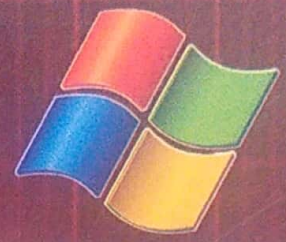
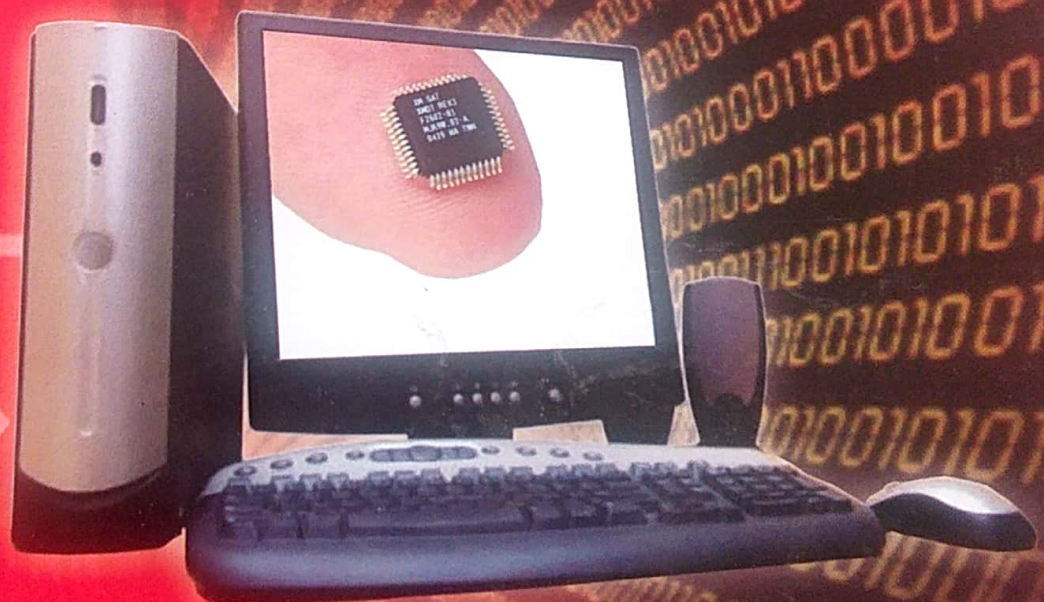


Beyond Windows



Towards Understanding Computers



1

Navdeep Publications

Contents

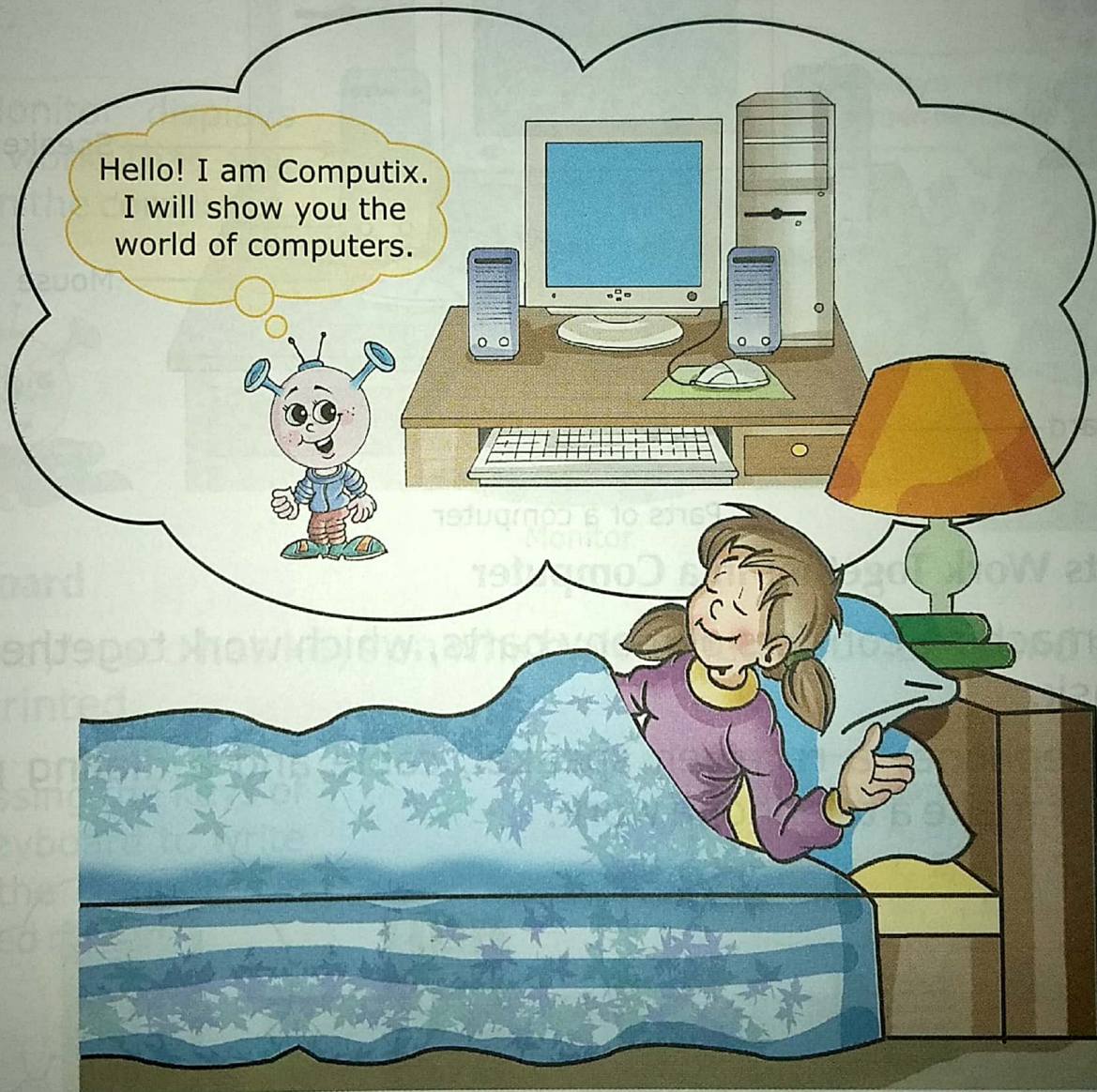
1. The Computer and its Parts	1
Ishi and Computix	
The Computer and its Parts	
More about Computer Parts	
Uses of Computers	
Features of a Computer	
Different Types of Computers	
2. Helping Parts of a Computer	12
Helping Parts of a Computer	
Storage Parts of the Computer	
3. Let us Work on the Computer	17
Working on the Computer	
Inserting a CD	
Taking out the CD	
Taking Care of the Computer	
4. Uses of Computers	24
Uses of Computers	
Computers can be used for Drawing Pictures	
Computers are used for playing Movies, Music and Games	
Computers help in Solving the Sums	
Computers are also used for Sending Messages	
5. Using the Mouse	29
Working with a Mouse	
Parts of a Mouse	
Holding the Mouse	
The Mouse Actions	
6. Let us Paint	35
Using the Paint Program	
Opening the Paint Program	
Working with Various Tools	
Leaking of Colour	



The Computer and its Parts

Ishi and Computix

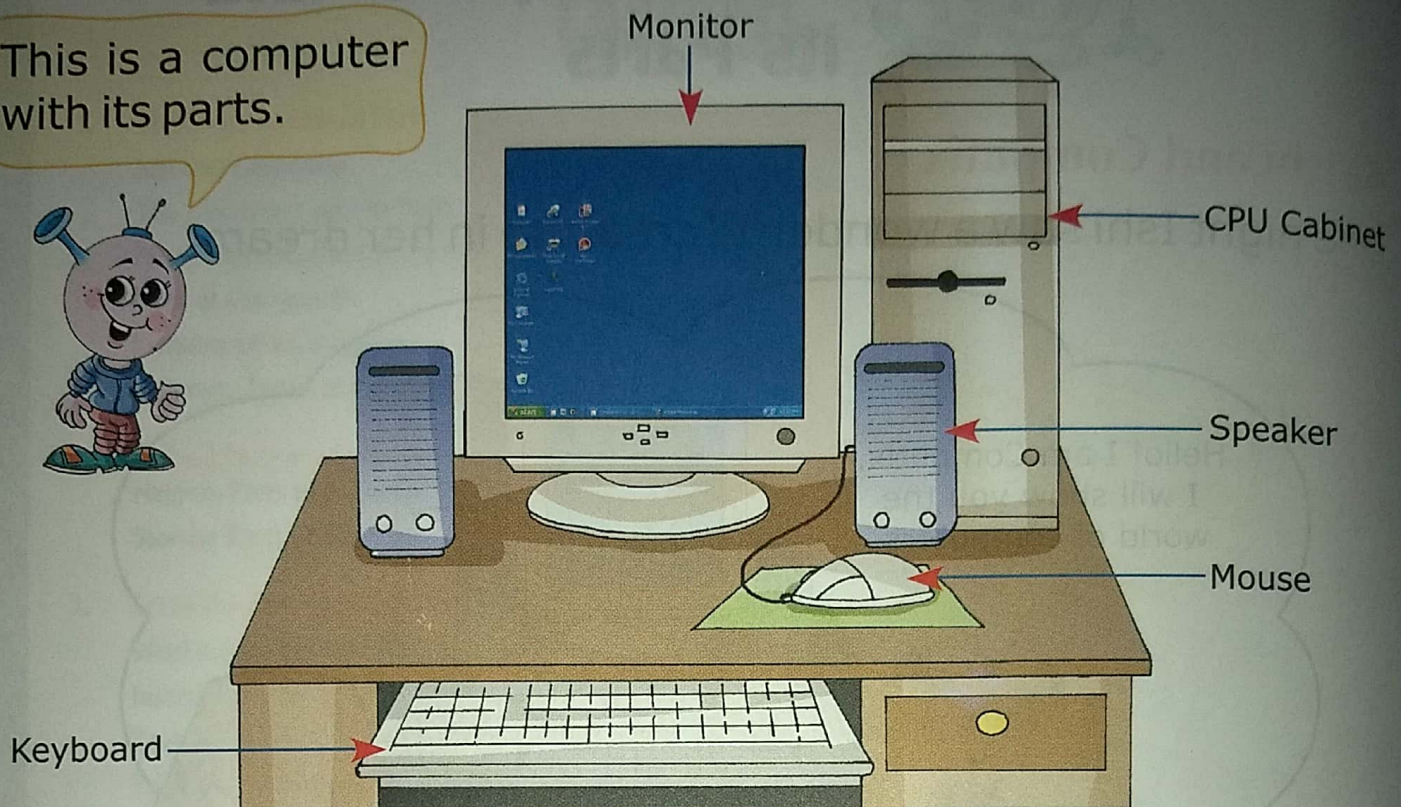
One night Ishi saw a wonderful creature in her dream.



A computer is a machine. It helps us to play games, listen to music, watch movies, draw pictures and do many more things.

The Computer and its Parts

This is a computer with its parts.

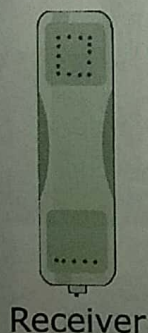


Parts of a computer

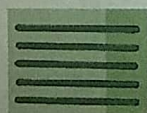
All Parts Work Together in a Computer

Every machine consists of many parts, which work together to do a task.

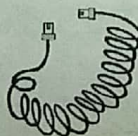
In a telephone; a receiver, speaker, cable and a dialing pad together make a telephone work.



Receiver



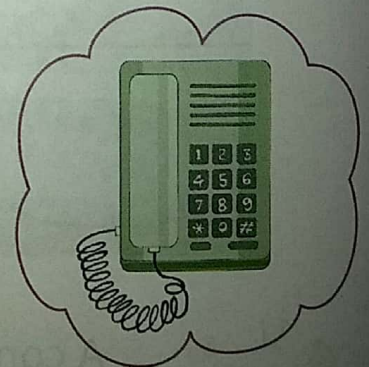
Speaker



Cable



Dialing Pad



A computer is a machine. It also has many parts. All parts of a computer work together to help it perform a task.

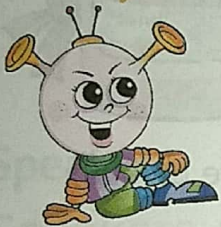
More about Computer Parts

Let us learn about the functions of the various parts of a computer.

Monitor

The **Monitor** looks like your television. It has a screen in the front.

A Monitor displays the work that you do on the computer.



Monitor

Always clean my screen with a dry cloth.



Keyboard

The **Keyboard** has keys on which alphabets, numbers and signs are printed.

Pressing the keys of a keyboard to write on the computer is called **typing**.



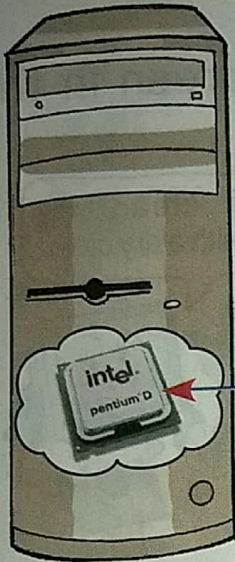
Keyboard

From a Keyboard, you can type
Alphabets A, B, C, D, E.....
Numbers 1, 2, 3, 4, 5.....
Signs @, *, \$, %, +.....



CPU Cabinet

The box-like part of the computer is called the **CPU Cabinet**. It is also commonly known as the **CPU**.



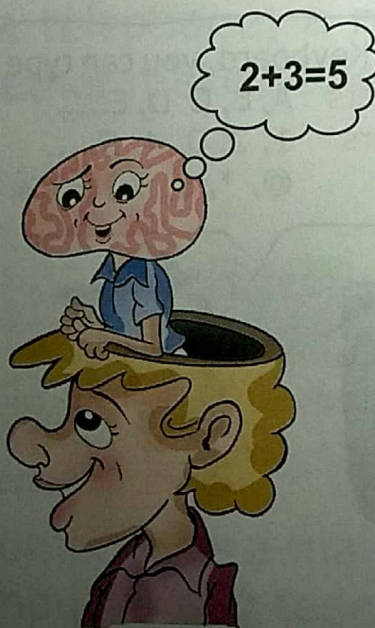
CPU Cabinet

Like a Barbie doll box contains a Barbie doll, the CPU Cabinet contains the **CPU**.

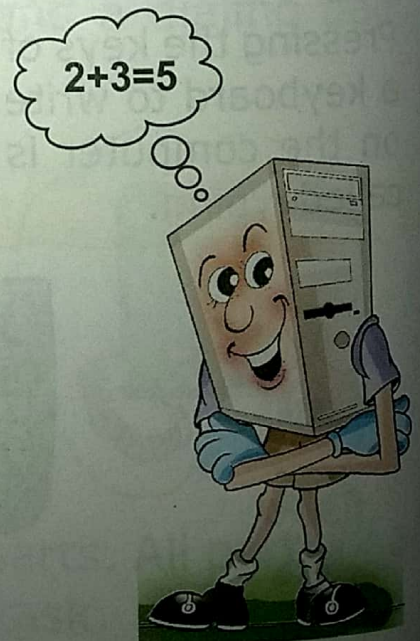
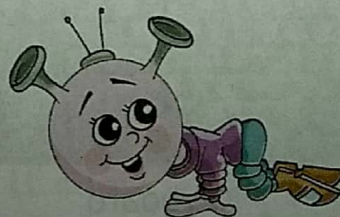


Barbie doll box

Just like your brain thinks and solves sums, the CPU thinks and solves problems for the computer.



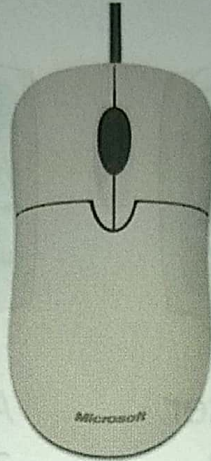
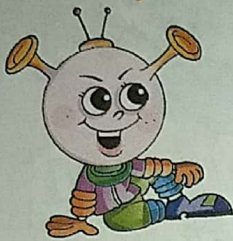
A CPU solves problems for the computer.



Mouse

When you have to point at something, you use your finger. On a computer, you use a **Mouse** to point or select something.

Using the Mouse, you point at things on the computer screen.



Computer Mouse

When you press my button, I say 'click'.



Speakers

Speakers are used to listen to the music and songs that you play on the computer.

I am attaching speakers to my computer.



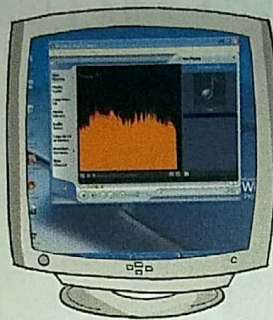
Speakers help us listen to sounds given out by the computer.



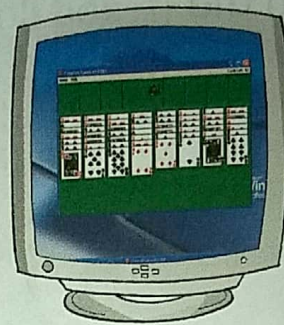
We always come in a pair.



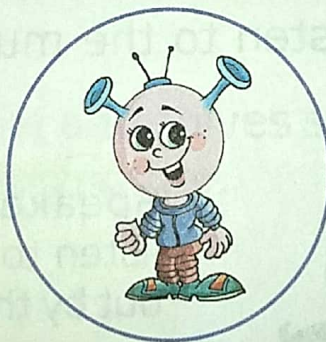
Uses of Computers



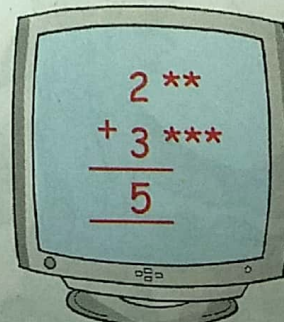
A computer helps you to play music.



A computer allows you to play games on it.



A computer helps you to type letters.

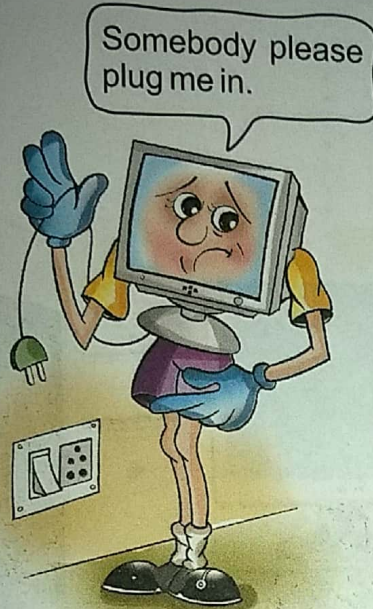


A computer helps you to solve sums.

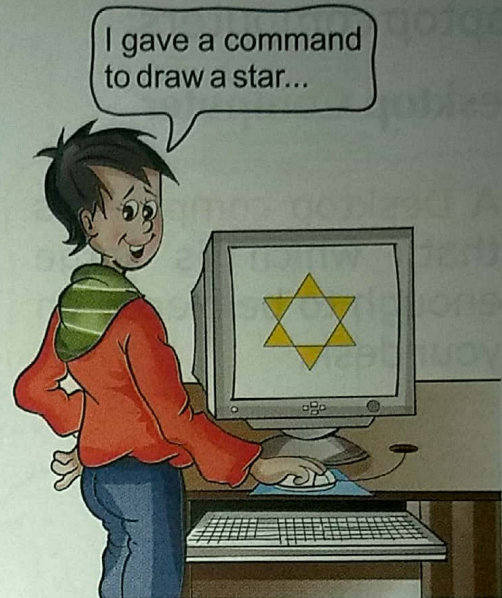


Features of a Computer

A computer works on electricity.



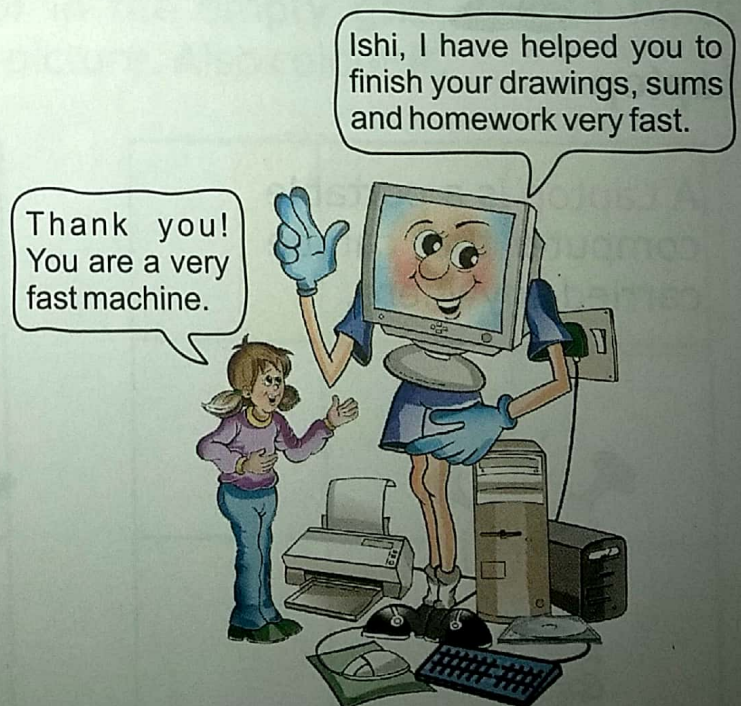
A computer works on the **commands** given by you.



A computer has a **memory** to store your computer work.



A computer works very fast.



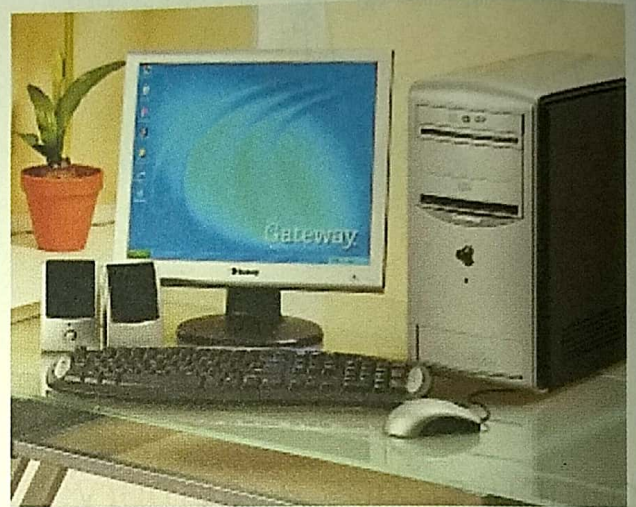
Remember A computer can do many types of work.

Different Types of Computers

Computers are of many different types. But we generally see only two types of computers. They are called Desktop and Laptop computers.

Desktop Computer

A **Desktop computer** is that, which is large enough to be placed on your desk.



Desktop computer

Laptop

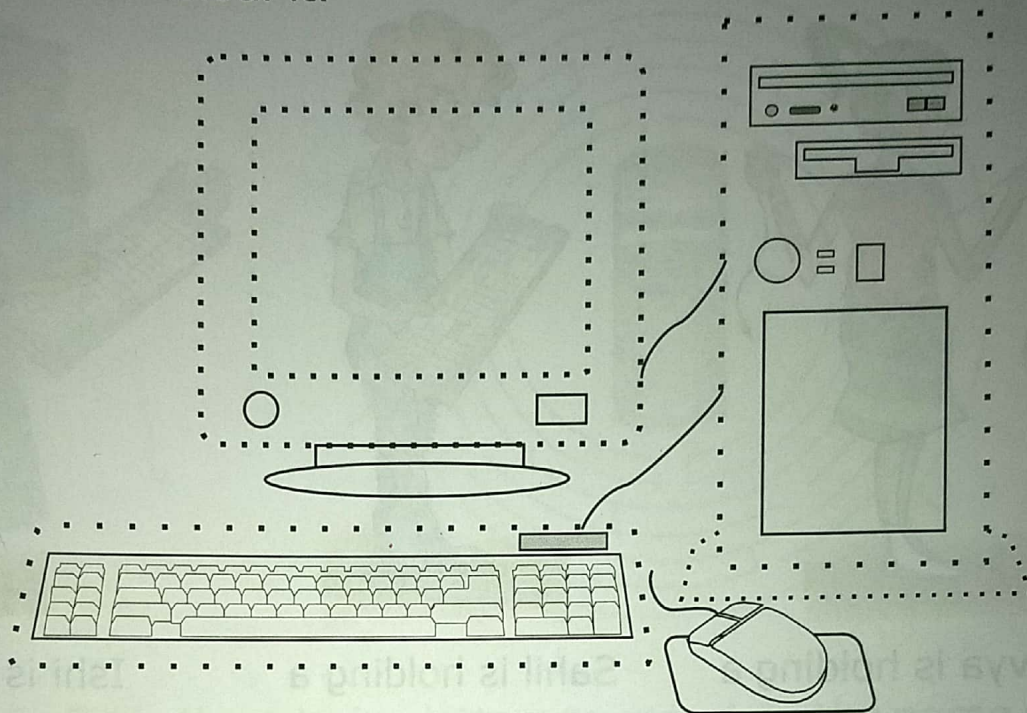
A **Laptop** is a portable computer that can be carried anywhere.



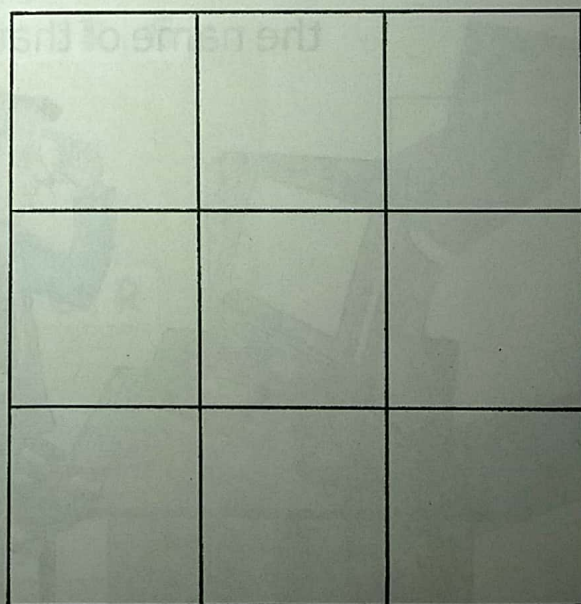
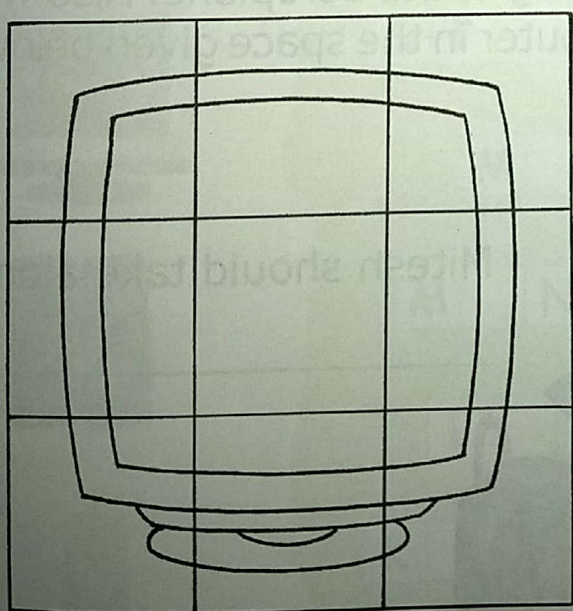
Laptop computer

Worksheet Minutes

Worksheet 1 Trace the dotted lines to complete the computer. Also colour it.



Worksheet 2 Draw the Monitor in the empty grid, taking hints from the left side picture. Also colour it.



Worksheet 3 Navya, Sahil and Ishi are holding the various computer parts. Name the part that they are holding by filling in the blanks.



Navya is holding a _____

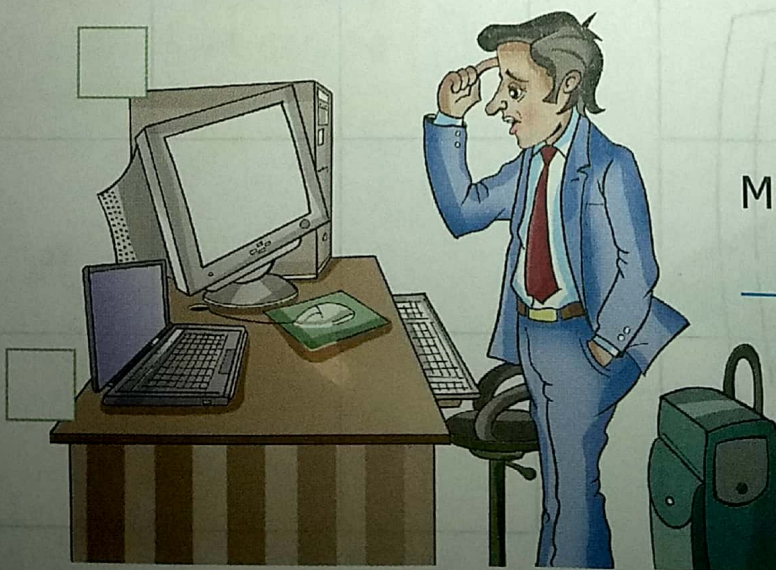


Sahil is holding a _____



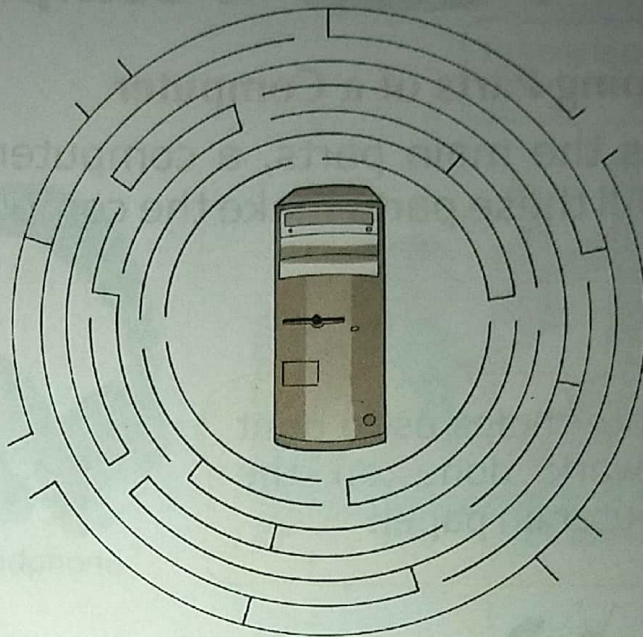
Ishi is holding a _____

Worksheet 4 Mitesh wants to travel in an aeroplane. Tick (✓) the computer that he could take along with him so that he can work while travelling in the aeroplane. Also write the name of that computer in the space given below.



Mitesh should take along:

Worksheet 5 Help Ishi to find a way to connect the keyboard to the CPU cabinet.



Worksheet 6 Fill in the missing letters to complete the name of the part and then by drawing lines, match each name with its picture.



S P K R S

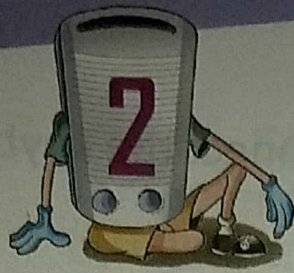
M U E

M N O R

L P P

K Y A





Helping Parts of a Computer

Helping Parts of a Computer

Besides the main parts, a computer has many other helping parts. All these parts make the computer more useful for us.

Printer

A **Printer** helps us to print the work done on the computer on paper.



Printer

The printed paper that comes out of a printer is called a **printout**.

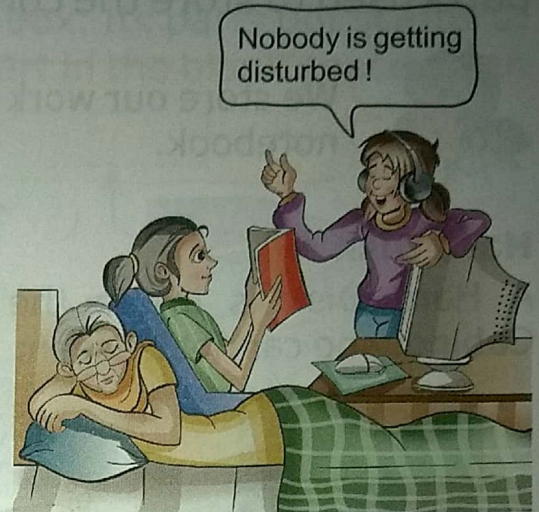


Headphone

A **Headphone** is used to listen to the music from the computer without disturbing others.



Headphone



Microphone

A **Microphone** is used to record your voice into the computer.



Microphone



The Microphone, is sometimes also referred to as a 'mike'.

Do You Know?

These days Microphones normally come with the Headphones and the whole unit is called the **Headset**.



A Headset

Storage Parts of the Computer

Hard Disk, Floppy, CD, DVD and Pen Drive are common storage parts used to store the computer work.



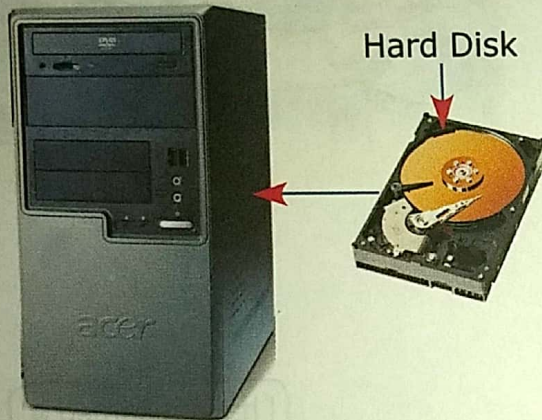
We store our work in a notebook.



The Computer stores work in its storage parts.

Hard Disk

A Hard Disk is inside the CPU Cabinet and cannot be seen.



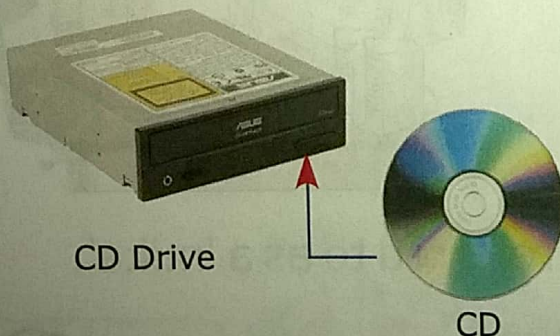
Pen Drive

A Pen drive is a very popular storage part. It is a size of a keyring and can store a large amount of work.



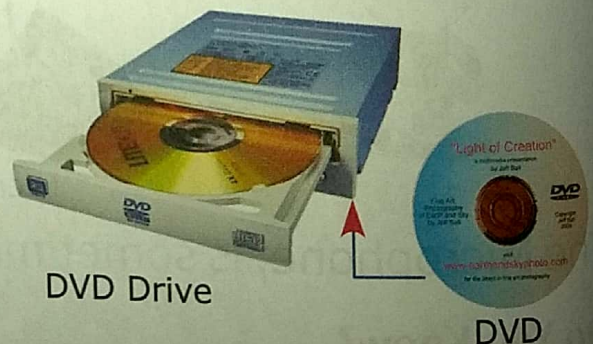
Compact Disc (CD)

A CD is round in shape and has a shiny surface. It is inserted into the CD Drive.



DVD

A DVD looks like a CD. But it stores more work than a CD. It is put into the DVD Drive.



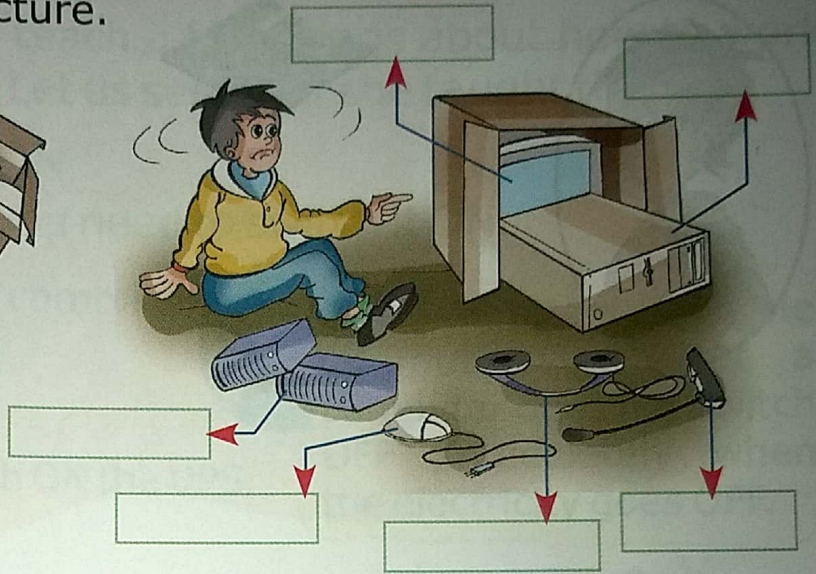
Fact File

A Floppy Disk is square in shape. It is put into the Floppy Disk Drive. Floppies are not much in use these days.



Worksheet Minutes

Worksheet 1 Johnny slipped on a banana skin while carrying the computer which was in a box. Its parts got scattered. Write the name of each part in the blank space given along its picture.



Worksheet 2 Fill in the missing letters to complete the name of the part and then by drawing lines, match each name with its picture.



M I R O P H N E

P R N E R

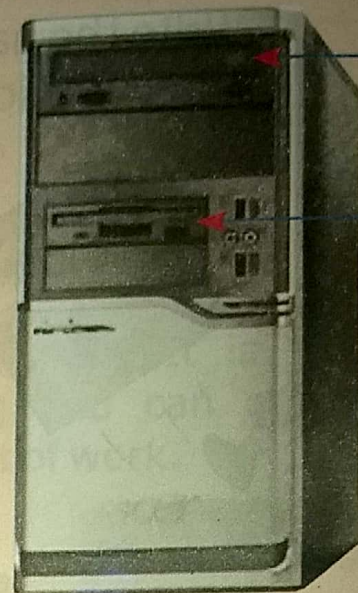
H E A P H O E

C M P T D S

F O Y



Worksheet 3 Draw lines to help Sahil insert the storage devices into their correct drives.



CD
Drive

Floppy
Drive

Worksheet 4 Draw a circle around the computer parts which help a computer to work with sound.

