I T - 3A FOR CHILDREN

(WINDOWS-7)

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my Sister
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SCHOOL

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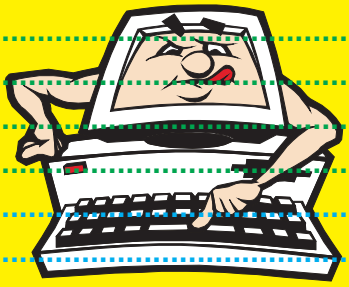
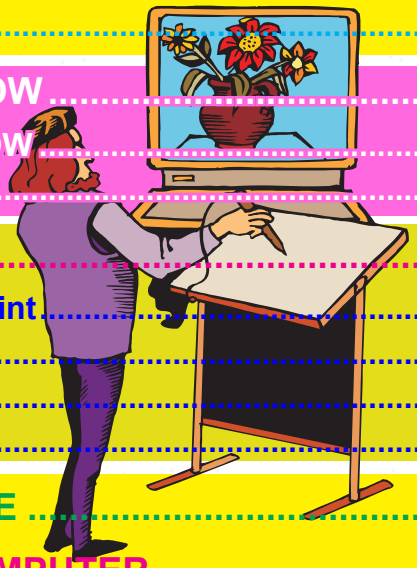




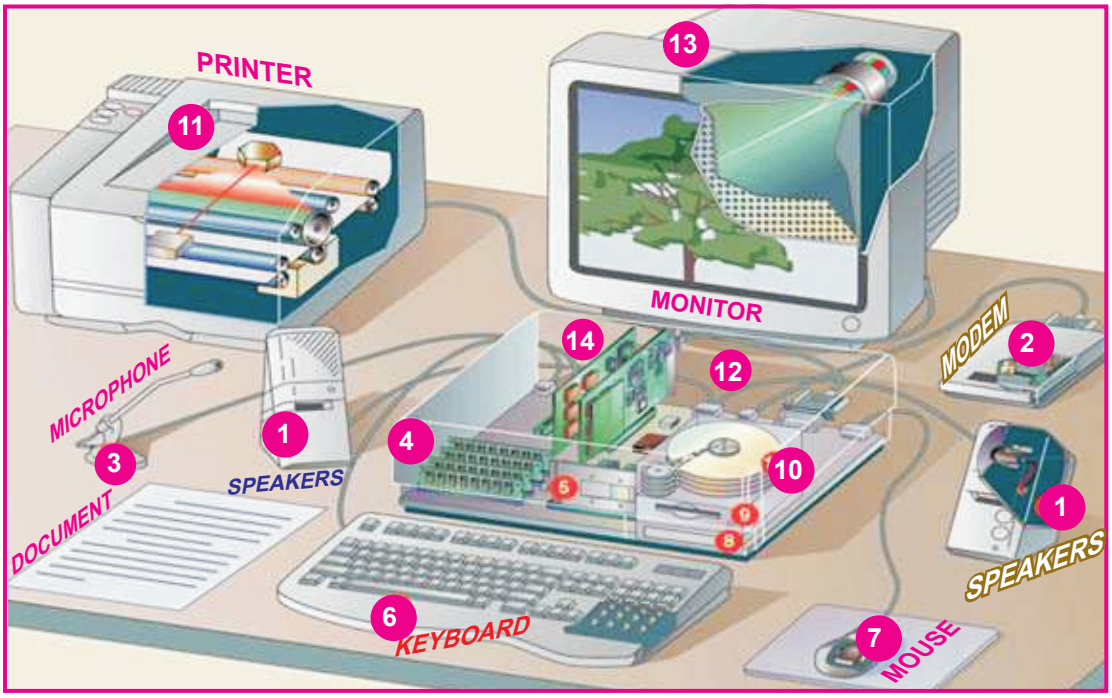
1. LET US LEARN COMPUTERS

What is a Computer

Computer is an Electronic Device. Compute means Calculate.

Computer has 3 functions:

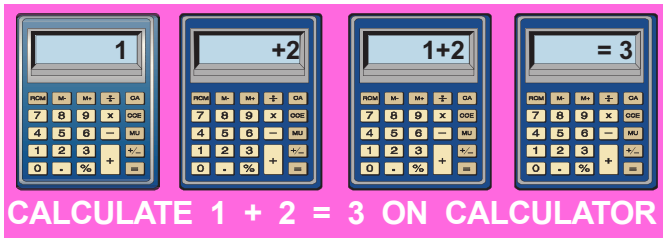
a. Input Data	b. Process Data	c. Produce output



1. SPEAKERS 2. MODEM 3. MICROPHONE 4. RAM 5. CPU
6. KEYBOARD 7. MOUSE 8. CD DRIVE 9. FLOPPY DRIVE 10. HARDDISK
11. PRINTER 12. PORTS 13. MONITOR 14. EXPANSION BOARD

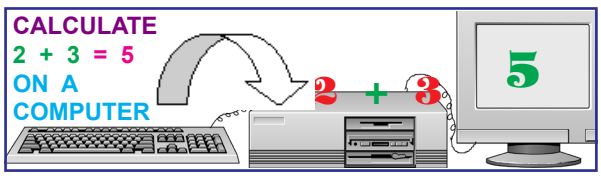
What is Calculation

Calculation means doing arithmetic like addition, subtraction, multiplication, division.



CALCULATE 1 + 2 = 3 ON CALCULATOR

Computer can do calculations very fast. Computer can do much more than calculations



Speed of Computer:

Speed of computer is given in microseconds or picoseconds.

1 Millisecon	=	1/1000 second
1 Microsecond	=	1/1000x1000 second
1 Nanosecond	=	1/1000x1000x1000 second
1 Picosecond	=	1/1000x1000x1000x1000 second

To get feel for the above, let us see example below:

Sunlight travels 1,86,000 miles per second. Distance travelled by light in one picosecond is only 1/50 inch. Is it not amazing!!! What a great speed computers work with !!!!

Data, Information and Processing:

Computer is defined as:

An electronic machine which converts data by processing into meaningful info.

Computers process instructions. Process means Computers carry out instructions to get results. We show Processing symbolically as here:

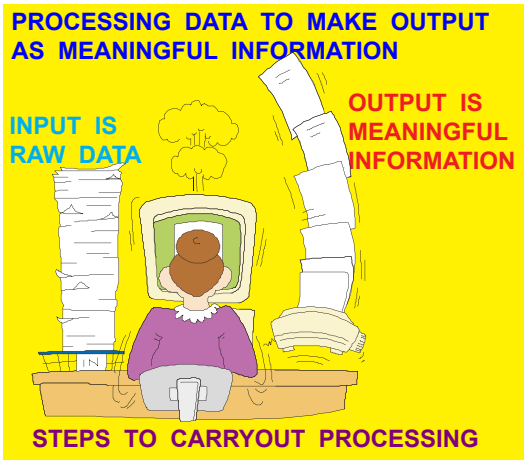
What is Data?

Data tells basic facts. DATA means facts. Data is like Raw Material of info.

Data is in form of names, roll no., dates, prices, bank balance, etc.

Data can be numeric e.g. Age or alphabetic like name

Data can be mix of numeric, alpha called alphanumeric



Note that Data on its own may **not** have clear meaning. If data is shown in **properly arranged form** then we can understand data.

What is Information?

Info is set of data which has been changed and arranged into a more useful form. Thus, **Info is obtained by arranging data into a meaningful form**. e.g., marks obtained and roll numbers are data, **report card is info**. Other example of info is **Time-Table**.

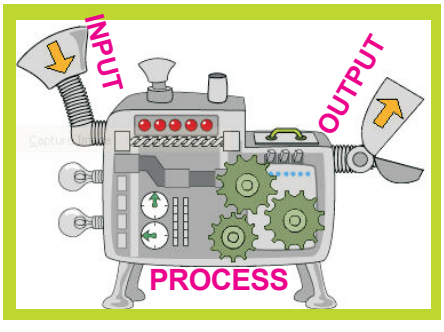
Meaningful info is a collection of data in an organised manner.

What is Processing:

Processing means working on data to change and arrange it the way we want info. Data is input into computer. Computer then processes data to produce info. e.g. preparation of marksheets for exam. Input is Name, marks etc. Computer has details in RAM like passing marks. **Final output is Report Card**.

Input: It means to put into i.e. putting raw data into processing machine (computer)

Output: It is something made or given out. It means getting raw data processed by computer and obtain meaningful info as a result (Output)



Formative Assessment

1. Put ✓ for right ✗ for wrong

- ☐ Computer does 3 Functions
- ☐ 1 second = 1000 miliseconds
- ☐ OUPUT means to put raw data into computer
- ☐ Age and Marks are examples of Numeric Data

2. Fill in the blanks:

1. Computer is an _____ Device
2. Computer performs _____ Functions
3. Input means to _____ raw data into computer
4. Examples of Alphabetic Data _____

What is Computer Hardware?

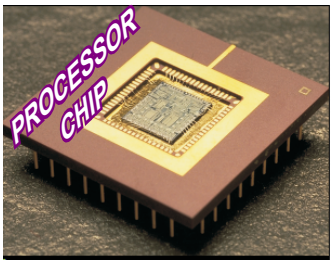
Physical parts of computer like **input devices**, **CPU**, **output devices**, **storage** **together are called** **Hardware**. **Hardware includes all electronic & mechanical parts**. On the other hand, **all instructions** we give to computer for doing different jobs is called **software.**

Computer Hardware is the one we can see and touch

A Computer System must have following parts:

i	Input Device	To help Input data in the computer
ii	CPU	It processes data to give meaningful result
iii	Output Device	To bring out result so that we can see result

Central Processing Unit(CPU)



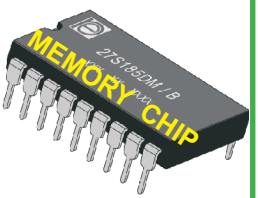
This is **brain, mind** and **heart** of computer. All other units are connected to it. Every order you give to computer is obeyed by CPU, then passed on to other units. **CPU controls operation as per instructions. It gives commands to all other parts.**

CPU stands for **CENTRAL PROCESSING UNIT**

It has 3 Parts**:**

Arithmetic Logic Unit	Control Unit	Memory Unit

Memory

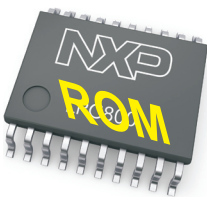


Data and instructions are stored in memory. This is **Main Memory** or **Primary memory**. It is also called Memory Chips or **Memory ICs** (**Integrated Circuits**)

Internal or **primary memory** is of 2 kinds**:**

i) **Read Only Memory** (**ROM**)
ii) **Read and Write Memory** (**RAM**)

Read Only Memory(ROM)



It is permanent memory. It stores data and instructions permanently. It is called Read Only Memory since you can **only read** from this chip but you **can not write** onto it.

Read and Write Memory (RAM)

Here computer stores data & instructions. RAM stands for **Random Access Memory** You can **read as well as write** to it

Video Display Unit (VDU)

To solve a problem, we write it down in **Notebook,** then work out the answer. Same way, all **results** are shown on screen. Whatever we type is shown on **Monitor**. It is known as **Output Device**.

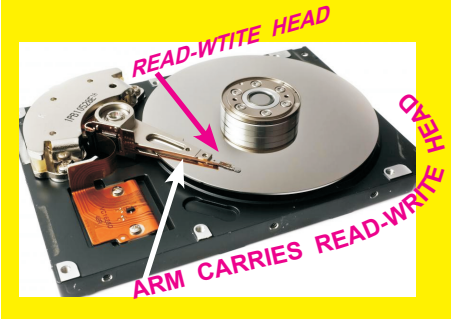
Cursor

Cursor is small **blinking** line on monitor. **It shows position where alpha will appear when you press a key**

Compact Disk (CD)

CD is put in CD drive. **CPU writes info into CD. CPU reads info from CD**

Disk Drives



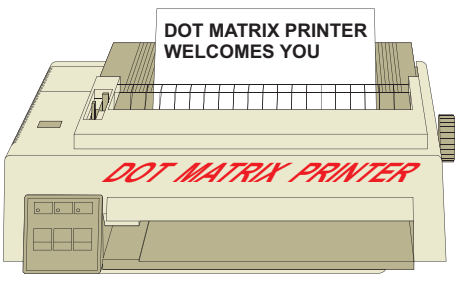
It does reading & writing. Reading & writing is done by **read/write heads kept on movable arms.**

Writing is done by magnetizing tiny spots on magnetic material.

Printers

Printer gives **permanent typed record** of computer output, called **hardcopy.** Types of Printers are:

1. **Dot-Matrix Printer**
2. **Line Printers**
3. **Inkjet Printer**
4. **Laser Printer**



Dot Matrix printers(DMP)

DMPs print one character at a time. Character is formed using dots.

Line printer(LP)

LP print at **much higher speeds** than DMP. It prints 1 Line at a time

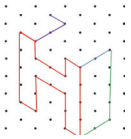
Inkjet printer

It prints by **pushing ink droplets onto paper**.

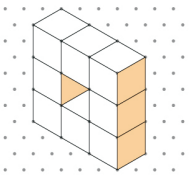
Laser printer

As a toddler, you wrote alphabets by joining Dots in workbook. See example of **A**. Also see **H** formed by joining dots on a **Grid**. You see **Image** being formed by joining dots on a **Grid**.

Grid contains set of dots on a line. This line is repeated one below other at equal distance.



Printers use same technique. Computer treats Page as Grid & **forms Image by Joining Dots**



Formative Assessment

1. Put ✓ for right else ✗

- ☐ **We can not see Hardware**
- ☐ **CPU is Brain of Computer**
- ☐ **ROM is Temporary Memory**

Speakers

It is **Output device** used to **output Sound**. You can use Speakers for:

1. **To listen Songs**
2. **To listen Speech**
3. **To listen computer generated Sound. e.g., Messages**

Microphone(mic)

Mic is a hardware. It lets you **input audio** into computers.

Formative Assessment:

A: Put ✓ For Right ✗ For Wrong:

- ☐ Only 1 Speaker can be connected to Computer
- ☐ Speaker outputs Computer Generated Sound
- ☐ Speaker is Input and Output device
- ☐ Microphone is for Audio Output

Pen Drive

Also known as **USB Flash Drive** and **Flash Memory**. You can **Read from & Write** into it. They are **removable**.

USB means **Universal Serial Bus**

WebCam

Webcam(web camera) is a digital camera. It is connected to computer. **It can send live pictures to another location using internet**. Many VDU and laptops come with **built-in camera and mic**.

Webcams types are: Some are **plugged into computer using USB port**, but others are **wireless** (**wifi**). They have **sensors to detect motion & start recording**

Use webcam to **video chat** over internet using **Skype**

Optical Scanners

It **scans** from printed page or photo and store into RAM.

It uses Light and Lens. Doc. is kept on It. Light & Lens move on the doc. and scans each line. **Each line is divided into set of dots**. Scanner converts images into **dot-pattern or bit-pattern**

Formative Assessment:

A: Multiple Choice: Put ✓ For Any 2 Right Options:

1. You can use Printer for:

☐ Inputting data ☐ PrintingPictures ☐ Printing ☐ store data

2. These names denote Type of Printer:

☐ Scroll Wheel ☐ Dot-Matrix ☐ CDDrive ☐ InkJet

3. These names denote Type of Pen Drive:

☐ Flash Drive ☐ Laser ☐ Shiftkey ☐ Flashmemory

4. We can do following with Web Camera:

☐ Scanning ☐ Pan & Tilt ☐ Printing ☐ Video Chat

B: Fill in the blanks:

1. USB means U ___ I ___ E ___ S ___L ___US
2. Printer Prints Computer O ___ T___ U ___
3. D ___ ___ M ___T ___I ___ is type of printer

Lab Work-I: Draw figure of Pendrive and RAM below:

What is Software?

You know, **hardware means physical parts of computer** which consists of input devices, output devices, CPU and storage. **Thus, hardware includes all electronic and mechanical parts of computer.**

We feed **step by step instructions to computer "to do a job"**. These instructions are called software. **Software are instructions we feed into computer to order it to do desired work. We can say that software is the one we can not see**

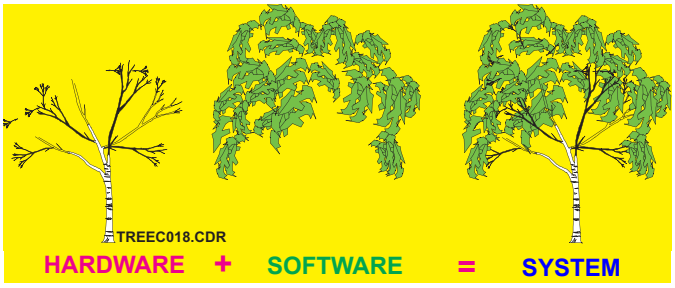
Types of Software

Software is of two kinds:

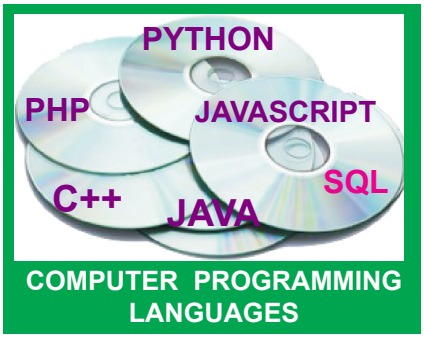
i. **System software or Operating System**
ii. **Application Software, ready-made programs**

System Software

System software or operating system (**OS**) is a program written in machine language which starts computer. Computer is dead Without **OS**.



When you switch on comp., **OS** is loaded into RAM from Disk. Computer gets ready to accept commands from you. Now, **Computer is operational.**



COMPUTER PROGRAMMING LANGUAGES

Application Software

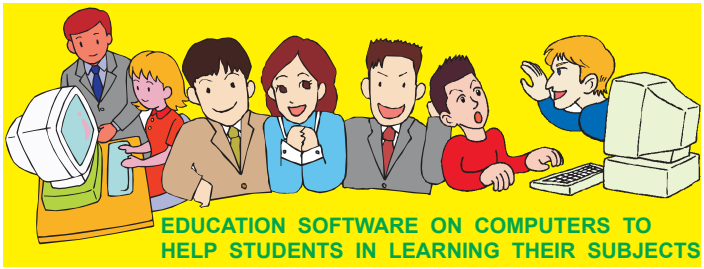
These are programs written for doing special kinds of work with computer

They are made for many business areas:

i) Financial Accounting ii) Inventory
iv) Making Marksheet v) Sales
iii) Banking vi) Payroll

These Programs use **special Computer languages**.

You get **ready made programs** in these areas. You can buy them and load into computers.


EDUCATION SOFTWARE ON COMPUTERS TO HELP STUDENTS IN LEARNING THEIR SUBJECTS

You can learn computer as a subject. You can also use computers to learn subjects like Physics, Chemistry, Maths etc.

Formative Assessment

1. Put ✓ for right ✗ for wrong

- ☐ Software is of 5 kinds
- ☐ Hardware means Physical parts
- ☐ System Software is written in machine language
- ☐ Payroll is example of System Software
- ☐ Software we can not see and touch

2. Fill in the blanks:

1. Computer becomes OP___RA____I___N____L after OS is loaded
2. S____ ST____M Software is written in Machine Language
3. We feed Step by Step IN____T ____UCT___ ___NS to computer
4. We can use computers to learn Physics, CH____M____ST____Y

Summative Assessment

1. **UNSCRAMBLE:**
   1. CITYELECTRI _____
   2. MCAHNEI _____
   3. PUTERCOM _____
2. How many types of Memory is there? Name them

   _____

   _____
3. Give any 2 examples of Printers

   1. _____ 2. _____
4. How many types of Software is there? Name them

   a. _____

   b. _____

2 GETTING STARTED

What is Windows?

Windows is **Operating System(OS)** for **PCs**. It is developed by **Microsoft**, USA. It is the largest selling OS in the world.

Starting Windows

Computer **boots** as Windows machine, when you turn it on. When turned **ON**, **Boot time message Starting Windows .....** appears. Image appears while Windows is getting **loaded** into memory. A dialogbox appears.

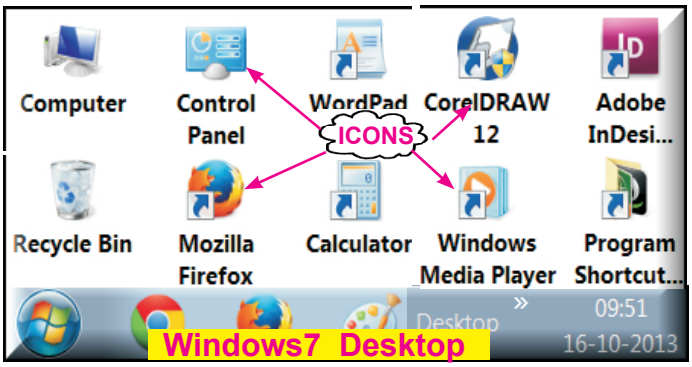
It has welcome message. It asks you to enter **user-name** and **password** to verify that you are **valid** user. Note cursor blinking in **user name** text box. This way, you can log on.

Usercode-Password dialogbox

- ***Enter*** **user name** → ***Press*** TAB Cursor blinks in **Password** textbox
- ***Enter password*** → OK

Desktop

Initial Windows screen you see once Windows is loaded is called desktop



Windows7 Desktop

Desktop simulates real desk

Desktop is useful for **arranging objects**.

Objects means folders, files, programs. **Frequently used Objects** are placed on desktop for **easy access**. All **objects** are shown as **icons**. ***DoubleClick*** icon of object ***to*** open it.

Elements of Desktop

Desktop has a number of **objects** on it. Some of these objects are:

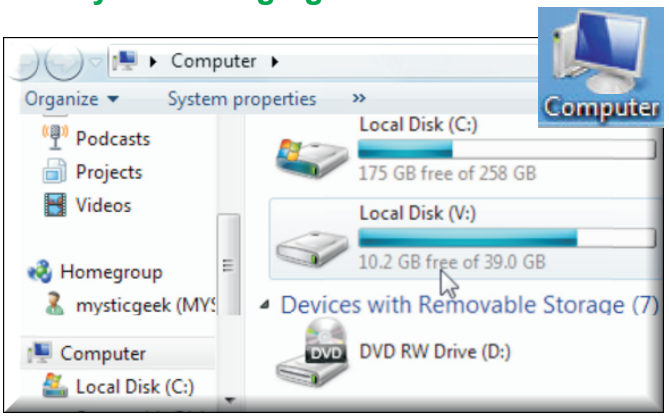
- **Computer**
- **Recycle Bin**
- **Network Places**
- **Task Bar**
- **Start Menu**
- **Files and Folders**
- **Shortcuts**

All objects are not present on desktop at all times. You can choose objects to place. **As people have their favorite way of arranging their desks, people have their own way of arranging Windows desktops.**

Computer

It allows you to explore and manage contents of your computer drives.

DoubleClick Computer icon. You get this Picture



Formative Assessment

1. Put ✓ for right else ✗

- ☐ Windows is Multi-tasking OS
- ☐ Desktop contains only 1 Object
- ☐ Windows Desktop simulates a real desk
- ☐ You can not re-arrange computer Desktop

2. Fill in the blanks:

1. On Desktop, all objects are shown as _____
2. We can Open an Object on Desktop by _____its icon

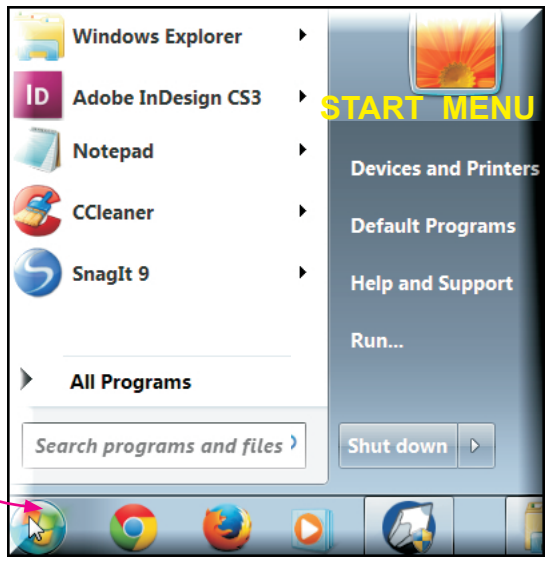
Start Menu

Click  button to activate **Start menu**.

Start menu offers convenient **activation point** for entire system. Most activities can be initiated from Start button

Options of Start menu are:

- ❀ All Programs
- ❀ Documents
- ❀ Search ❀ Help ❀ Run
- ❀ Shutdown



All Programs — **shows** list of applications that is *Clicked* **to start**

Documents ..... **option shows list of docs that were recently used**

Control Panel .... **option has facilities for configuring computer**

Run... ..... **If you need to run a program which is not shown in list of Programs, then** Run... → *key-in* **program name** → *press* ↵

Shut down — **option shuts down Windows**

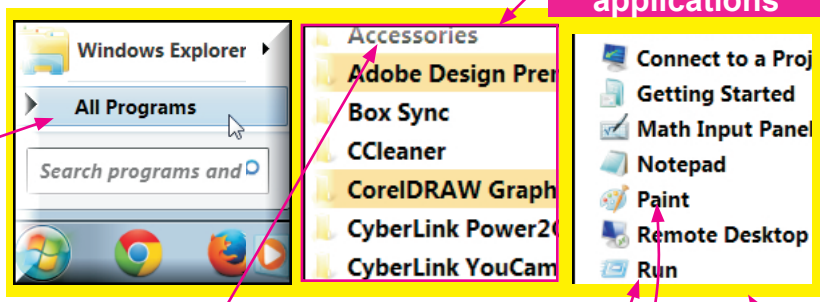
Search programs and files — **use it to locate folders & files**

Starting an Application

button. You get dropdown list. *Select* All Programs option. You get **Program menu**.

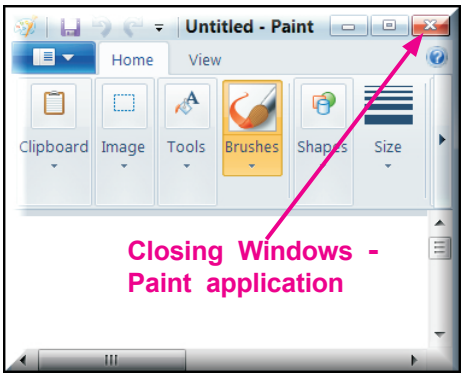
Point **cursor at desired** option e.g **Accessories**. You get ***cascade menu***.

Select **desired application** from List e.g. **Paint**



Alternatively, you can Start Windows Paint as follows:

1. Paint icon. Paint starts and its window appears on screen



Quitting Application

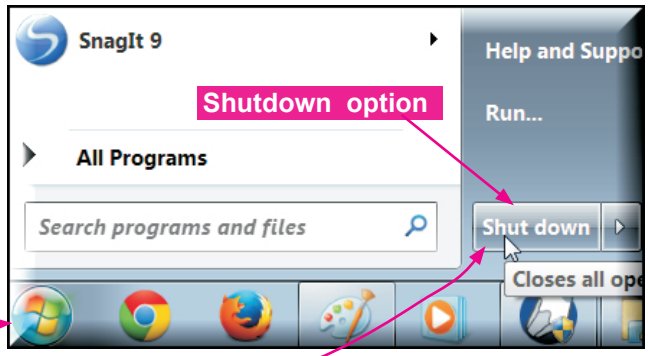
Easiest ways to Quit is:

1. In context menu, Application is closed.

Shutting down

Windows has to be properly shutdown before computer is switched off.

During shutdown, it closes **active** programs, closes all open **folders**. Disconnects Network. Memory **buffers** are written back to disk.



1. Start menu appears
2. Shut down

Windows begins to shutdown. When you get a display "Windows has been shutdown. Now, you can turn off computer"

Formative Assessment

1. Put ☑ for right else ☒

- ☐ Search lets you Locate files
- ☐ Rightclick to get Context menu
- ☐ When Windows is ON, we can directly Switch Off Computer
- ☐ We can Locate Paint Application from Accessories Menu
- ☐ Documents provide all Programs available in Windows

2. Fill in the blanks:

1. _____ Panel provides facilities for configuring computer
2. _____ Option lets you locate Folders and files
3. TurnOff Computer option _____ down Windows
4. Application can be _____ by selecting Close option
5. During Shutdown, all Network connections are _____

Summative Assessment

Answer following questions:

1. When Windows Boot time screen appears?

_____

_____

_____

2. What is the use of usercode and password?

3. What are the elements of Windows ?

4. What is the Desktop?

5 Write down any 4 obects of Desktop?

6. Explain meaning of Shutting down Windows?

7. How to start Paint Application?

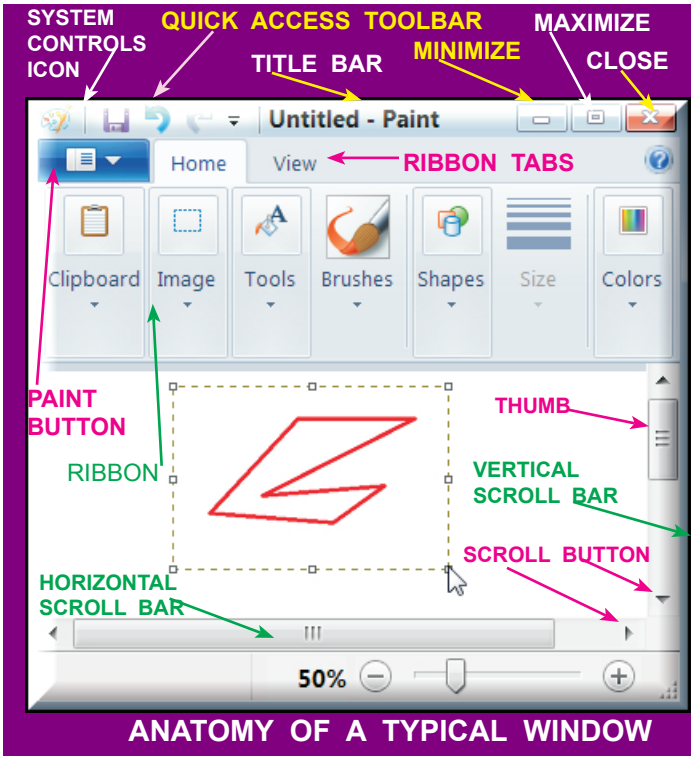
8. Write down any 2 Options of Start menu

3 ANATOMY OF WINDOW

Layout Of Window

Window appears in a **rectangular shape** on screen. A program displays info, inside the window.

Most windows have **certain elements in common** explained below:



ANATOMY OF A TYPICAL WINDOW

Title Bar

Windows have **name**. This name appears at top of window inside a bar. This bar is called **Title Bar**

Figure shows a part of Windows Paint application's title bar

Windows Paint Title Bar

Windows WordPad Title Bar

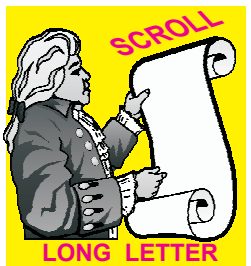
Scroll Bars

Scroll bars appear when info cannot fully fit in **current window size**. They are used to bring info into view which is currently outside view.

Scroll bars can be vertical or horizontal.

Vertical scroll bars are used to browse info to **top or to bottom** of Info currently shown.

Horizontal scroll bars are used to browse info to **left or to right** of Info currently shown.



LONG LETTER NEED TO BE SCROLLED WHILE READING

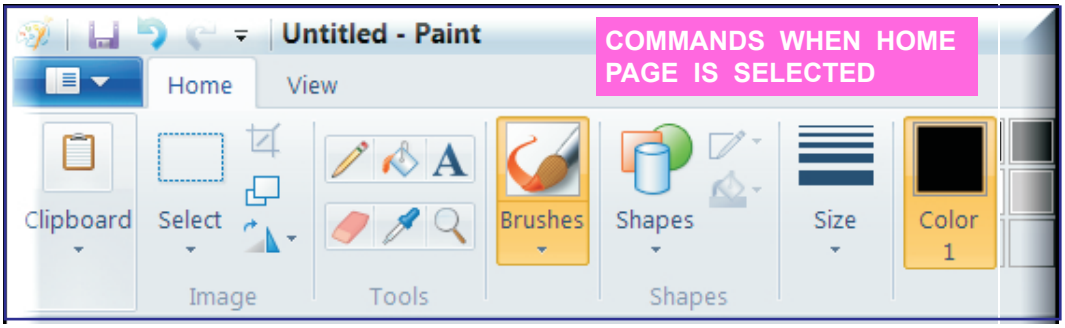
Scroll bars are at **right and bottom edges** of windows. They have **little boxes**, called scroll boxes, or **thumb**. **Scroll buttons, with arrow** marks on them, are located at:

(i) Top and bottom ends of vertical scroll bar and (ii) at right and left ends of horizontal bar.

Understanding Ribbon

Ribbon is Tool area on top of **Paint** Window. Ribbon has Commands. Ribbon has several elements:

1. ***Tabs*** are below Title bar



Tool bars are below Tabs. They have command buttons. ***Clicking*** a button makes Paint to start a **command**

Grasp is better if info is shown as picture rather than text. Sameway, it is easier if Commands are shown **graphically**

Graphical display of Commands is called Tool Bar.

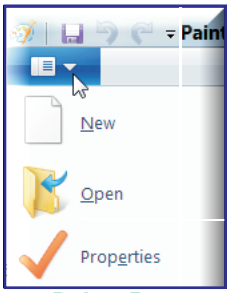
Toolbar is a collection of buttons (icons) which have picture on them. Clicking a button does an action. e.g., clicking a button with floppy icon, saves file

2. ***Groups*** are commands which appear on Ribbon when a Tab is selected.

Command is Instruction which tells Paint what to do

Paint Button

It is on left corner of **Tabsbar**. ***Click*** it to get dropdown menu with **Choices**. Move mouse over a Choice, you see **its sub-choices**.



Paint Button Sub-menu

Quick Access Toolbar 

It has 3 Tools: **Save**, **Undo** and **Redo**. You can **add** Tool Buttons to this bar by ***clicking*** right icon and ***Clicking*** desired option from Dropdown. e.g., to add **E-Mail** button, ***Click*** that **option** from **dropdown**.

Formative Assessment

1. Put ✓ for right else ✗

- ☐ **Scroll buttons are also referred to as the thumb.**
- ☐ **A menu is collection of menu names.**
- ☐ **Buttons on toolbars can also be used in place of menu options**
- ☐ **Window contents can be scrolled by clicking scroll bar.**

2. Fill in the blanks:

1. **Windows appears in a _____ shape on screen**
2. **All Windows have Maximize and _____ buttons**
3. **Scroll bars can be Vertical or _____**
4. **Scroll bars have little boxes called _____**

Summative Assessment

1. **What is displayed in the title bar?**

_____

2. **Explain scroll bar.**

_____

_____

3. **Explain scroll box.**

_____

_____

4. **Explain scroll buttons**

_____

4 WINDOWS PAINT

Paint is used for ***creating*** **Graphics** and **Artwork** using design tools of Paint.

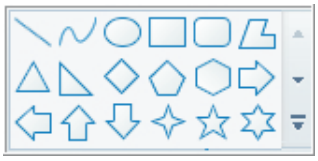
1. **Paint Icon** **You see window of Paint.**

Anatomy of Paint's Window

It has **common elements of a window** e.g. **Title bar**, **Ribbon** etc. Other elements are given below:

Tool Box

Make pictures using tools & shapes. You see many icons **in Toolbox or Shape box**.



to select a tool. **Inside workspace**, **Cursor** changes **shape to match currently selected tool. Outside workspace**, it is

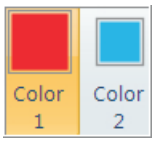
Size Selection

Click **Line Tool** to get ***Line-Size Selector*** **to select width of lines**.

Click **Eraser**, you see **Size-of-Eraser Selector**. **select size** as per need

Airbrush to get **Size Selector** to **select size.** Same for **size of Brush**

Foreground/Background Colour



It shows foreground & background **colors for shapes**. Select colors from **Color palette**

Picture Attributes

Change them to make a tool to work differently:

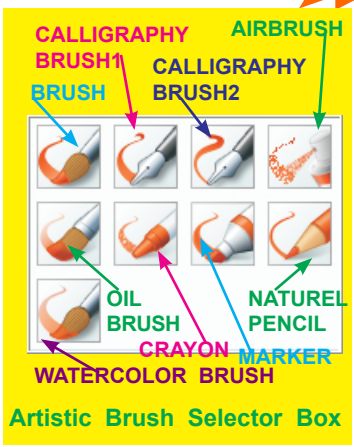
Line Size

Click **Line Tool**, **Line Size-Selector** appears. It has **many lines of varying widths**. ***Size-selector's line*** to select.

Brush Shapes

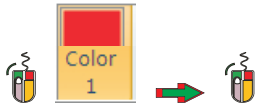
Select it to get **Brush Shapes Selector box**. It lets you select ***look & Texture of a line***. You can draw free form lines and curves with different shapes and textures. **Default shape is square**.

Brush symbol in Brush Icon box, shows currently selected brush.

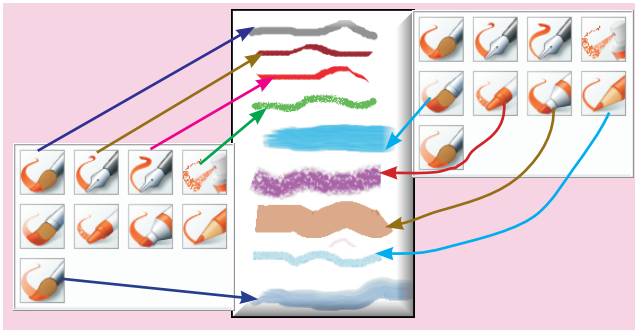


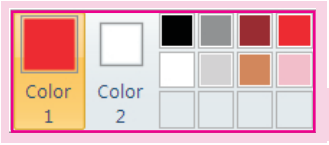
Artistic Brush Selector Box

To Draw with Color 1:

To draw with another color, 

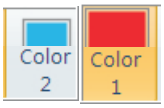
desired color from Palette. Figure shows lines drawn with various brushes.





Palette

Palette is rows of color boxes

 **a color to select it.** 

Color Selector shows selected color. Later drawings use this selected color

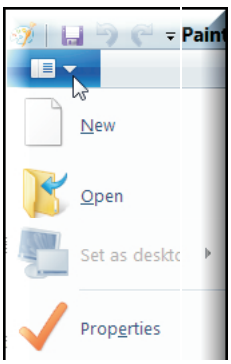
To Draw with Color 2:

 **desired color,** 
***Rightclick* when you *draw*. Later drawings use this selected color**

Color 1 is border color for Shapes.
Color 2 is Fill color for filled Shapes.

Paint Button 

It is in left corner of **Tabsbar**.



Paint Button Sub-menu

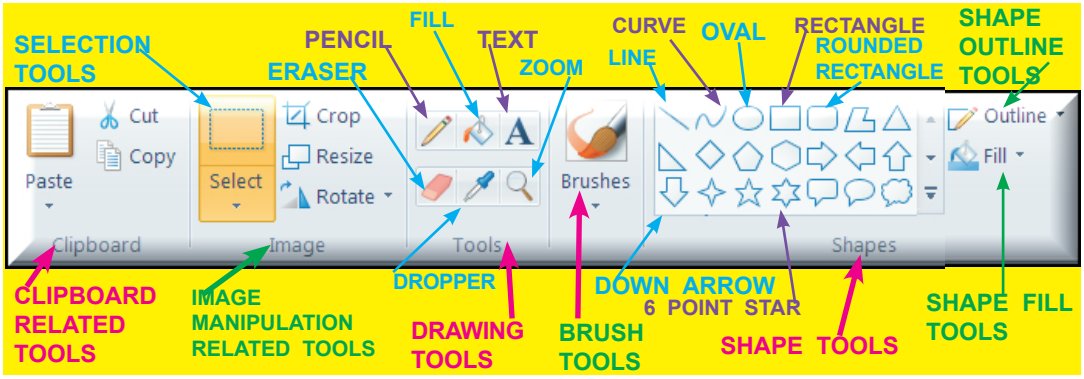
Starting a New Picture

1. → New

Drawing Tools

These are icons on Ribbon. Only 1 tool is active at a time.

icon to select a tool. Figure shows icons and names



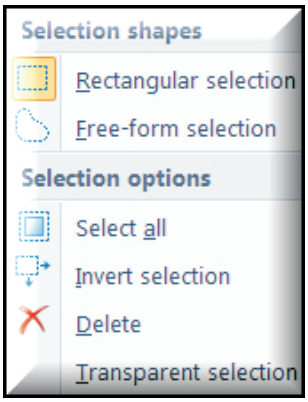
Selection Tools

They are used to outline area of a picture. This outlined area is called **cutout**. There are two types of Selection tools:

i) Rectangular selection ii) Free-form selection

- **Rectangular Selection tool** lets you **draw** a **rectangular outline** around the cutout.
- **Freeform Selection tool** let you **draw freehand outline** around the cutout.

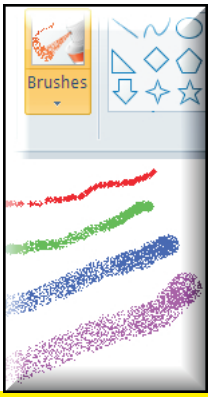
After making cutout, you can use **Cut, Copy**



Airbrush Tool

Airbrush emulates Can of spraypaint

1. → *New* → *Airbrush*
2. *Select Color1* color → *Select* line size
3. *Drag* around to Spray a pattern.



Spray paint with different Airbrush sizes

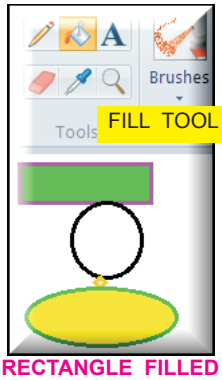
Fill Tool

It fills area with selected Color1/Color2 color

If Fill Tool finds a **break** in border of figure, color will **leak to fill adjacent space**. In this case, **join break in border**, then fill

1. → *Open* → *Type* DEEPALI
2. Open → **Fill** tool
3. inside rectangle to fill with **Color1** color

❀ **Repeat with another graphics element**



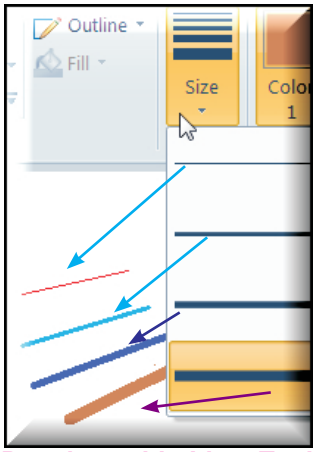
RECTANGLE FILLED

Shapes Tools

Line Tool — To draw straight lines

1. → New → *Line*
2. *Select line size* → *Select Color1 color*
3. *Press & hold mouse* at starting of line
4. *Drag* to other end of the line.
5. *Repeat* above to create Lines as shown

❀ *Repeat* with different Line thickness



Drawing with Line Tool

Rectangle Shape

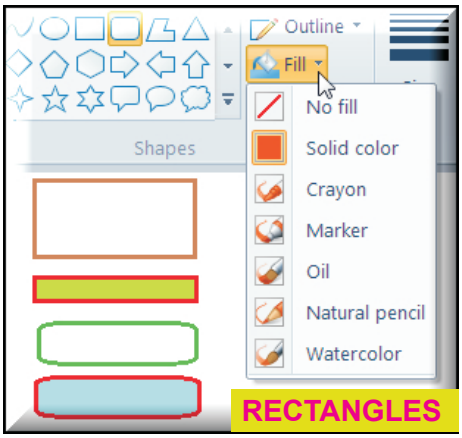
There are 2 kinds of Box tools:

❀ **Rectangle**

❀ **Rounded rectangle**

Four kinds of boxes are:

i) box with square corners
ii) Regular filled
iii) Rounded corner
iv) Rounded corner filled



RECTANGLES

These tools draw a box outline without changing part of picture that is inside the box

Outline uses Color 1

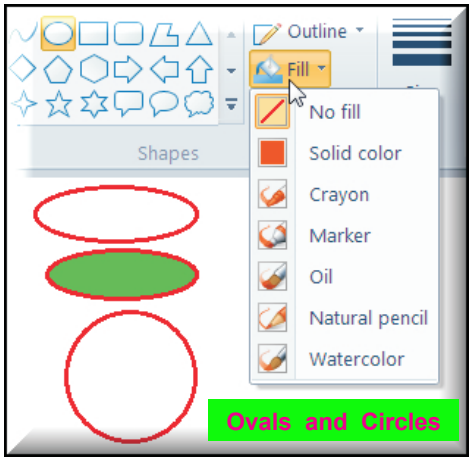
Filled rectangle and filled rounded rectangle tools draw boxes **using Color1 as a frame and Color2 color to fill the box.**

1. → *New* → → *Drag* to **draw a box**
2. *Repeat* with different box types

Oval Shape

Oval tools allow you to draw Ovals and circles.

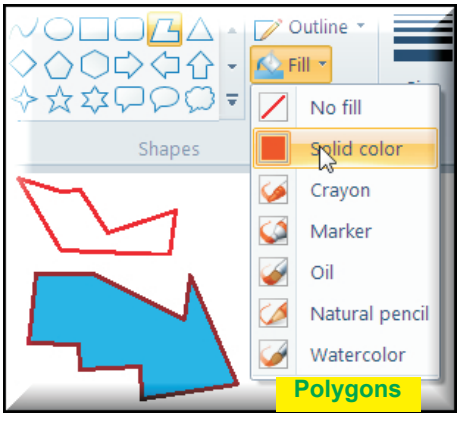
Filled Oval tool draws Ovals, circles using **background color as frame** & **foreground color to fill** them.



1. → *New* → *Oval*
2. *Drag* to **draw Oval**
3. *Repeat* above to draw Ovals of different shapes and sizes
4. *Hold* SHIFT → *Drag* to *Draw* **Circle**

Polygons

Polygon and filled polygon tools Let you draw polygons



1. → *New* →
2. *Select line size* and colors,
3. *Place* mouse at start of polygon
4. *Drag* to **end of 1st side of polygon** → *Release*
5. 1st side of polygon displays
6. *Move* mouse to end of 2nd side and
   A line displays from end of first side upto cursor. This is second side
7. *Repeat* this step until you are **ready to terminate a line at starting point of the first side.**
8. When you *release* button this time, you see polygon

Formative Assessment

1. Put ✓ for right ✗ for wrong

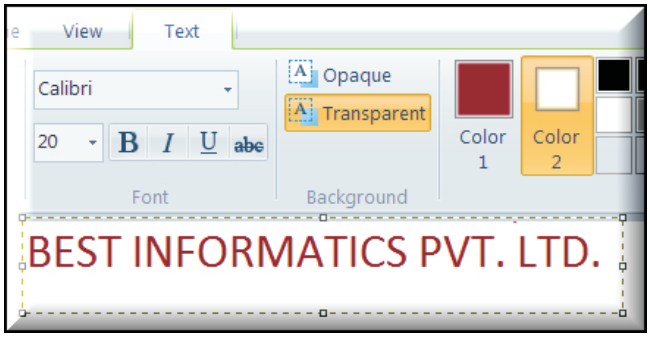
- ☐ **You can increase size of Eraser**
- ☐ **In Color Palette, Rows of Colors are available**
- ☐ **Selection Tool is used for Drawing Rectangle**
- ☐ **Airbrush Tool Emulates Can of Spraypaint**

2. Fill in the blanks:

1. We can Draw Pictures using _____ and _____
2. To increase Width of Line, _____ to be selected
3. Line Tool is having _____ number of widths
4. To change Background Color _____ button is used
5. Outline drawn by Selection tool is called _____
6. With Selection tool, _____ Outline can be drawn around Cutout
7. To draw perfect Circle _____ key to be pressed
8. Airbrush tool Emulates Can of _____

Text Tools

It is used to enter text into the picture.



1. → *New* → A
2. *Place* and mouse → *Begin typing*

First alpha position becomes left margin of text you type.

3. If you *press* ↵, cursor moves to **next line** at left margin.
4. *Complete text entry*.

Text entered is treated as text as long as you type. When you take one of the following actions, text **becomes a part of picture**.

❀ *Select* a different tool icon **OR** ❀ *move* text cursor with mouse

Fonts and Styles

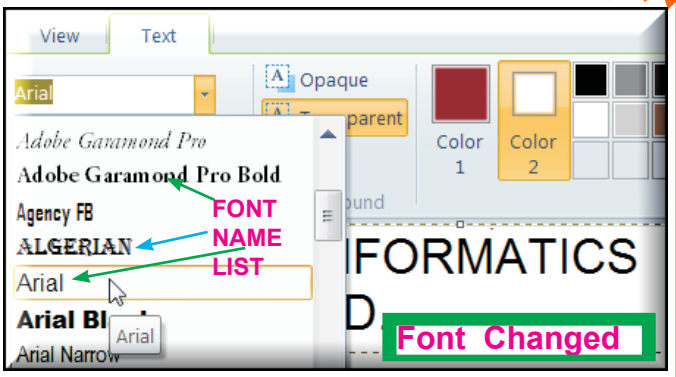
To create **special effects**, you may type different parts of text with different ***fonts***, ***styles*** and ***font-sizes***.

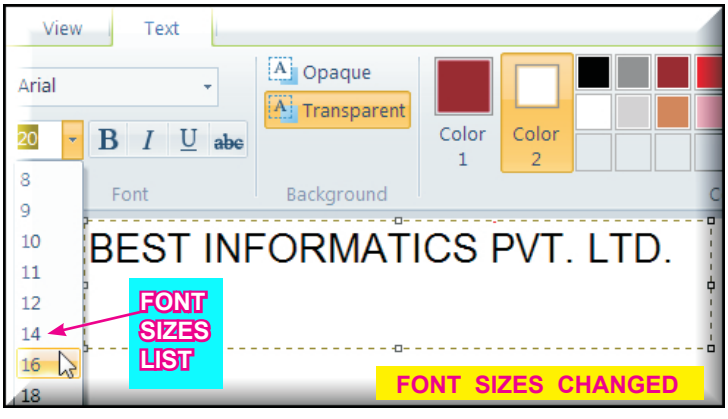
You can select from many fonts, styles, and sizes.

1. → *New* → *Type* the Text You see Text Toolbox

2. down arrow of Fonts list box
3. *Select* fonts from Font List
4. downarrow of Fonts Size box
5. *Select* fonts size from Size List
6. *Complete* typing
7. *Repeat* steps with different fonts.

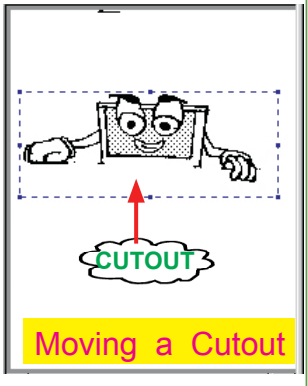
If you change font while you are still typing, entire body of text changes to new font. Once text has been anchored, you can not change its font





Moving a Cutout

1. → *Open* → DEEPALI → Open
2. Selection tool
3. *Drag* to *mark a cutout* on graphics.
   - ❀ Dotted line around graphics means selected
4. *Place* mouse *inside cutout*.
5. *Hold* left button and *Drag cutout*
   - ❀ Dotted line around cutout disappears



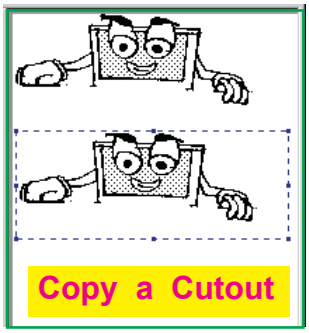
Copying a Cutout

You may need to **duplicate** portion of figure to another position. It means, you want to **copy cutout to another position**.

To copy a cutout, **hold** CTRL **key** as you drag away from original cutout. This will cause image inside cutout to remain in original place as you move a copy of it to new location. You can copy a cutout both **transparently** and **opaquely**.

Steps to copy a cutout:

1.  → *Open* → WINLIB\DEEPALI
   →  Paint displays Graphics
2.  → *Drag* to mark a cutout
3. *Move* mouse cursor inside cutout
4. *Press*  → *Hold* left button → *Drag* mouse. Cutout gets **copied** to its new location



Copy a Cutout

Lab Work

A: Using Paint, Draw this figure

1. *Draw* screen contents on rightside figure

For the Teacher → Grade for this given as ☐

Formative Assessment

1. Put ✓ for right ✗ for wrong

- ☐ When you type, first alpha position becomes Right margin
- ☐ In Paint, we can change size of typed text any time
- ☐ In Paint, we can type with only one Font
- ☐ In Paint, we can move cutout from one place to another
- ☐ When we copy a cutout, it is removed from original place
- ☐ To move a cutout, Right button should be hold down

2. Fill in the blanks:

1. To write your name, _____ tool to be used
2. When you finish typing, text is _____ into picture

3. Different Fonts can be selected from _____ box

4. We can duplicate a cutout Using _____ key

5. We can Copy a cutout both _____and _____

6. If cutout is selected, _____ line is seen around cutout

Summative Assessment

1. What can you do with Windows Paint application?

2. What is the use of Size Selector?

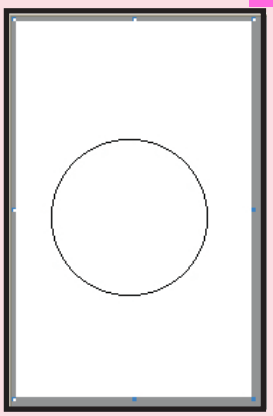
3. Will you draw square using Line tool or Rectangle tool? Why?

4. Will you draw Triangle using Line tool or Polygon tool? why?

5 DRAW LAUGHING FACE

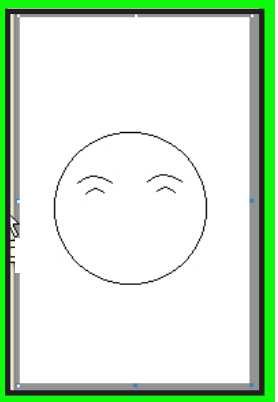
❀ ❀ *Draw* a *circle* by *clicking* and *dragging* mouse.

1



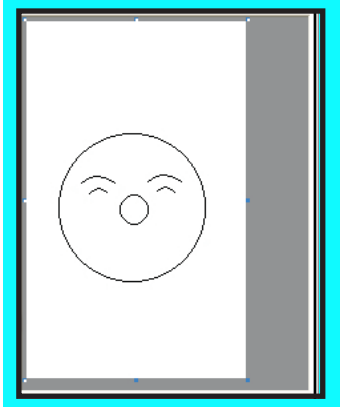
❀ ❀ *Draw* *Eyes* portion.

2



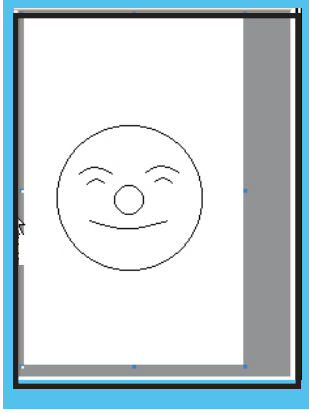
❀ ❀ from tool box.
❀ *Draw* *nose* portion as shown

3



❀ ❀ *Draw* *mouth* portion as shown

4



❀ ❀ *Draw* *mouth* portion.

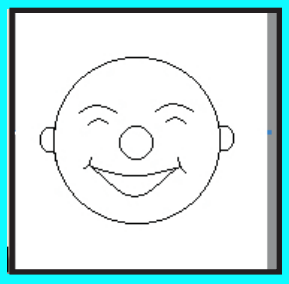
5

❀ ❀ *Draw* *mouth* portion

6

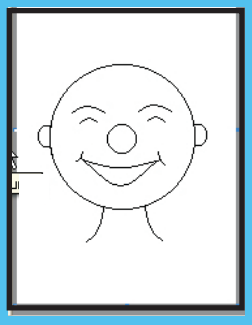
Draw ear portion and erase unwanted portion

7



Draw neck portion

8



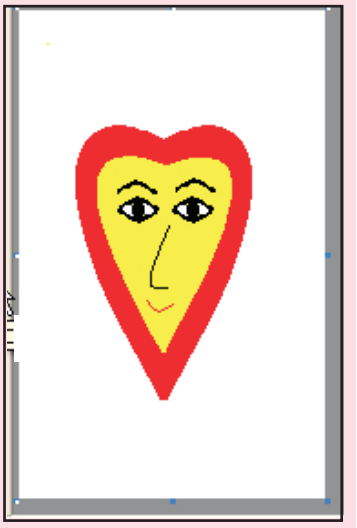
Draw hair portion

Type title

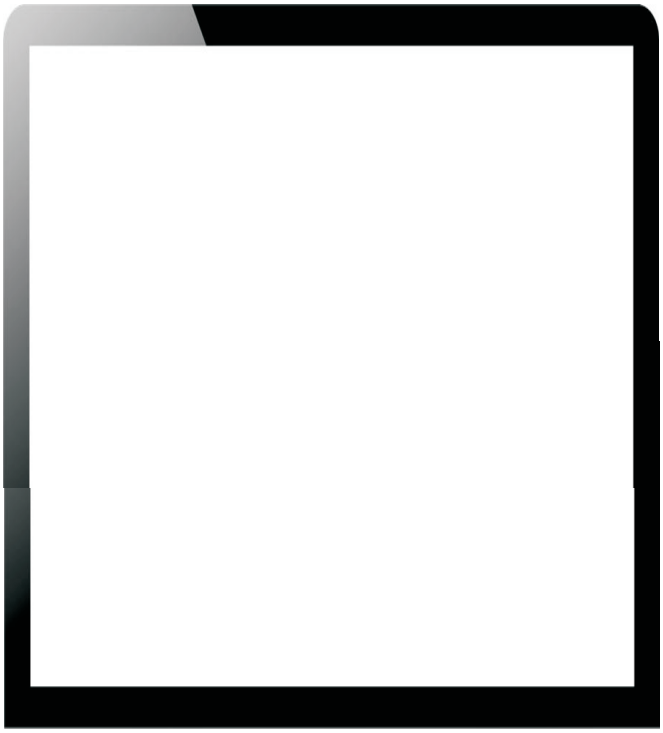
9

Lab Work

A: Draw figure shown here on computer



1. *Draw* screen contents **on** rightside figure

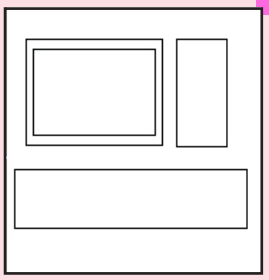


For the Teacher ➡ Grade for this Lab Work given as ☐

6 DRAW PC

❀ Draw rectangles as shown

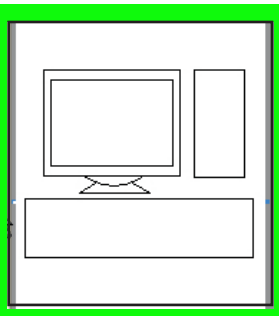
1



❀ Draw curve

❀ Draw lines

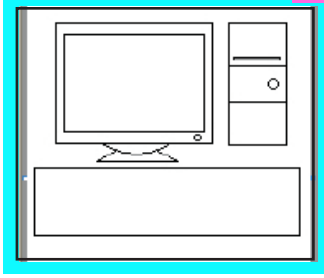
2



❀ Draw lines

❀ Draw circle

3

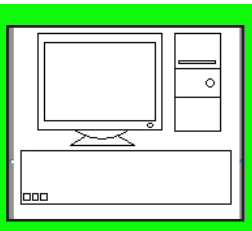


❀ Draw rectangle key

❀ Select key

❀ Click Edit ➡ Copy ➡ Paste

4

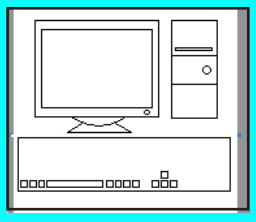


❀ Draw rectangle Space Bar key

❀ Select key

❀ Click Edit ➡ Copy ➡ Paste

5

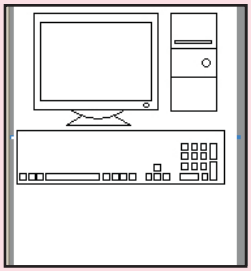


❀ Draw rectangle key

❀ Select original key

❀ Click Edit ➡ Copy ➡ Paste

6



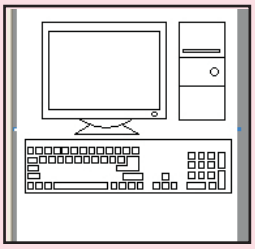
❀ Draw rectangle keys

❀ Select key ➡ Edit ➡ Copy ➡ Paste

❀ Draw Enter key

❀ Select key ➡ Edit ➡ Copy ➡ Past

7



❀ Select original key

❀ Edit ➡ Copy ➡ Paste

8

- Select key
- Click Edit → Copy → Paste
- Draw curve portion

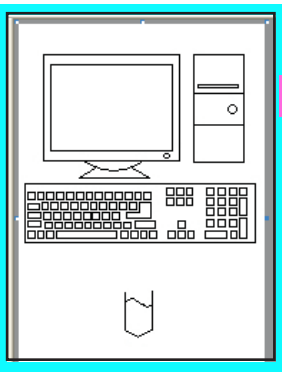
9

- Draw lines for Mouse

10

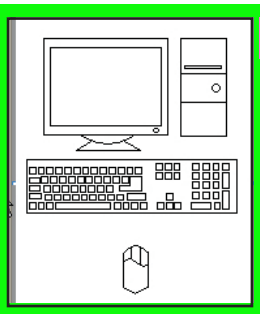
- Draw lines for Mouse

11



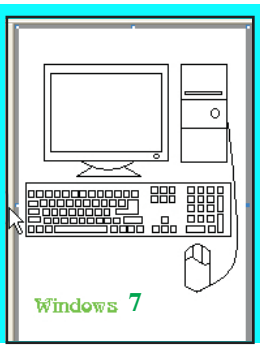
- Draw curve
- Draw lines for Mouse

12



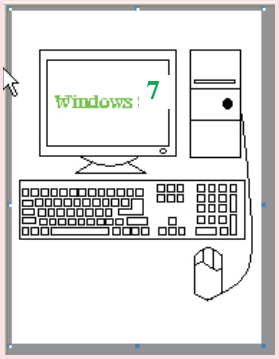
- Draw curve for cable
- Type title
- Select Mouse
- Move Mouse

13



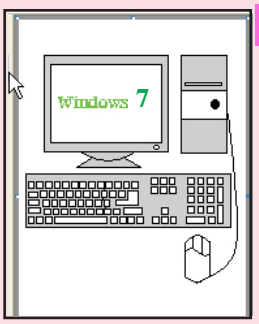
- Fill circle (switch)

14



- Fill keyboard etc

15



- Fill Monitor

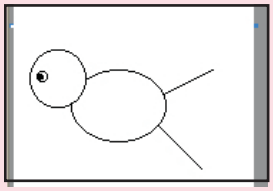
16

Lab Work

A: Do following activities to Draw the figure

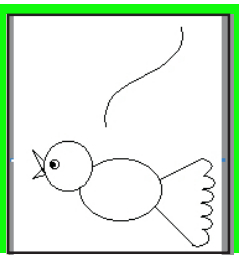
- Draw front circle
- Draw Back circle
- Draw inner eye
- Draw outer eye
- Draw Back lines

1



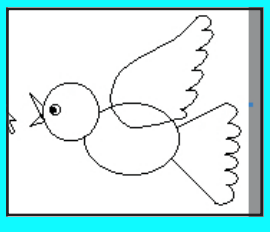
- Draw curves to complete Back portion
- Draw beeks
- Draw curve for Flap

2



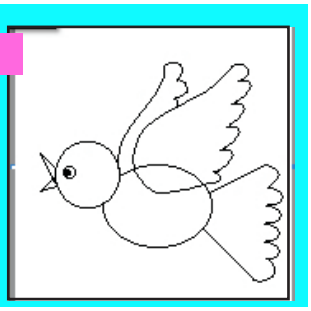
- Draw curve to complete Flap portion
- Draw curves to complete small curves at back of Flap portion

3



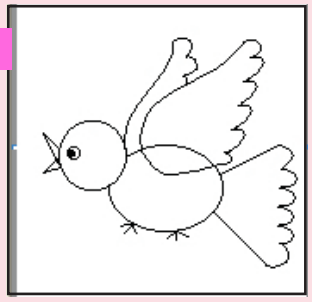
- Draw curve to complete Second Flap

4



- Draw legs

5



- Fill beek
- Fill wings
- Fill body and tail
- Type title

6

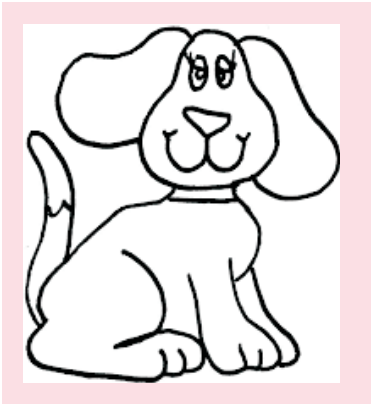
1. Draw screen contents on rightside figure

For the Teacher ➡

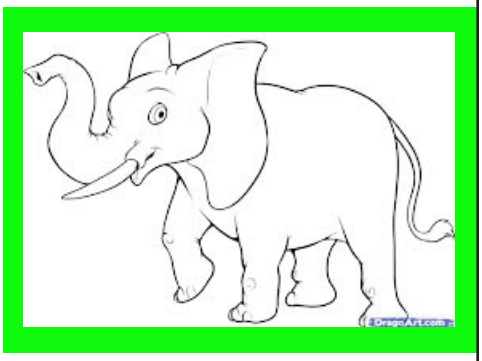
Grade for this Lab Work given as ☐

7 PROJECTS

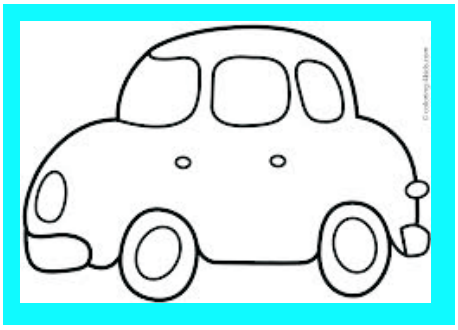
Using Paint, Draw any 4 of the following figures and *Color* them using suitable colors and also draw them in the space given on next pages.



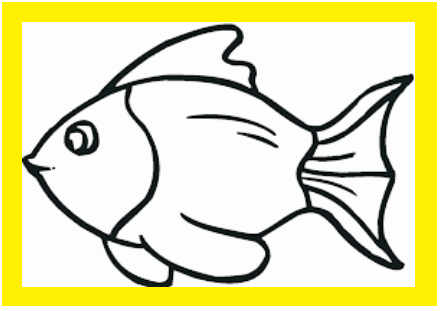
1



2

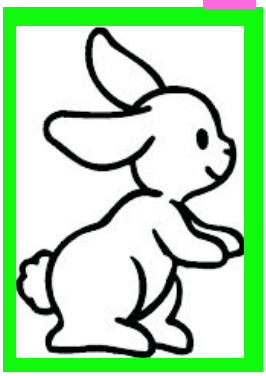


3

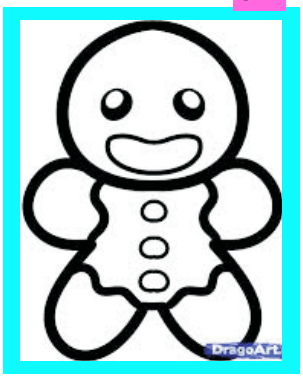


4

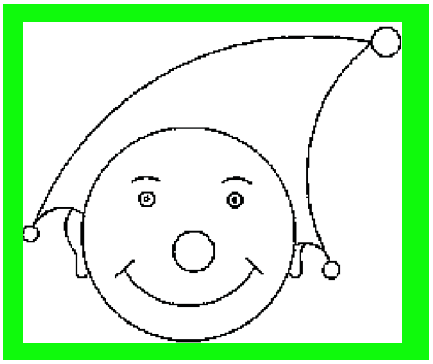
5



6



7



LAB WORK-1 Draw figure on your computer

1. *Draw* screen contents **on** following figure

For the Teacher ➡ Grade for this Lab Work1 given as ☐

LAB WORK-2 Draw figure on your computer

1. *Draw* screen contents **on** following figure

For the Teacher ➡ Grade for this Lab Work2 given as ☐

LAB WORK-3 Draw figure on your computer

1. *Draw* screen contents **on** following figure

For the Teacher ➡ Grade for this Lab Work3 given as ☐

LAB WORK-4 Draw the figure on your computer

1. *Draw* screen contents **on** following figure

For the Teacher ➡ Grade for this Lab Work4 given as ☐

8 LET US PRACTICE KEYBOARD

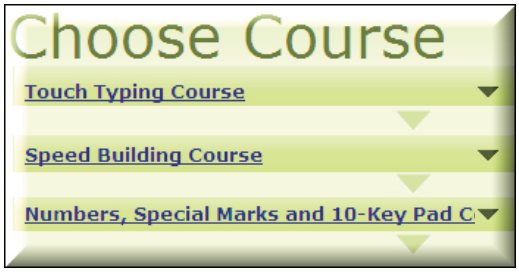
Typing Master(TM) helps in learning typing.

Note: Teacher's Notes are given at End Of Book

Getting Started

Course Touch Typing Course

1. On **Choose Course** Screen, *Click* ▼ of Touch Typing Course → Start Course to open course. You get **Lesson View** with main view of Courses section



Lesson 1 1. The Home Row

1. *Click* 1. The Home Row to open course. You get **Lesson1 View**

1.1 1.1 Touch typing basics

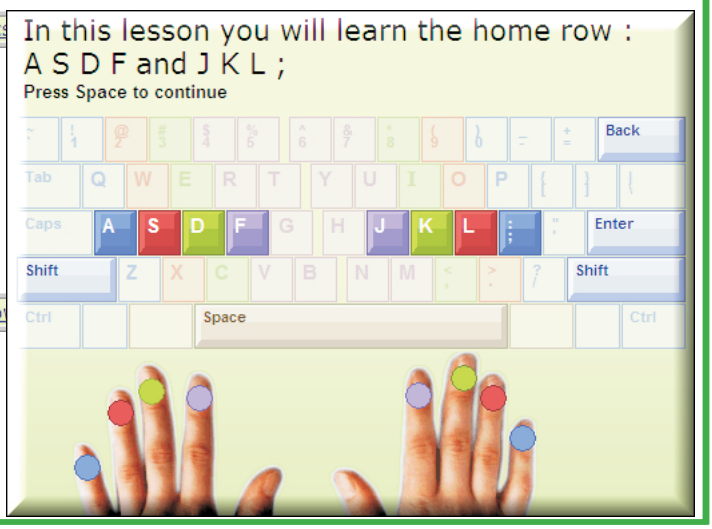
A. *Click* 1.1 Touch typing basics You get 5 screens with explanations.

B. *Click* Next 5 times to get **Lesson1** screen

1.2 1.2 New keys: Home row

A. *Click* 1.2 New keys: Home ro to open a Lesson. You get screen for **A S D F** and **J K L;**

B. *Click* Press Space to continue



C. ***Type*** **A S D F** with fingers as shown

D. ***Click*** Press Space to continue You get screen

E. Continue Typing as per tips.

F. See Final screen. It is like exercise learned above.

G. Continue Typing as per tips.

H. **Finally, get message:**

Exercise completed.
Press Enter to continue.

I. ***Press*** ↵ You get screen showing Results ➡ **OK**

1.4 1.4 Key drill

A. ***Click*** 1.4 Key drill to open Lesson, get screen for **a a a** Space and **a s s** Space

B. Continue ***Typing*** as per tips.

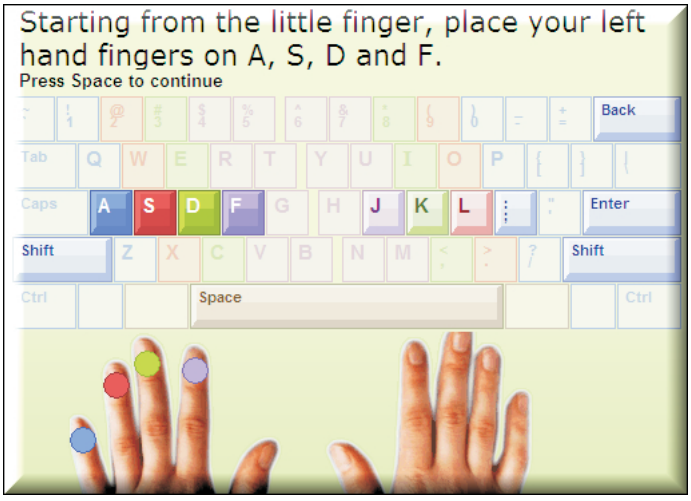
C. You get screen showing Results of drill ➡ **OK**

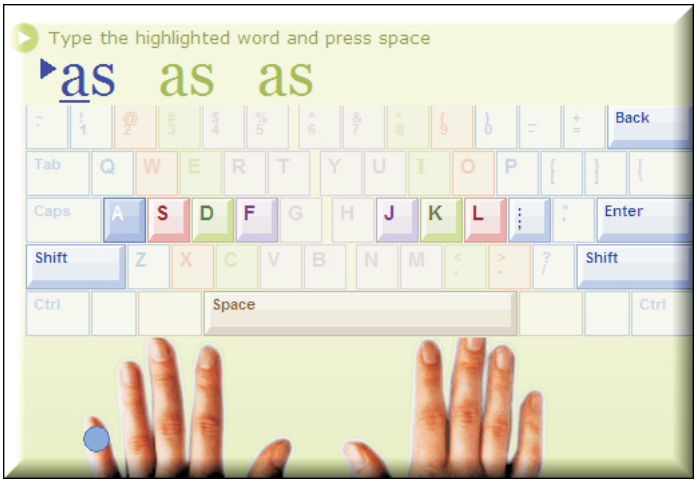
1.5 1.5 Word drill

A. ***Click*** 1.5 Word drill to open a Lesson. You get screen for **as as as**

B. Continue ***Typing*** as per tips. Remember to press **Space after each word**

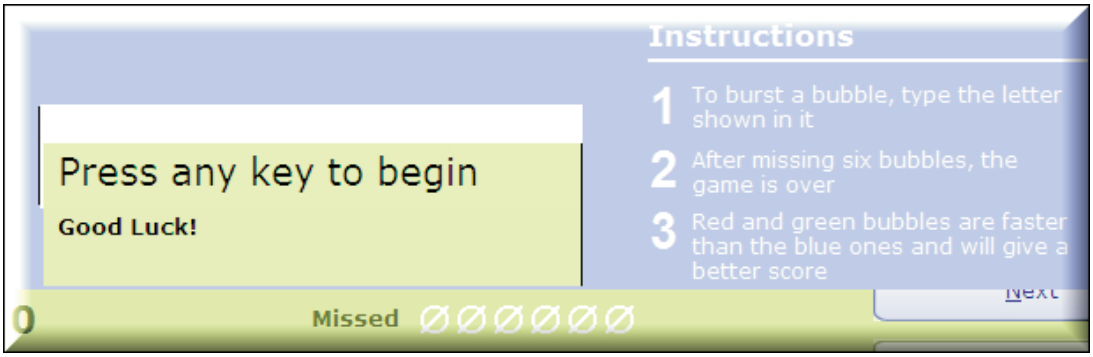
C. You get screen showing Results of drill ➡ **OK**





1.6. 1.6 Bubbles game

A. ***Click*** 1.6 Bubbles game to open Lesson



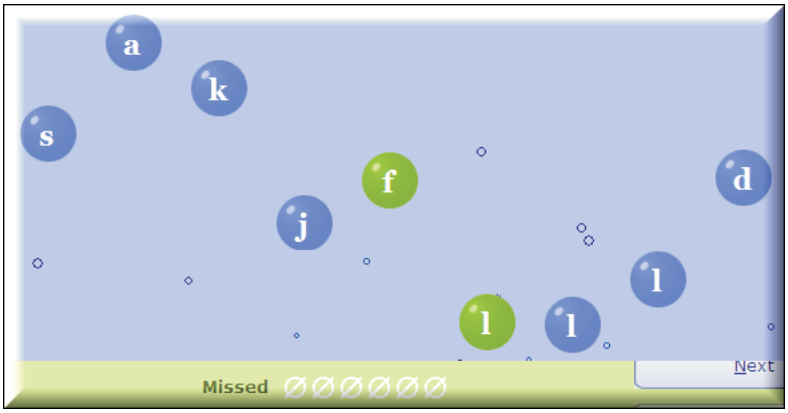
B. ***Press*** **any key**

C. You get screen

D. To burst bubble, ***Type*** Letter shown in it

E. After missing 6 bubbles, Game is **Over**

F. **Red** & **Green** bubbles are faster than Blue, give better score



G. Continue ***Typing*** to burst the bubbles

H. You get screen showing brief Results of this Game .

I. Finally, You get screen showing full Results of above Game ➡ **OK**

J. ***Click*** Lesson 2 to open **Next Lesson**. You get screen as shown

Lesson2 Lesson 2: Keys E and I

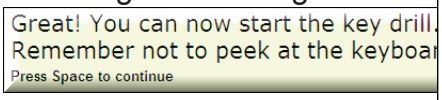
2.1 2.1 New keys: E I

A. ***Click*** 2.1 New keys: E I to open a Lesson. ***Click*** **OK** You get screen as shown

B. ***Press*** **Space**

C. Continue Typing as per instructions.

D. You get screen showing message



E. ***Click*** **space**

F. You get screen for **d e Space** and **d e Space**

G. Continue Typing as per instructions.

H. You get screen showing Results of above drill ➡ **OK**

2.2 2.2 Word drill

A. ***Click*** 2.2 Word drill to open Lesson. You get screen for **as as as**

B. Continue Typing as per instructions. Remember to press Space after each word

C. You get screen showing Results of above drill ➡ **OK**

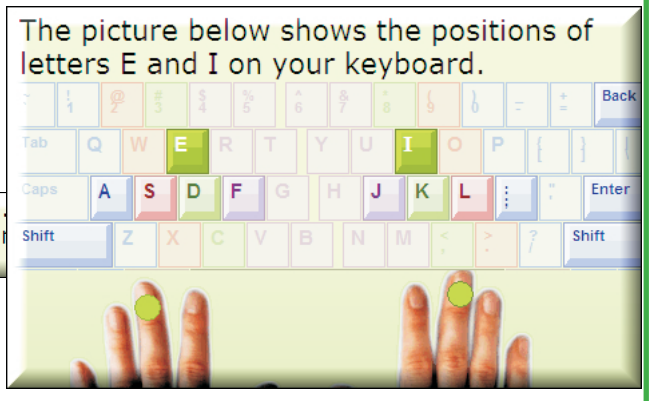
2.3. 2.3 Clouds game

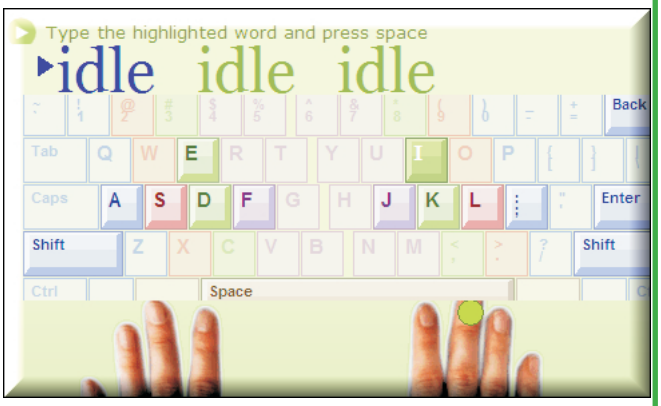
A. ***Click*** 2.3 Clouds game to open Lesson. Get screen as shown

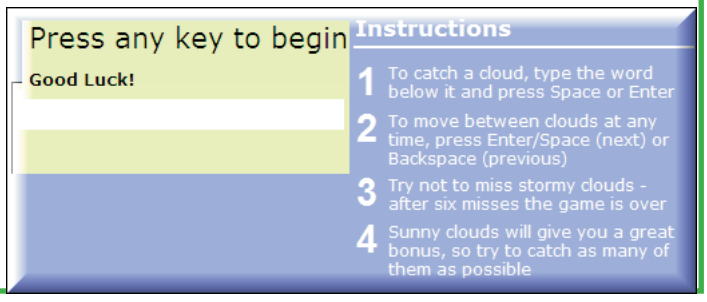
B. ***Press*** **any key**

C. You get screen

D. To catch a Cloud, ***Type*** **Word** below it ➡ ***Press*** **Space**



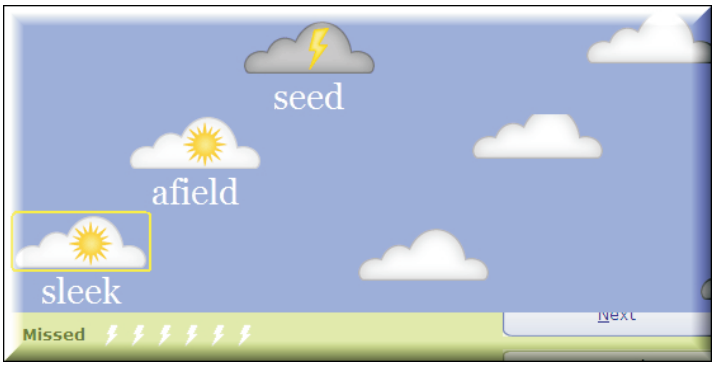




E. To Move between Clouds, ***Press*** **Space** for **Next** or **Backspace** for Previous

G. Try not to miss Story Clouds. **After 6 misses, Game is Over**

H. Sunny Clouds give a **Bonus**, Try to catch them maximum



I. You get screen showing brief Results of this Game

J. Finally, You get screen showing full Results of Game ➡ ***Click*** **OK**

Formative Assessment

1. Fill in Blanks:

a. **To Type A** _____ **hand to be used**

b. **To Type K** _____ **hand to be used**

c. **To Use** _____ **Righthand Thumb to be used**

d. **In Bubble Game,** _____ **&** _____ **Bubbles are faster**

e. **In Cloud Game,** _____ **to be used for Next Cloud**

2. Put ☑ for right ☒ for wrong

☐ **In TM, each time we start, we have to create the User**

☐ **Using TM, we can practice alphabets as well as numbers**

☐ **In Bubble Game, Red Bubbles give less score.**

3. Match the following:

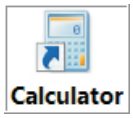
1. To Type S		a. HOME Row
2. To Type L		b. are faster
3. A, S, D, F are on		c. Left Hand
4. In Bubble Game, Red Bubbles		d. are slower
5. In Bubble Game, Blue Bubbles		e. Right Hand

9. CALCULATOR

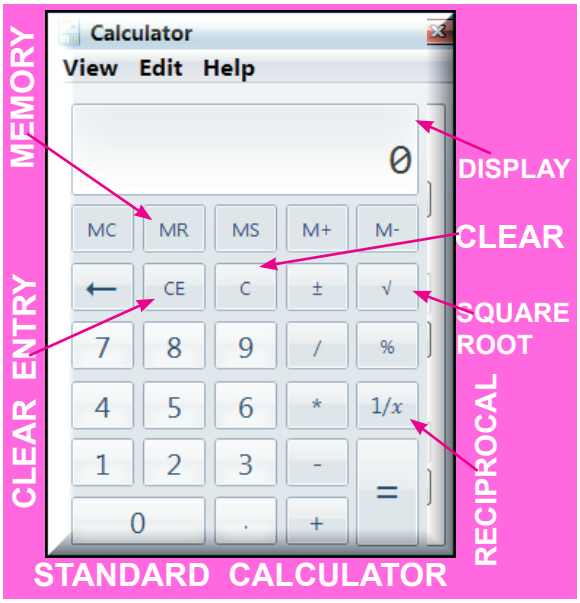
Calculator

It is an Accessory application.

To Start Calculator:

1. 

icon. You see Calculator window



Working of Calculator

It looks like pocket calculator

Entering Numbers

Enter numbers by ***Clicking*** **digit buttons** or from KB

Turn ON **NumLock** and use **numeric keypad** is familiar way to enter.

Use . (period) key to begin entering digits to right of the decimal place.

Backspace key will remove last digit you entered

CE **(Clear Entry)** button or keyboard's DEL key **clears current entry** from Calculator's display without modifying current calculation

C **(Clear) button or** ESC **key will zero out Calculator completely**

Calculating

+, -, *, and / arithmetic operators and **= work just as on any calculator**

ENTER and **=** key on keyboard **work just as on any calculator**

+/- buttons and **F9** key **change sign of number** in display

Formative Assessment:

A: Fill in the Blanks:

1. Key **= Key** is same as **E____ T ____ R**

2. Key CE **command button** is same as **D____ L**

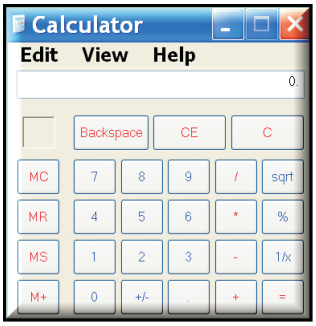
B: Put ✓ for right ✗ for wrong

- ☐ + - / and * are Arithmetic operators
- ☐ = operator work just as on any standard calculator
- ☐ You can Turn on NumLock and use numeric keypad

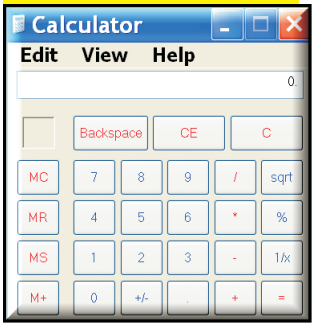
Lab Work-1:

1. Calculate following on Calculator and write down result in the Window of the figures of calculators given below:

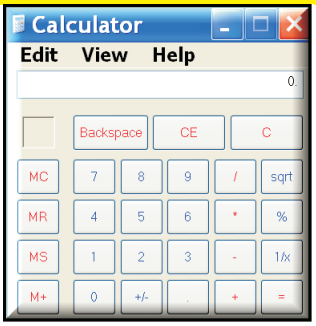
39 / 3 =



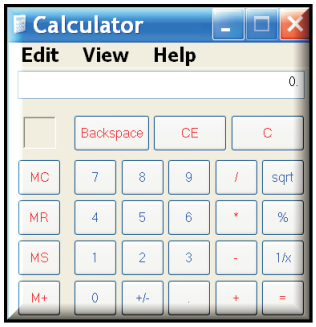
12 * 23 =



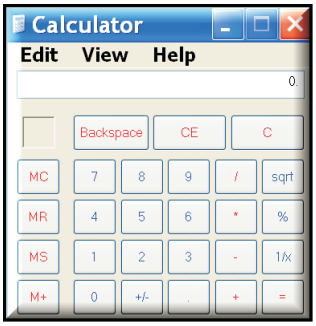
119 + 212 - 39 + 997 =



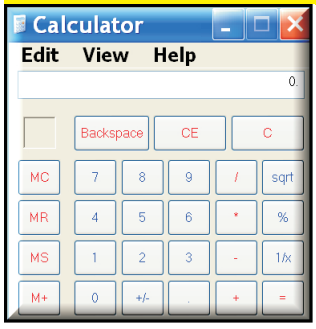
5 + 11 + 23 + 613 + 1040 + 512 + 223 =



10050 - 888 - 123 + 414 - 666 - 6123 =



5*10 / 2*6*50 /5 =



Summative Assessment:

1. How do you start a Calculator?

_____

2. How do you enter numbers in calculator?

_____