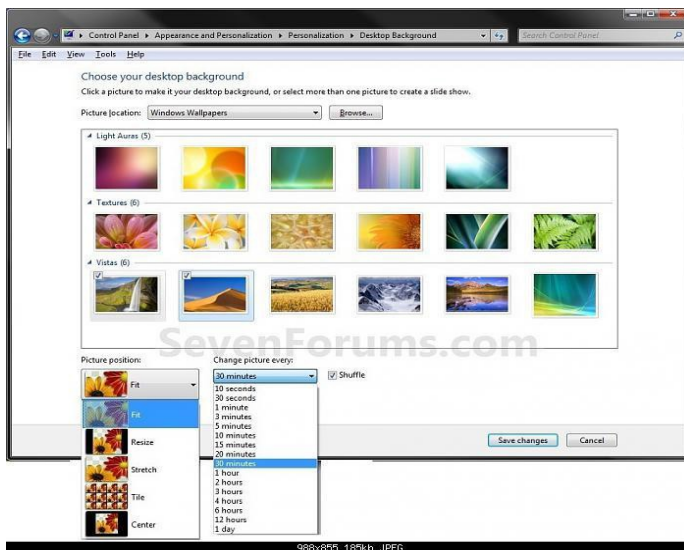
5. Select the Picture Position

- A) Click on the **drop down arrow menu**, and click on the **picture position** you want for the desktop background. (see bottom of screenshot below step 7)

6. For a Desktop SlideShow

A) select more than one picture to create a Desktop Slideshow.

7. Click on **Save changes** to apply the changes. (see screenshots below)



Identify Icons on Desktop -

- An **icon** is a small graphic representation of a program or file that, when clicked on, will be run or opened. Icons are used with Graphical User Interface (GUI) Operating Systems such as Microsoft Windows and the Apple Mac.
- When you double-click or open an icon the associated file or program will be opened. For example, if you double-click on the My Computer icon, it will open Windows Explorer and double-clicking a document or file icon it will open that document in the associated program.

START BUTTON AND TASKBAR



The start Menu is used to open programs and folders, search for things on your computer and turn off your computer.

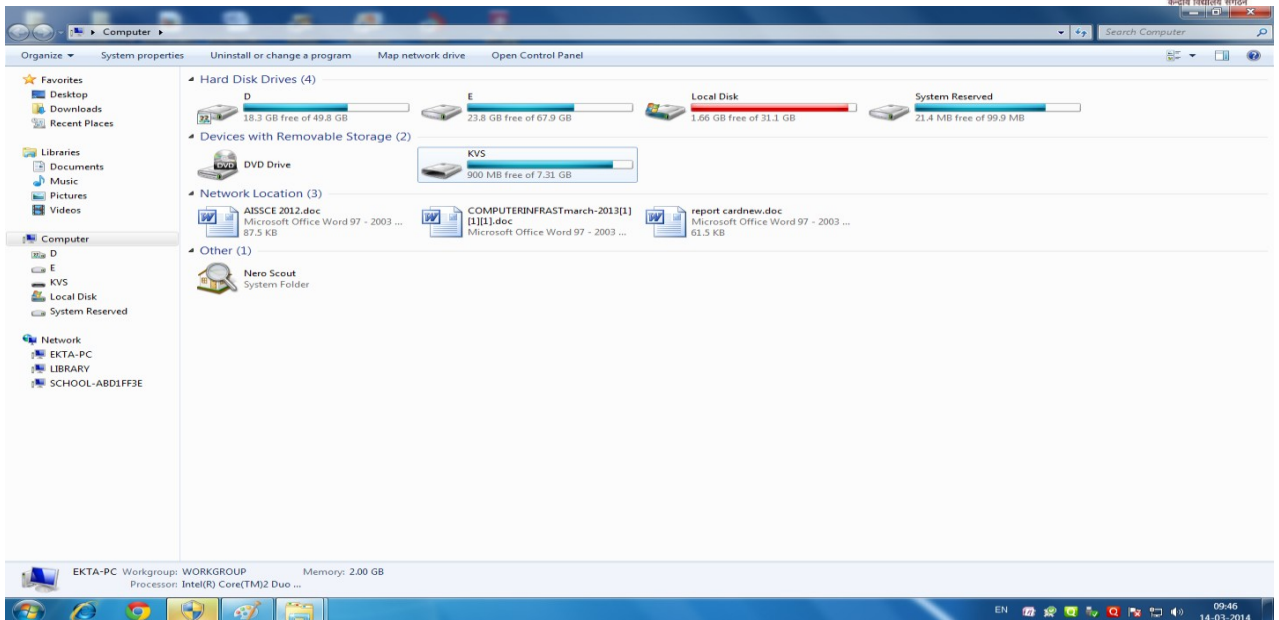
Task Bar



Task bar is a horizontal bar located at the bottom of the screen where running programs are shown when minimized represented by icons.

My Computer - My Computer icon is a pictogram displayed on a computer screen in order to help user navigate a computer system.





My Computer Window Screen

My Computer icon that is available on the desktop is use to find out the resource of your pc.

My computer consists of number of icons.- Hard Disk Drive, Devices with Removable Storage and Network location.



Recycle bin- The Recycle bin acts just like a dustbin. Whenever a file is deleted automatically it goes to the recycle bin. Whenever a file is further needed it may be recovered, it is done by simply pressing the restore button in the recycle bin.

INPUT AND OUTPUT DEVICES

Input device- The input devices are used for transferring user's data to the computer. Some of the Input devices are

Keyboard



Light Pen,



Touch Screen,



Output devices- An output device is any electronic or electromechanical equipment connected to



a computer and used to transfer data out of the computer in the form of text, images, sounds, or other media. Examples of output devices include speakers, headphones, printer and screen/monitor.

Monitor



Speaker



Printer

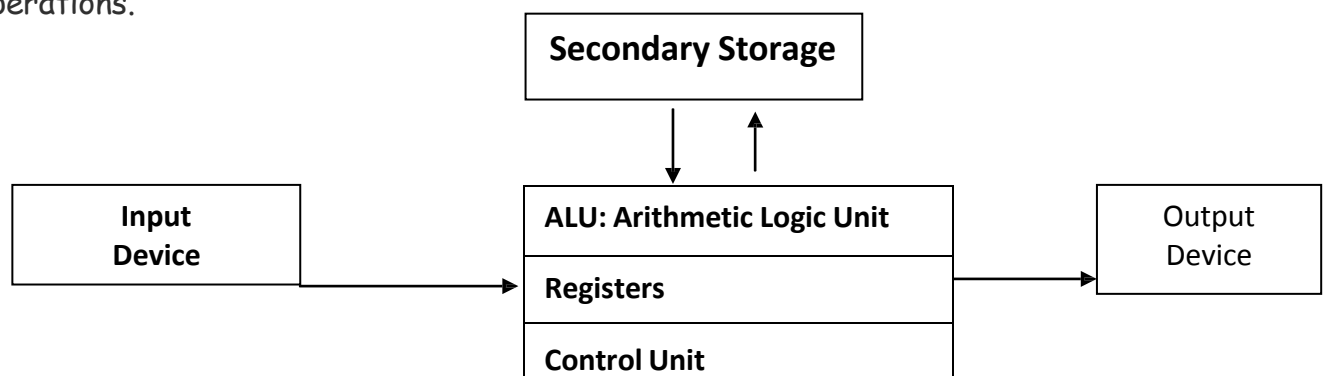


Processing

Working on data to get the meaningful information is called processing. In computer calculation and manipulation is done inside the Central Processing Unit(CPU) . It act as brain of the Computer.

The performance of your computer is based on simple mathematical operations.

CPU is the device, that controls all the operations. The CPU has integrated ALU (Arithmetical Logical Unit). This unit is responsible for all mathematical and logical operations.



In the CPU there are three separate units such as

1. Control Unit
2. Memory Unit
3. Arithmetic and Logical Unit

Control Unit:- The **control unit** is a component of a computer's **CENTRAL PROCESSING UNIT** (CPU) which directs operation of the processor. It controls communication and co-ordination between input/output devices. It reads and interprets instructions and determines the sequence for processing the data.

It directs the operation of the other units by providing timing and control signals. All computer resources are managed by the CU (Control Unit). It directs the flow of data between the Central Processing Unit



(CPU) and the other devices.

Memory Unit:- When a program is fed into the input unit, the information is translated into the machine language and stored in the main memory only on the instruction of the Control Unit. When the instruction is given to the computer by the user to execute the program, the control unit instructs the memory unit to supply the data and information to ALU for processing. The processed data and results are sent back by the ALU to the memory unit to store them in separate location for future use by the instructions of Control Unit.

Arithmetic and Logic Unit:- This unit handles both arithmetic and logic operations. On the instructions of the Control unit and data available from the main memory, the ALU operates on the data and sends the processed results back to the main memory to store in separate locations. This unit does Mathematical (+, -, X, /) relational (<, >, =, >=, <=, !=) logical operations (AND, OR).

**LET US DO PRACTICE NOW****Type-I (Short answered based questions)**

1. What is function of Recycle bin?
2. Write the steps to delete the files on the desktop.
3. List any two Input and Output devices.
4. What is need of Icon and draw any two Icons.
5. What is brain of Computer?

Type -II (Fill in the blanks)

1. Mouse is a _____ device.
2. CPU can do _____ and _____.
3. Printer can give the output on _____.
4. The most common Character input device is _____.
5. _____ is a dustbin of your computer.

Type -III (Match the Columns)

Monitor
Recycle Bin
CPU
Task Bar
Printer

Central Processing Unit
Monitor Application
Output devices
Printing device
dustbin

Lab session

1. Save the word file on the different location of the computer.

UNIT-V

MS-WORD

You will learn

- Introduction to Word Processor
- Features of Word Processor
- History of Word Processor
- Steps for starting Ms-Word
- Components of Word Screen
- Creating a new document
- Opening an existing document
- Editing text in Word Document
- Copy, Cut and Paste, Deleting
- Saving the Document

INTRODUCTION TO WORD PROCESSOR

Word processor processes words, paragraph, pages and entire papers. The first word processor were basically computerized typewriters, which did little more than place character on a screen, which could then be printed by a printer.

Modern word processing program includes features to customize the style of text, change the page formatting and able to add header and footer, page number etc.

Some example of word processing programs include Microsoft Word, WordPerfect, AppleWorks and OpenOffice.org.

INTRODUCTION TO MS-WORD

Ms-Word - It is a program that is used for typing text. It is a part of MS-Office package developed by Microsoft Corporation.

Ms-Word is part of Ms-Office Package which consists of MS-Excel, Ms Powerpoint etc.

WHAT CAN WE DO WITH THE TEXT IN MS-WORD?

- You can change the writing style, size, colour of the text.
- The text can be highlighted by Bold, Italics and can be underline.
- Spelling and grammars are checked and converted automatically in MS-Word.

CREATING DOCUMENT

In Word, we can create document by typing the text. The text we type is displayed on the screen. When the text reaches the end of a line, Word automatically moves

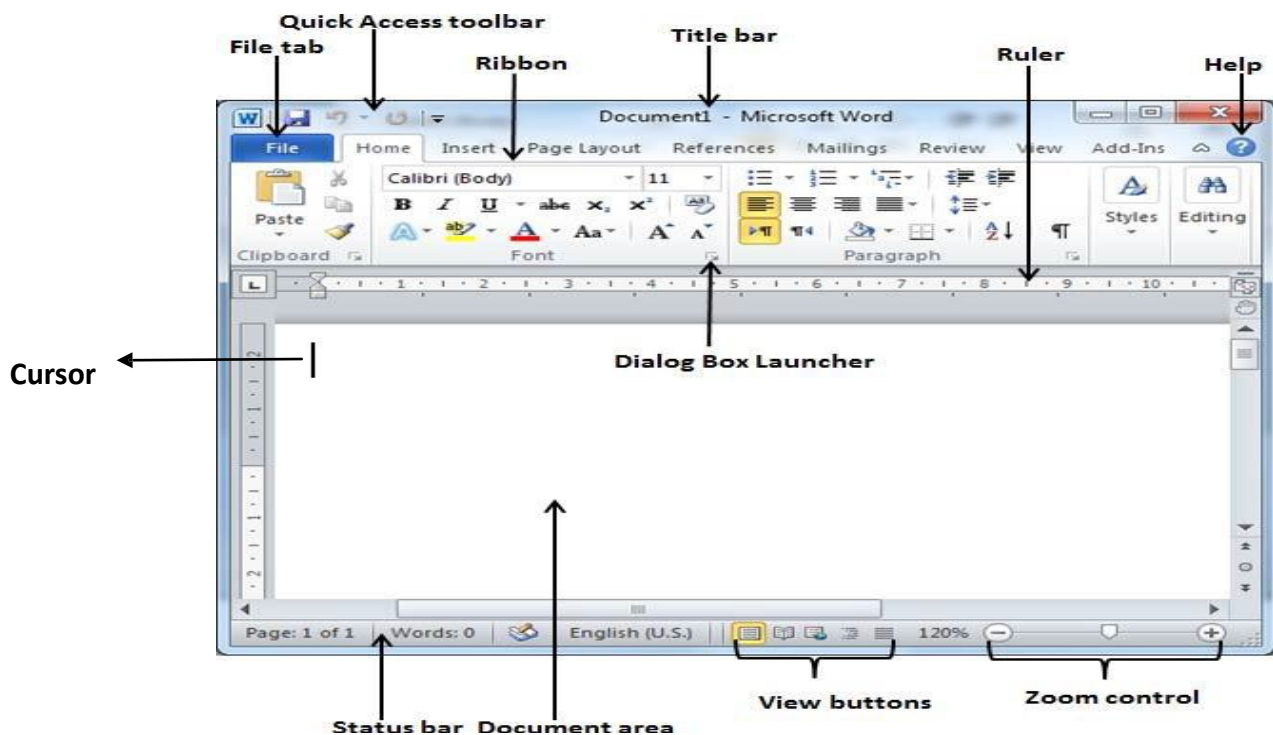
to the new line and continue.

- Press the SPACE BAR, to give space between words.
- For a new line or paragraph, press the ENTER Key.
- If we want to delete a word or line, we can use Backspace or Delete keys.

TO CREATE A NEW MICROSOFT WORD DOCUMENT

1. Click on start → Program→Microsoft Office→ Microsoft Word to open Microsoft Word 2010.
2. Select File→ New or press Ctrl+N to open a new document.
3. Place the insertion point at the location where we want to type the text.

Components of MS-Word 2010



Editing The Word document

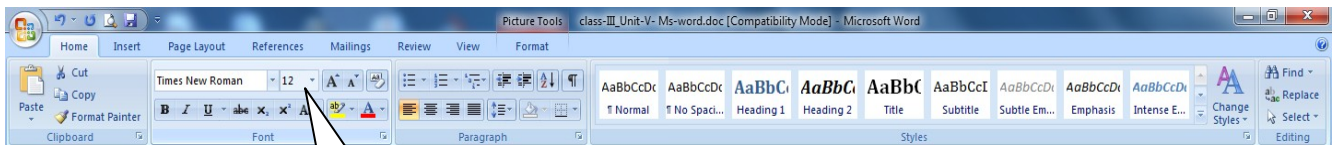
Select the text

Select means choosing the text to be formatted. Just bring the cursor in the beginning of the text, we want to select.

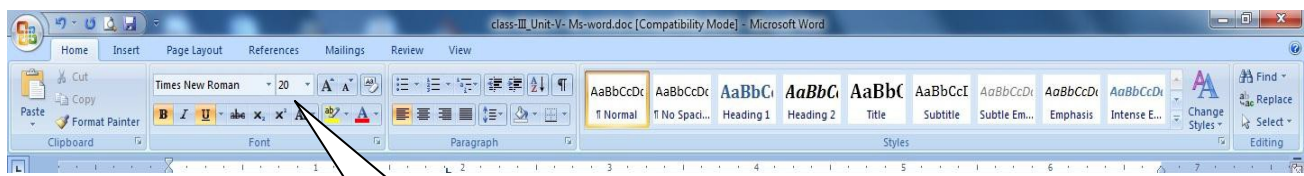
Press left mouse button→ Drag the mouse till the end.

The background of the selected text will become black and we will see the selected text in white colour.

- Changing the size of the text.
 1. Select the text by putting the cursor in the beginning of the text drag it at the end.
 2. Choose the size by clicking on the arrow besides the font size box.



Default Font size is 12.



After selecting the text use Ctrl+] and Ctrl+[

Copying and Moving

- Moving means to remove(cut) the selected text or graphic from one place and paste it on another location.
- Copying means to make a copy of the selected text or graphics and insert it to another place leaving the original unchanged.

Cut - Cut operation will remove the content from its original place and move it to new desired location.

Following is the procedure to CUT/COPY and PASTE the content in word.

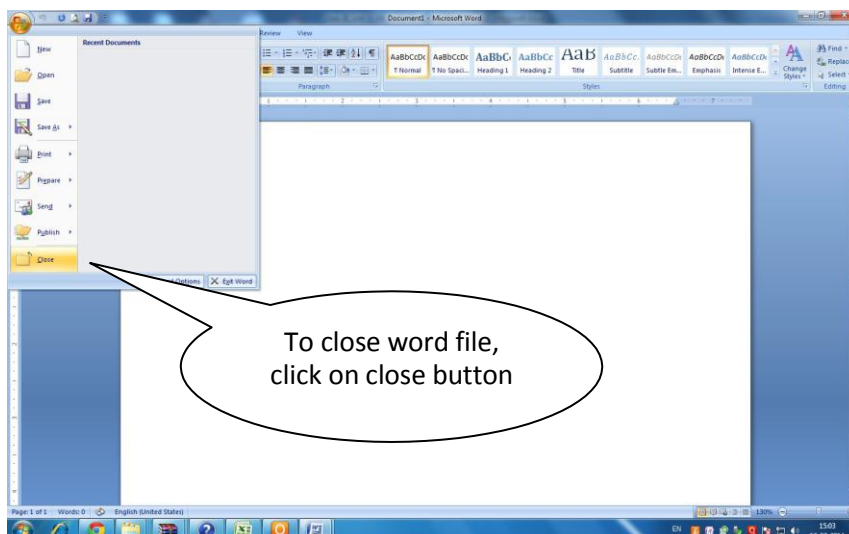
1. Select a portion of the text using any of the text selection methods.
2. Press Ctrl+C for Copy or Press Ctrl+X for Cut .
3. Place the cursor at the desired location where you want to paste the text and press Ctrl+V

Saving the Document- To save a document on disk

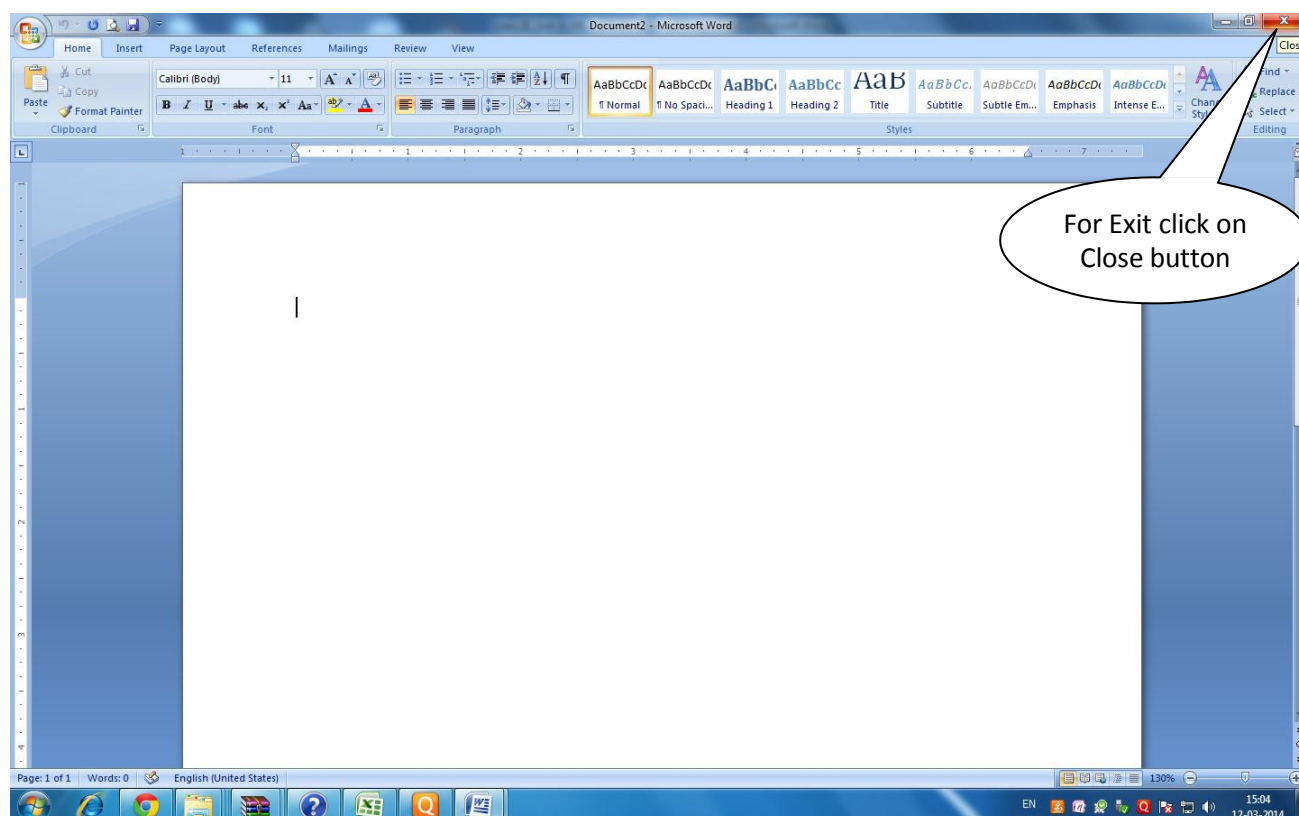
1. Click on office button tab. (Microsoft Word 2007 is used)
2. Drop down menu will be displayed click on the save option.
3. The Save as dialogue box will be displayed to type a name for the document.

CLOSING WORD

Click the Office tab → close button.



EXIT FROM WORD



1. We can exit from MS Word by using close button of MS Window.
2. Or, by clicking on Office tab → Exit option.

LET US DO PRACTICE NOW





Type-I(Short Answers based Questions)

1. What is the default size of the text?
2. Name the box that contains font size, font colour, font style buttons.
3. What is purpose of MS-Word 2007?
4. Write the steps to save a document?
5. Write the shortcut key for cut, copy and paste.

TYPE-II (Fill in the blanks)

1. When we start word a new blank _____ appears on the screen.
2. The text can be copy by using _____ + _____ key.
3. Bold, Italics, Underline buttons are placed under the _____ tab.
4. _____ is located below the title bar.
5. Formatting tool bar contains _____, _____, _____ (not applicable).

Type-III (Match the column)

	Cut
	Paste
	Copy
	Save

Lab Session

1. Type ten lines on about your school in Font size 16 and font face as Arial.
2. Type your favorite poem in font size 30 and font face as Times New Roman.

UNIT-VI

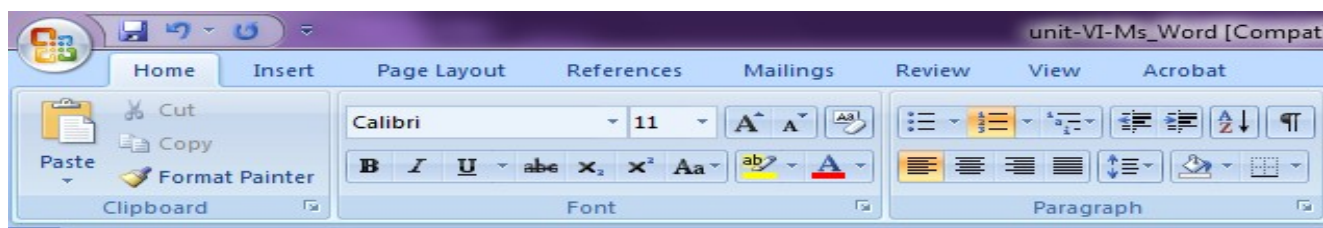
MORE ABOUT MS-WORD

You will learn

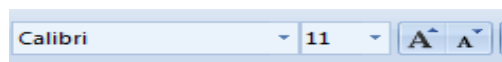
- Formatting Toolbar
- Font attributes-size,style,color,sub/superscript
- Bold, Italic, Underline
- Numbering and Bullets
- Alignment-Left,right,center
- Change case-sentence, uppercase etc.
- Insert Menu –Word Art, Page Break, Images, Clip art, shapes, date and Time

Formatting Text

The formatting text includes - Fonts, fonts Size, Underline Style, Bold, Italic etc.



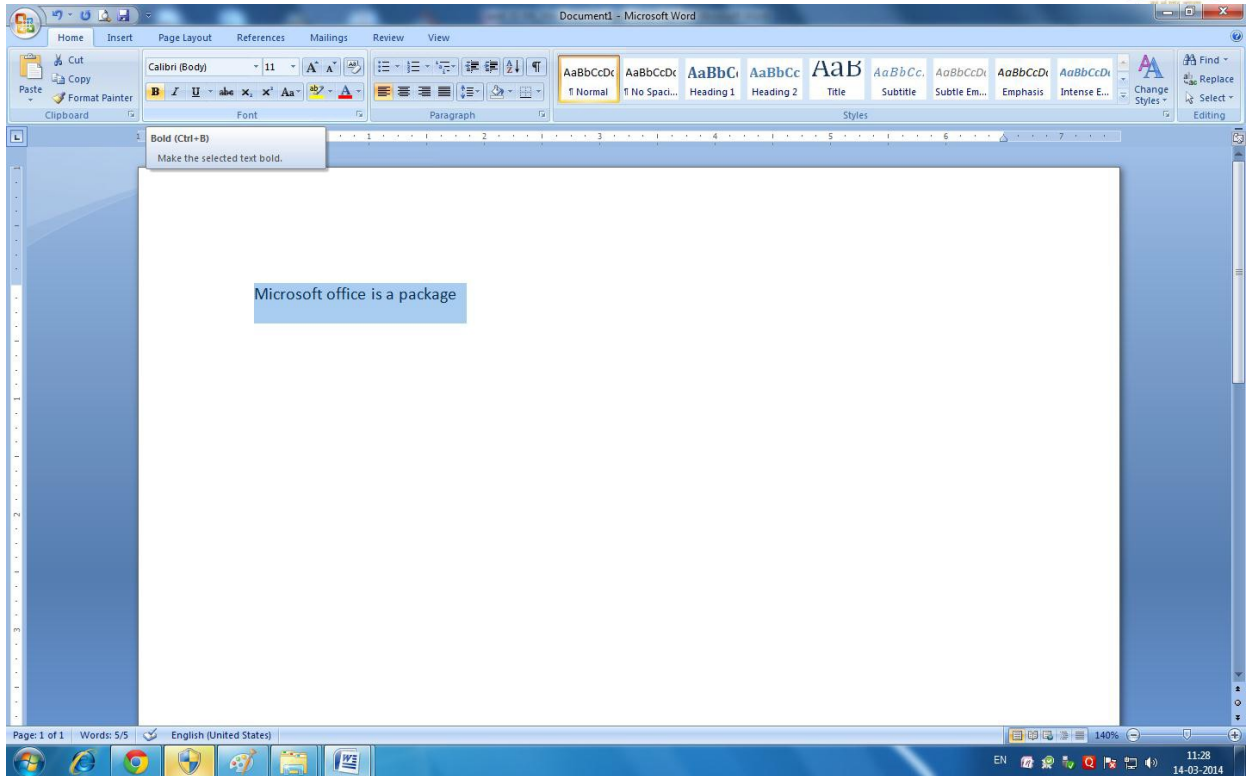
1. Type the text.
2. Select the portion of the text using any selection procedure.
3. Change the font style ,font size, Grow font and shrink font of the text .




Using Bold, Italics and underline Options

All the three options are used to emphasize any word/ words.

1. For using the above option first write the sentence.
2. Then put the cursor in the beginning of sentence.
3. Select the text by Shift and mouse click or shift+ arrow key.
4. Then click on the bold button.




B BOLD

Select the text and click on  Button. Computer -----
 → **Computer**

I Italic

Select the text and click on the  italics Button. The text will become italicized.
 Computer-----→ *Computer*

U Underline

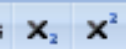
You can underline any word/words with this button. Select the text and click on this  Button.

Computer -----→ Computer

• **Superscript and subscript**

When we have to display something like H₂O or X³+Y³ what we should do ? The subscript displays the character slightly below the normal printed text and Superscript slightly above the printed text.

Step 1: Select the text where you want to place Subscript or Superscript.


Step 2: Click h_2o (subscript) X^2+Y^2 (Superscript) 

Numbering and Bullets

We find that while writing certain kinds of communication it is convenient to state the ideas point by point.

Creating Bulleted and Numbered Lists

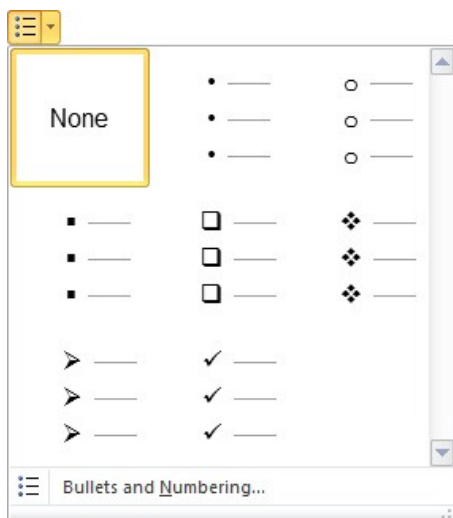
To create a bulleted list:

1. Select the lines of text
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button . 
3. You can change the bullet symbol by clicking the **Bullets** arrow and making selection from the **Bullets** gallery

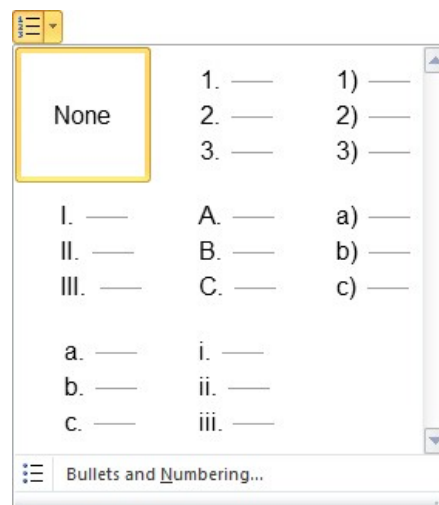
To create a numbered list:

1. Select the lines of text
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** button . 

We can change the number style by clicking the **Numbering** arrow and making a selection from the **Numbering** gallery.



Bullets Gallery



Numbering Gallery

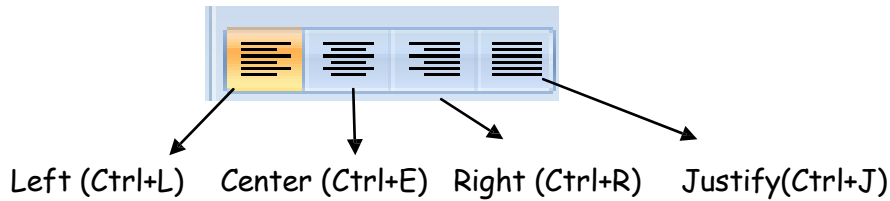
To remove bullets or numbers from a list:

1. Select the lines of text from which you want to remove bullets or numbers.
2. Do one of the following:
 - i) To remove bullets, click the **Bullets** arrow and select **None** from the **Bullets** gallery
 - ii) To remove numbers, click the **Numbering** arrow and select **None** from the **Numbering** gallery.

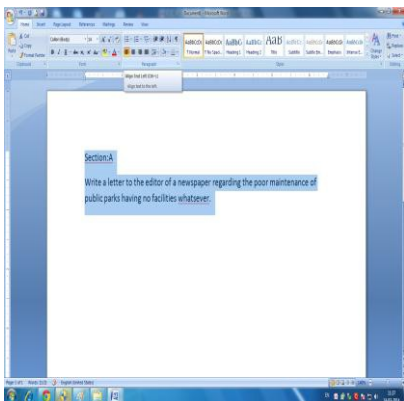
Alignment of the text

The text can be aligned in the centre of the page, left, right or along both left and right margins

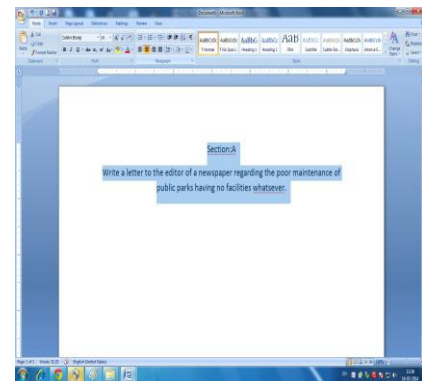
We will find these buttons on the formatting Tool bar.



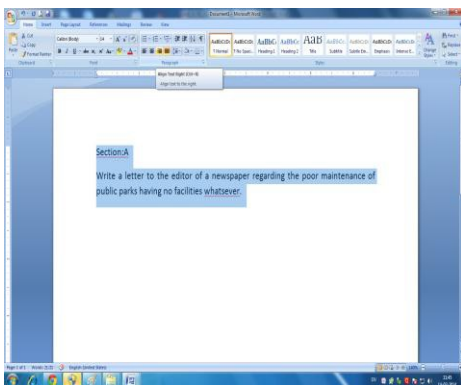
Left Alignment



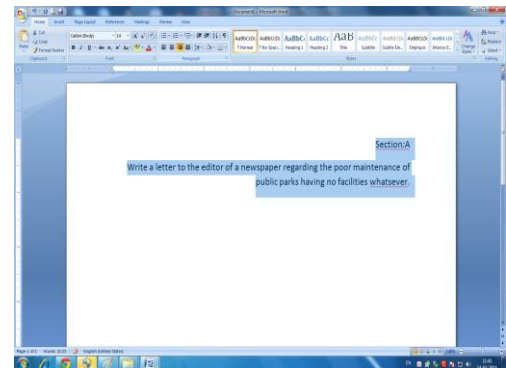
Center Alignment



Right Alignment

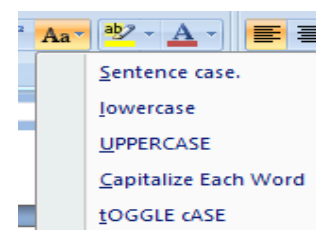


Justify alignment

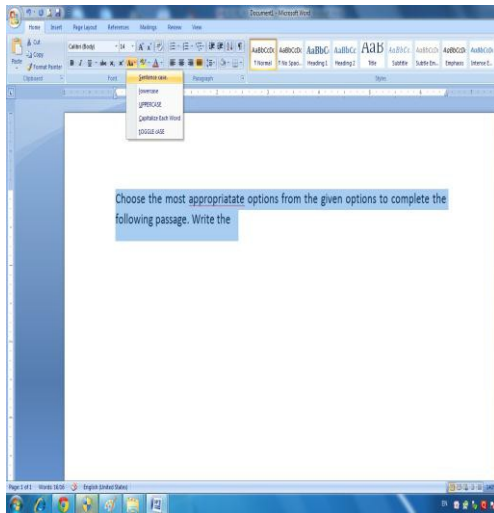


Change Case- Change case command in the HOME Tab allows you to change the case of the characters in the text without having to retype them. Change all the selected text to UPPERCASE, lowercase, or other common Capitalizations .

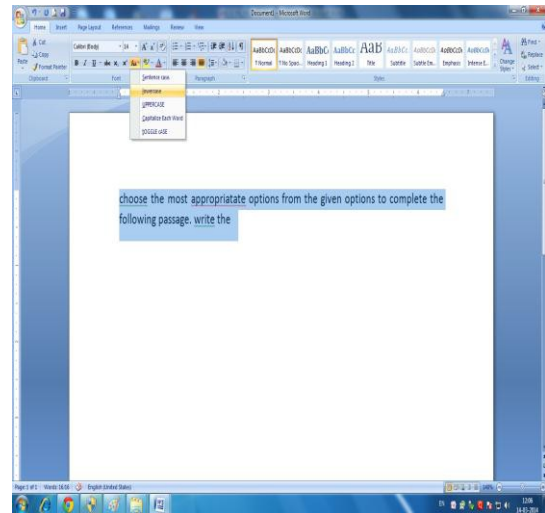
- Sentence case
- lowercase
- UPPERCASE
- Capitalize Each Word
- tOOGLE Case



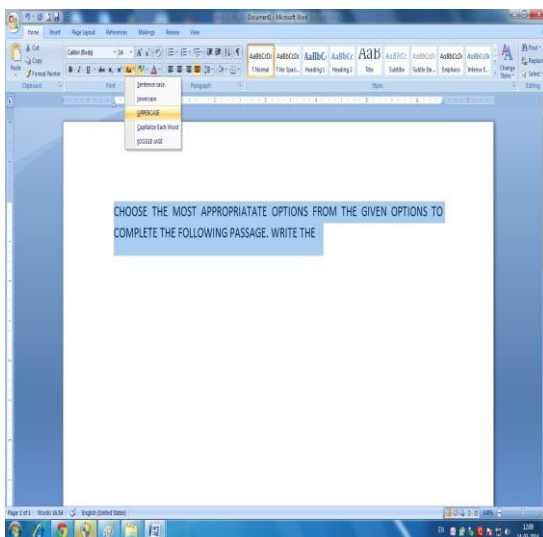
Sentence Case



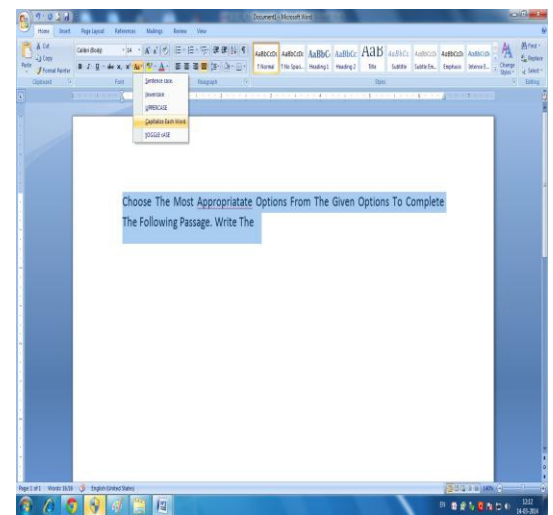
lowercase



UPPERCASE

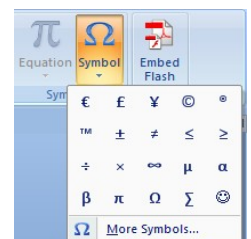


Capitalize Each Word

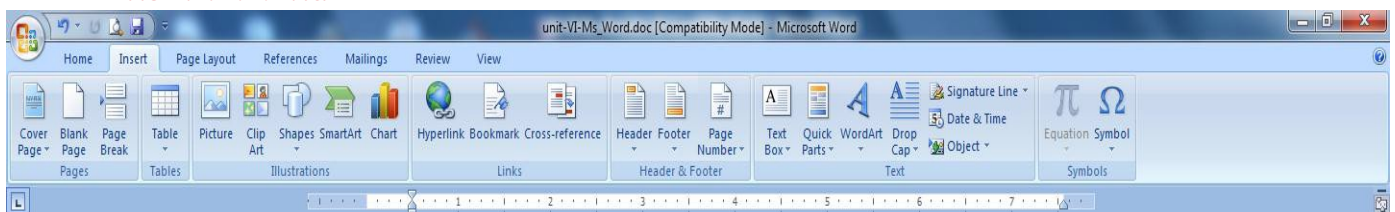


Inserting the special characters and symbols

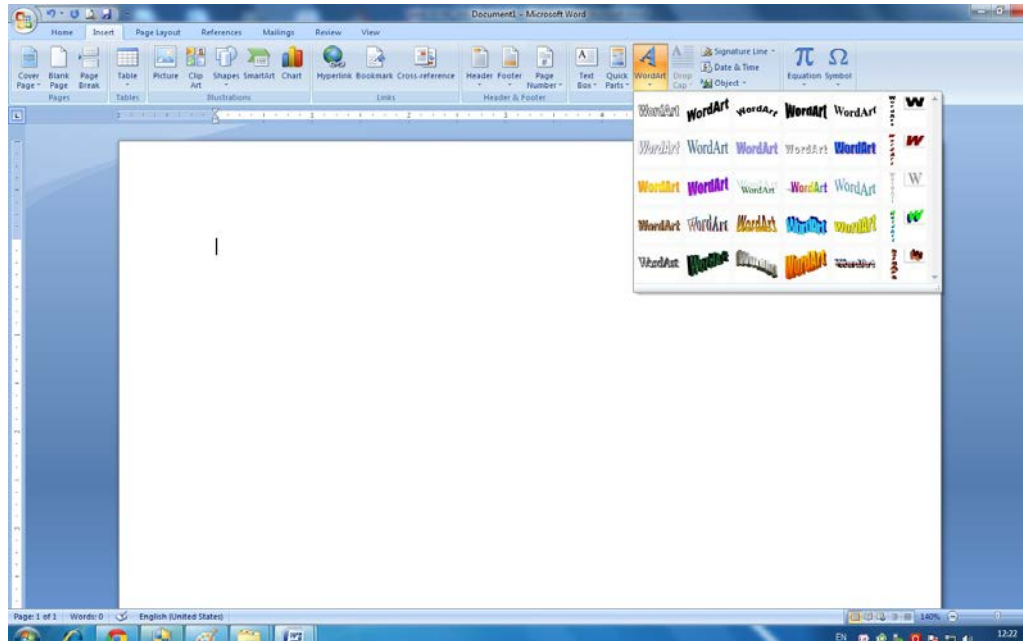
Insert symbols that are not on your keyboard, such as copyright symbols, trade mark symbols, paragraph marks and Unicode Characters.



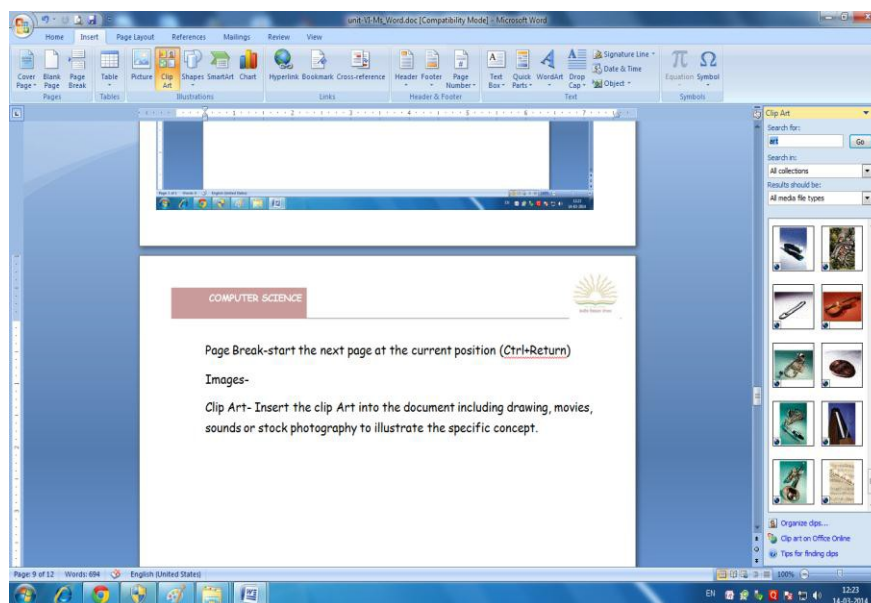
Insert Menu



Word Art- Insert the decorative text in your document.




Page Break-start the next page at the current position (Ctrl+Return)

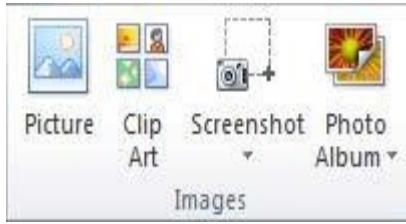


Clip Art-

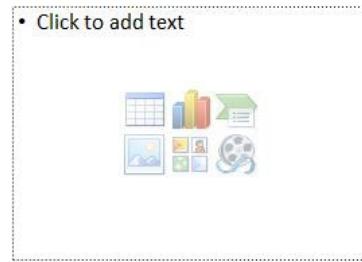
Insert the clip Art into the document including drawing, movies, sounds or stock photography to illustrate the specific concept.

Steps to find and insert clip art:

1. Display the slide on which you want to place the clip art.
2. On the **Insert** tab, in the **Images** group, click the **Clip Art** button  Or click the **Clip Art** button in the content placeholder. The **Clip Art** pane opens.

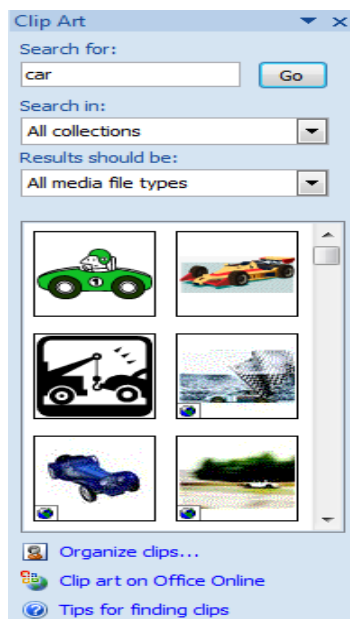


Images Group on the Insert Tab



Content Placeholder

3. In the **Search for** box, enter a keyword related to the desired clip art
4. Click the **Go** button. Thumbnails of any clip art, movies, and sounds that have the associated keyword appear in the pane.
5. Scroll down to see all the available clip art, and then click the thumbnail of the desired clip art to insert it into the slide.



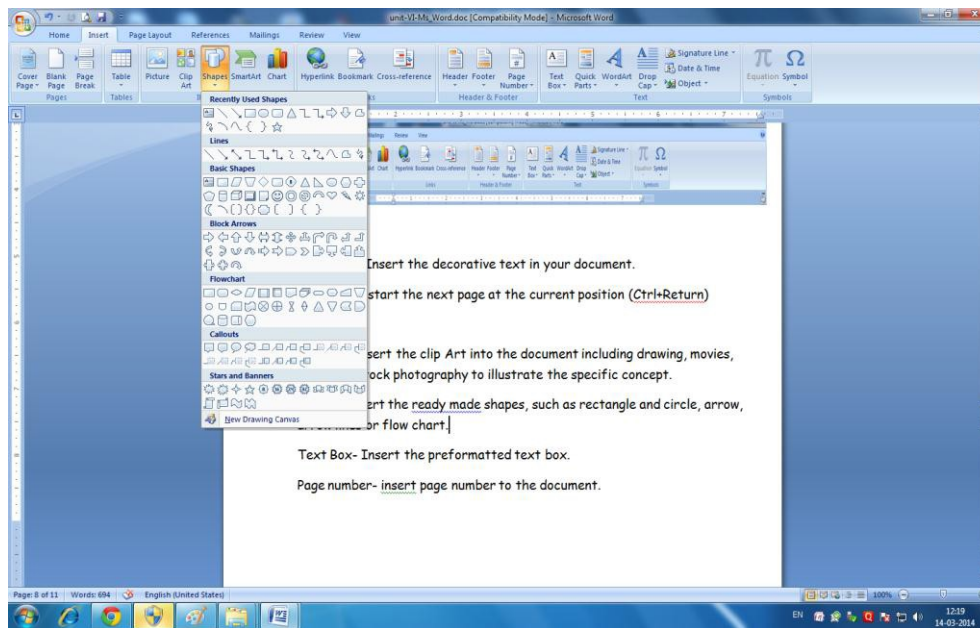
Clip Art Pane

Shapes-

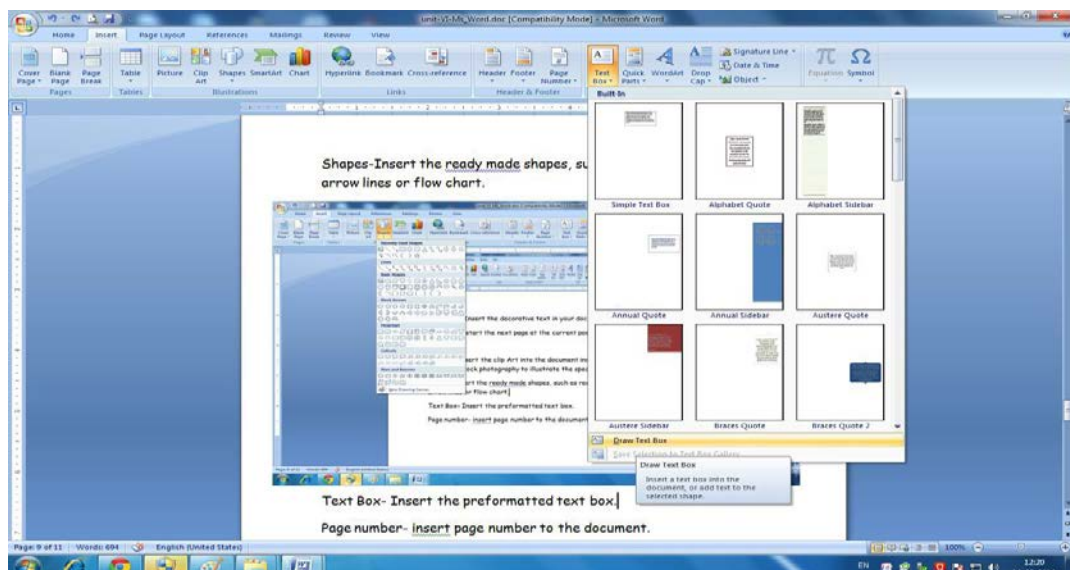
Insert the ready made shapes, such as rectangle and circle, arrow, arrow lines or flow chart.

Steps:

1. Click on the Insert Menu.
2. Click on Shape Button it will show Lines, basic Shapes, Arrows and flowchart and callouts etc.
3. Choose any one shape and drag it into where you want to insert a shape.

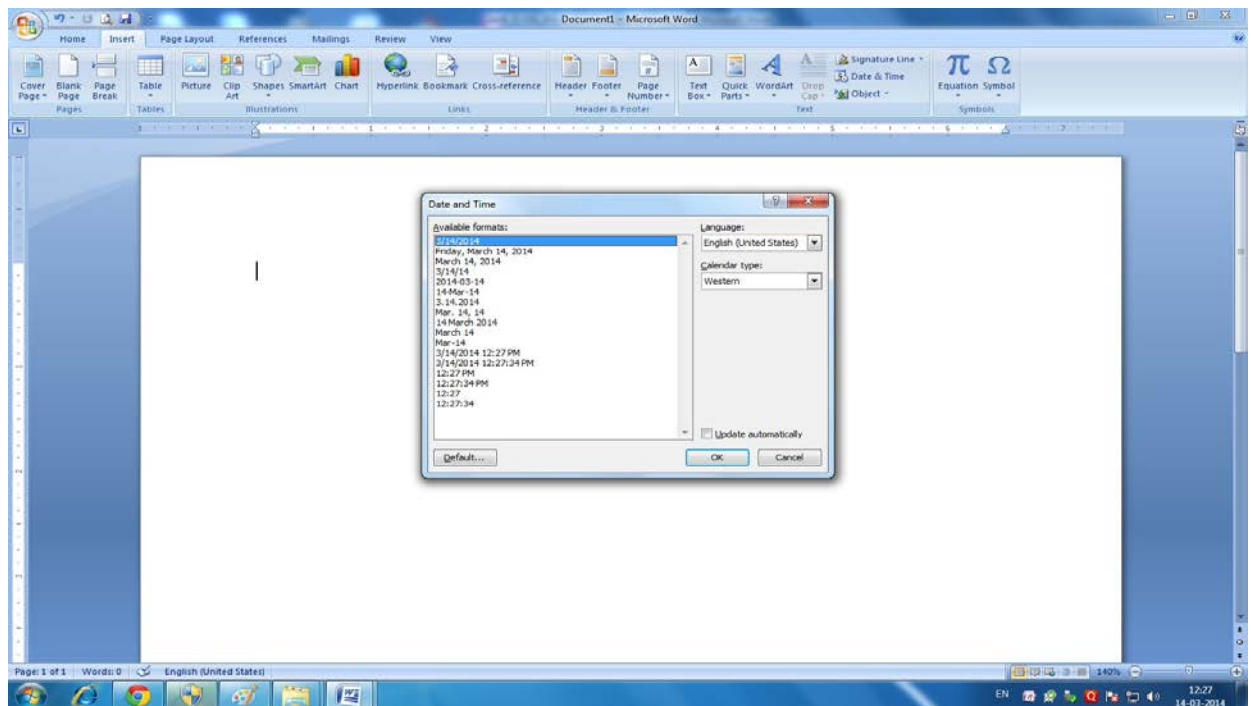


Text Box- Insert the preformatted text box.



Page number- insert page number to the document.

Date and Time- Insert the current date and time into your current document.



LET US DO PRACTICE NOW

Type –I(Short Answer Question)

1. How do we select the line, word and letter in Ms-Word 2007?
2. How can we make our whole document in Uppercase?
3. List some special characters used in Ms-Word 2007?
4. Which button would you press to align the text on both left and right margins?
5. What is the purpose of page break?

Type-II (Identify the following buttons)



Lab Session

1. Create a New Document.
2. Write few line about your favorite Game
3. Use BOLD,ITALICS,UNDERLINE for headings.

UNIT-VII

INTERNET

Internet:- Internet is a worldwide network of computers, which allows sharing of information. In this network, the computers are connected through cables or any other devices. The Internet connects millions of computers around the world. Thus Internet is global network or a worldwide network.

We need Internet for

1. Communication
2. Research
3. Education
4. Financial Transaction
5. Real Time Updates

Requirement for Internet Connection

Hardware- Apart from the monitor, keyboard and mouse, we have the following hardware requirements

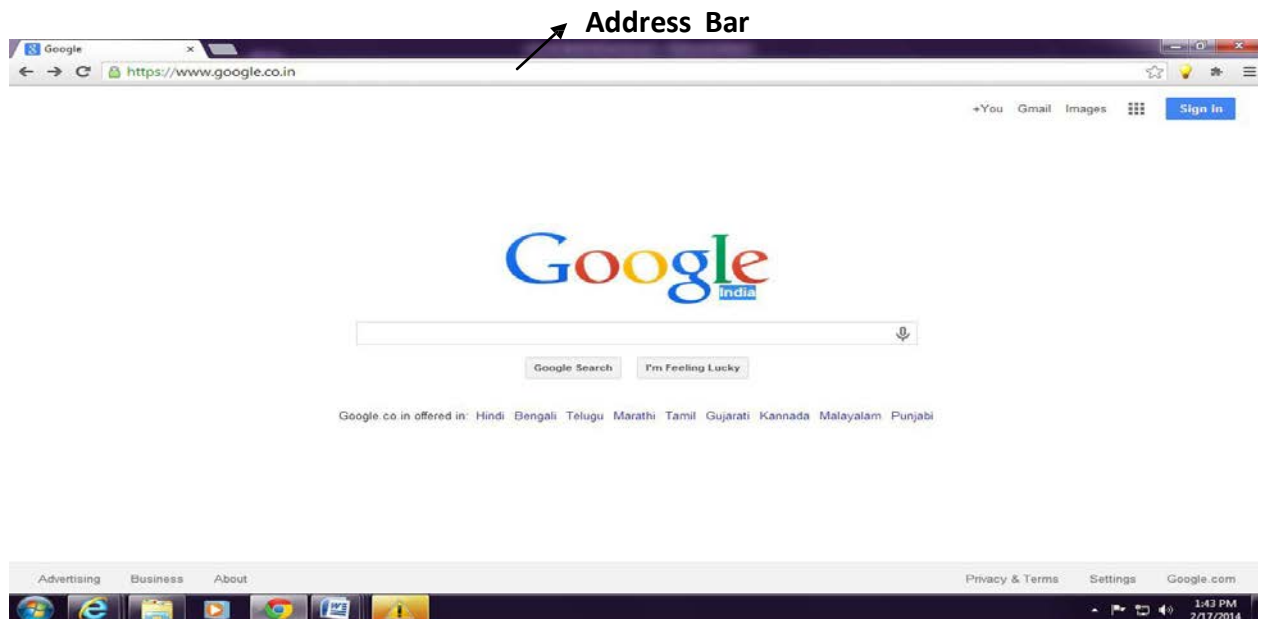
- Modem
- Network Interface Card
- 1 GB RAM

Software

- Operating System like Windows, Linux
- Web browser like Internet Explorer , google chrome, Mozilla firefox or Netscape Navigator

Steps to open Web Browser

1. Click on the web browser icon.
2. Write the website name on the address bar .
3. Click on go or press enter.



Search Engines-

Search engine is a software system that is designed to search for information on the World Wide Web.

Search Engines like google, yahoo, alta vista.

Finding/ Downloading /Saving images-

We can search / download / save the images from the internet by using search engines.

Steps to search / download / save the images

1. Open the web browser and search engine.
2. Type the topic related to image you want to search.
3. Click on search button.
4. Many pictures will be displayed choose appropriate picture and double click on image to enlarge its size.
5. Right click on the image and select Save the image option.
6. Save as dialog box will open, go to the location where you want to save image.
7. Click on save button.



LET US DO PRACTICE NOW

TYPE-I (Short answers based questions)

1. Explain the following terms:
 - a. Internet
 - b. Website.
2. Write the uses of internet.
3. Write the name of your school website.
4. Name any two web browser.

Type -II(Fill in the blanks)

1. Google chrome is a _____.
2. Internet is a network of _____.
3. _____ is a search engine.
4. The World Wide Web is based on _____ User Interface.
5. NIC stands for _____.

LAB SESSION

1. Visit the school website and gather the information about your school.
2. Visit the KVS website and collect the information about KVS.

Sample Question Paper
FORMATIVE ASSESSMENT-III

Subject: Computer
Time : 2:00 Hours

Class : III
Max Marks : 40

Q1. Answer the following question?

1. What is computer ?

Ans:.....

2. What are the four main parts of computer ?

Ans1..... 2.....
3..... 4.....

3. Write the name of 4 input device?






Ans
:1..... 2..... 3..... 4.....

Q.2. Fill in the blanks

Shut down , drawing ,CPU,TV, Hard disk

1. Monitor looks like a
2. Clicking on the _____ button shuts down the computer.
3. Ms Paint software use forpictures .
4.is the brain of a computer.
5.is the example of storage device

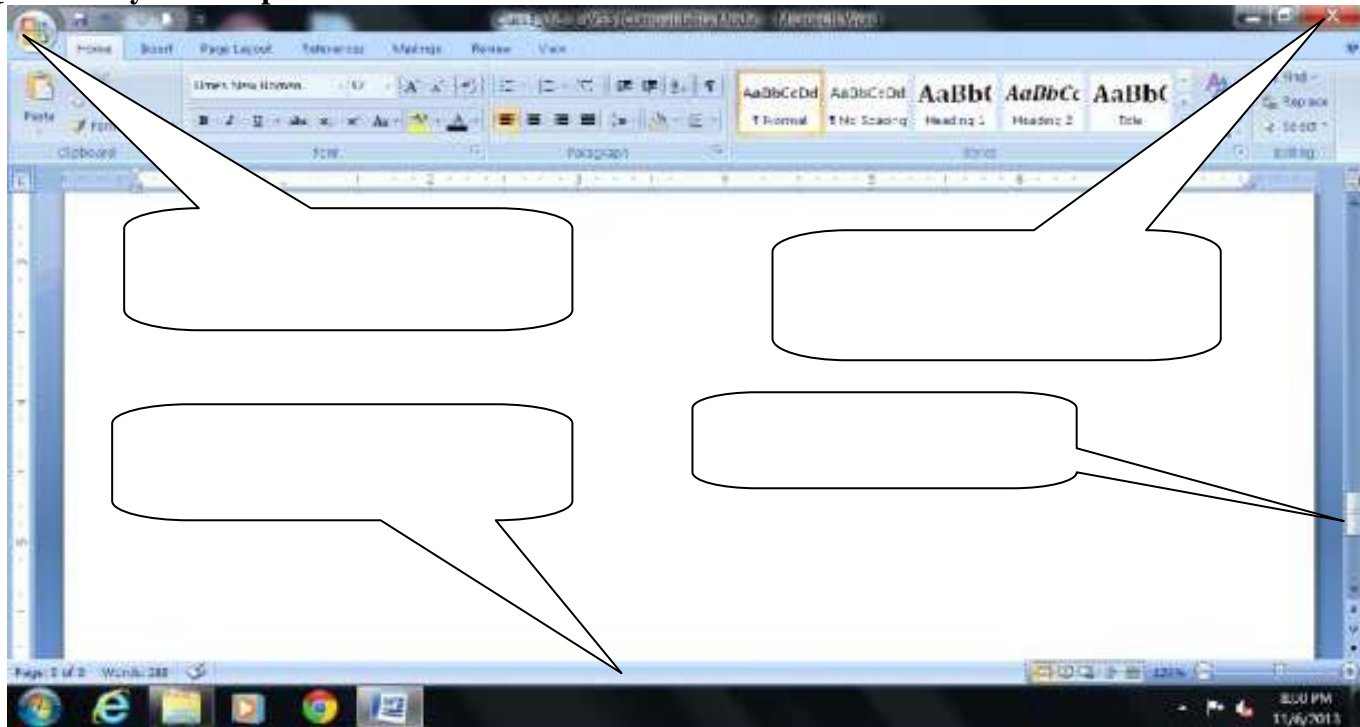
Q3. Identify the following Symbols

Q.4 Match the following

- | | |
|-------------|-----------------------------|
| 1. CPU | 1. Output device |
| 2. Monitor | 2. Central Processing Unit |
| 3. Ms-paint | 3. Word Processing software |
| 4. Ms-word | 4. Drawing Software |

Q.5 Identify the components



Q.4 Find out TRUE and FALSE

- 1. We cannot draw picture on a computer
- 2. CPU is a brain of a computer
- 3. Man can do work faster than computer
- 4. Paint is text typing software
- 5. A computer helps diagnose diseases in hospitals

Q.5 Match the following

- | | |
|-------------|------------------------|
| 1. CTRL+C | 1. Input device |
| 2. CPU | 2. Copy |
| 3. KEYBOARD | 3. Brain of a computer |
| 4. MS Word | 4. Drawing Software |
| 5. Paint | 5. Word processor |