Aquiline

COMPUTER EDUCATION

This textbook has been selected and distributed by Government of Punjab for Academic year **2018-19** as textbook for all Government Schools in Punjab

6

"Education is a matter of life and death for Pakistan. The world is progressing so rapidly that without requisite advance in education, not only shall we be left behind others but may be wiped out altogether."

(September 26, 1947, Karachi)

Quaid-e-Azam
Muhammad Ali Jinnah
Founder of Pakistan

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بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

COMPUTER EDUCATION
6

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Contents

INTRODUCTION TO COMPUTERS

UNIT 1

Computer is a machine that helps us in our daily life. In this unit, students will learn the definition of a computer, advantages of using a computer, data and information used in a computer. They will also learn about input, processing, output, and storage devices and operations.

Learning Outcomes:

After completing this unit, students will be able to:

- define Computer
- define Data and Information
- explain the advantages of using computers
- define Hardware and Software
- know the difference between Hardware and Software
- know Input Devices
- know System Unit

- know Communication Devices
- know how a computer works
- describe four basic operations performed by a computer

1.1 What is a Computer?

When someone says the word 'computer' you may think of a machine that looks like this...

This is a Personal Computer.

Monitor

Keyboard

Mouse

Fig. 1.1a Personal Computer

A **computer** is an electronic machine which processes raw data (input) into meaningful information (output), and also stores output for later use. It always performs according to the given instructions.

There are various types of computers; some of them are given below

Tablet PC   PDA   Smart Phone   Palmtop

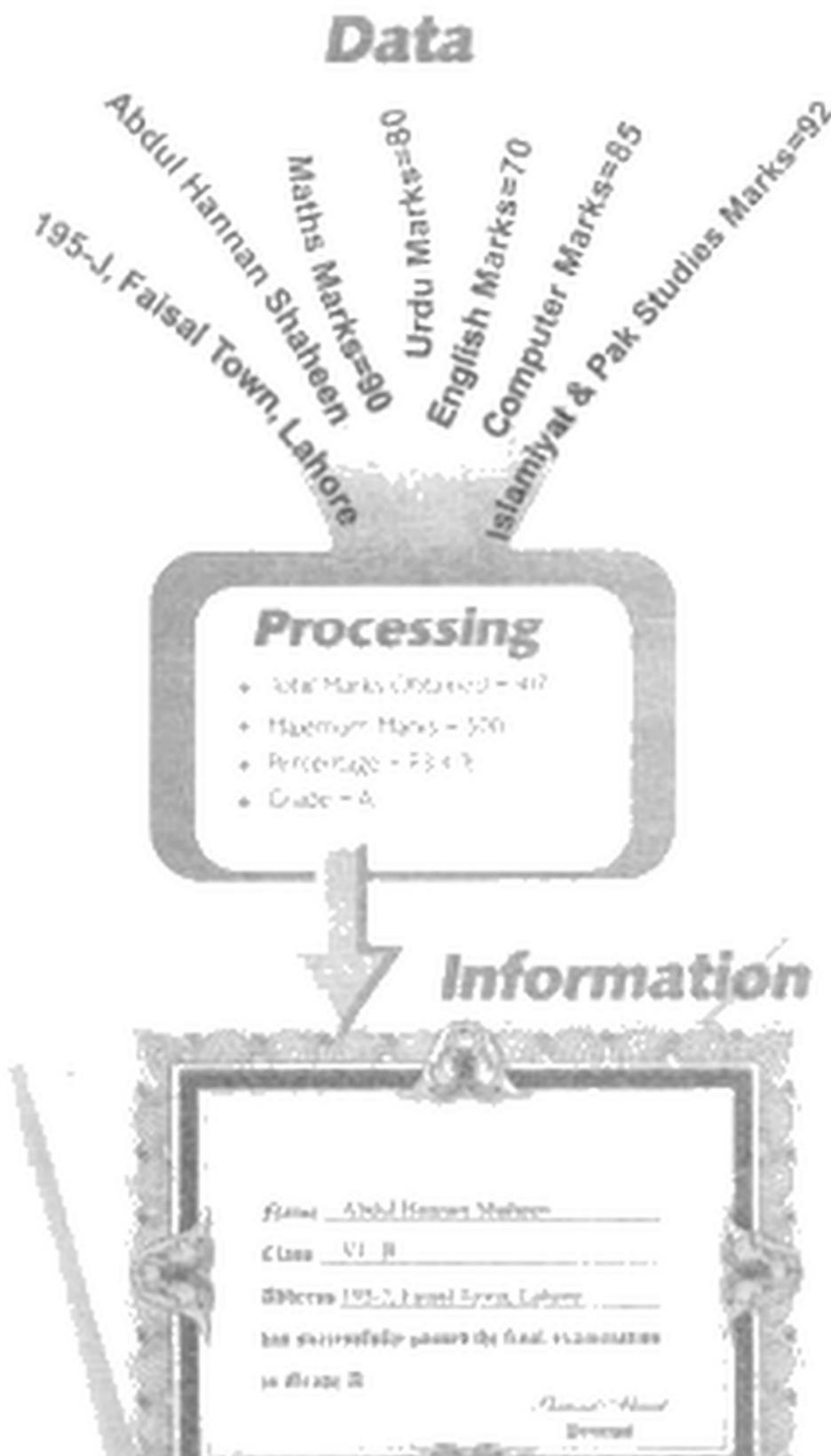## Introduction to Hardware Basics   Unit - 1

1.1.1 Data and Information

A collection of facts and figures (unprocessed items) is known as *Data*. It can be in the form of a text, numbers, images, audio and video.

Data after processing is called *information*. Information is basically a meaningful data easily understandable by people.

Processing is an action in which computer converts Data into Information.

Data

195-J, Faisal Town, Lahore
Abdul Hannan Shaheen
Maths Marks=90
Urdu Marks=80
English Marks=70
Computer Marks=85
Islamiyat & Pak Studies Marks=92

Processing
- Total Marks Obtained = 417
- Maximum Marks = 500
- Percentage = 73.4 %
- Grade = A

Information

Name   Abdul Hannan Shaheen
Class   VI B
Address 195-J, Faisal Town, Lahore
has successfully passed the final examination in Grade B

Data is processed into Information by a computer. In this example student's name, address, subjects and marks obtained in each subject represent data. The computer processes this Data and turn it into Information in the form of the grade certificate.

1.1.2 Advantages of Using Computers

There are several advantages and benefits of using computers. Some of them are discussed below:

Speed

Speed is the most important characteristic of a computer. The computer can perform billions of calculations in a fraction of a second.
For example, if a student is asked to calculate the following product.

$$9836572 \times 68935$$

The student will take few minutes to solve it, but a computer can solve millions of such problems in less than a second.

Accuracy

Computer is almost 100% accurate and it never makes mistakes. In the above example, there is a chance that the student can make errors while solving it but a computer never does so.
Computer gives wrong results only when defective data or instructions are given.

Diligence

Besides being fast, a computer can do things over and over again. It never gets tired or bored. If we have to write a letter 100 times we will get tired. A computer can write the letter even a million times but never gets tired or bored.

Storage

Computers have large storage capacity. A computer can store very large amount of data. A large building is required to store thousands of books. But a computer can easily store thousands of books in its memory.

Versatility

Versatility is the key benefit of using computers. A user can perform variety of tasks with a computer like drawing pictures, writing stories, watching movies,

Components of a Computer   **Unit - 1**

1.2 Components of a Computer

A computer has different components to perform a variety of tasks. Hardware and Software are the main components of a computer.

Hardware

Hardware refers to all physical parts of a computer that we can see and touch. This includes the input and output devices as well as the system unit.
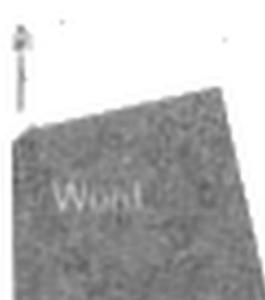

Fig. 1.2a Computer Hardware

Software

A computer cannot perform a task with hardware alone. It needs software too. Software is the set of instructions given to the computer to perform a specific task.

For example, the games we play and the programs we run on a computer i.e. Windows XP, Microsoft Word, Microsoft Paint, etc. are software.

1.2.1 Difference Between Hardware and Software

Following is a table that describes some differences between hardware and software.

Hardware	Software
Hardware refers to all physical parts of a computer that we can see and touch.	Software is the set of instructions given to the computer to perform a specific task.
Hardware is like a human body.	Software is like a human soul.
Some examples of hardware are Monitor, Keyboard, Mouse, Printer, System Unit, Scanner, Motherboard, Speakers, etc.	Some examples of software are Microsoft Windows, MS Word, MS Paint, Media Player, Internet Explorer, etc.

1.2.2 Input Devices

Devices that are used to enter data into a computer are called input devices. The widely used input devices are the keyboard, mouse, microphone, scanner and digital camera.

Keyboard

Keyboard is the most commonly used input device. It allows a user to type alphabet, numbers or symbols into the computer. It has small buttons called keys. The keys are laid out in the QWERTY pattern. Now look at the keyboard again Q W E R T Y are the letters on the top left of the keyboard.

Components of a Computer

Unit - 1

Fig. 1.2.2a Keyboard

A standard keyboard can be divided into following sections.

- Function Keys
- Alphanumeric Keys
- Numeric Keypad
- Cursor Control/Navigation Keys

Function Keys

The Function keys are located at the top of the keyboard. The purpose of these keys is based on the software we are using. For example, pressing the F1 key opens the Help screen in Windows.

Alphanumeric Keys

Alphanumeric keys are the collection of letters, numbers and punctuation keys. This section also includes some special keys, the Tab, Caps Lock, Back Space, Enter, Shift, Ctrl and Alt keys.
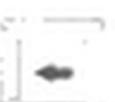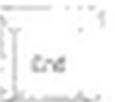
Numeric Keypad

The numeric keypad is usually located on the right side of a standard keyboard. This section contains digit keys and mathematical operator keys (+, -, *, /).

Cursor Control/Navigation Keys

Components of a Computer   Unit - 1

Important Keys and their Functions

Keys	Functions	Keys	Functions
Tab	Tab key lets you move the cursor more than one space at a time.	Delete	Delete key is used to erase a letter or number typed incorrectly.
Esc	Escape key is used to terminate any process in between.	←	Backspace key is used to erase a letter or number to the left of the cursor.
Caps Lock	Press the Caps Lock key when you want to write a word in capital letters.	Home	Home key moves the cursor to the beginning of the line or screen.
Ctrl / Alt	These keys do not work on their own. They are used in combination with another key. For example: Ctrl + O = Open a new file Alt + F4 = Close any program/window	End	End key moves the cursor to the end of the line or screen.
Enter	Enter key is used: 1) to start a new line 2) to execute a command	Shift	Shift keys are used: 1) to type capital letters. 2) to type symbols.

Mouse

The mouse is an input device that enables a user to select commands quickly and perform tasks. It has two (sometimes three) buttons to click on.
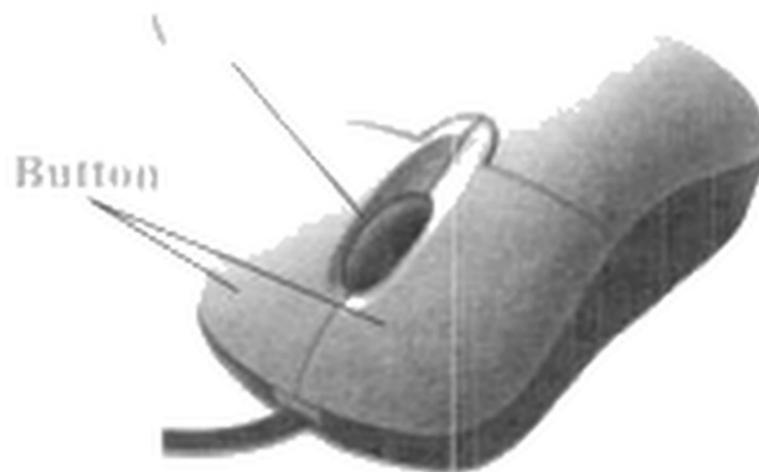
Button

Fig. 1.2.2b Mouse

As the mouse moves, the arrow on the screen will move at

Components of a Computer

Mouse Actions

Click: Quickly pressing and releasing the mouse button once is called click.

Clicking on the left mouse button will highlight the icon.

Clicking on the right mouse button will display a shortcut or quick menu.

Double Click: Quickly pressing and releasing the left mouse button twice is called double click. This method is used to open a folder or run a program.
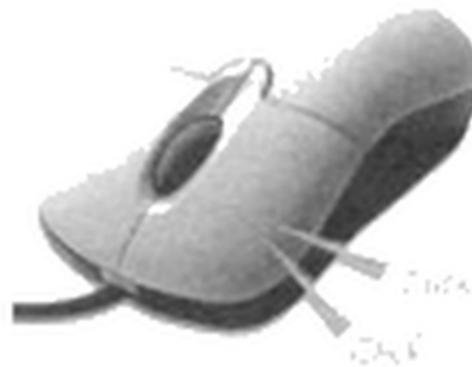
Dragging: To press and continue to hold down the left mouse button and move the mouse is called dragging.

Scanner

A Scanner is an input device. It is used to scan text and images into the computer. Once a document or picture is scanned, it can be displayed on the screen of the computer.

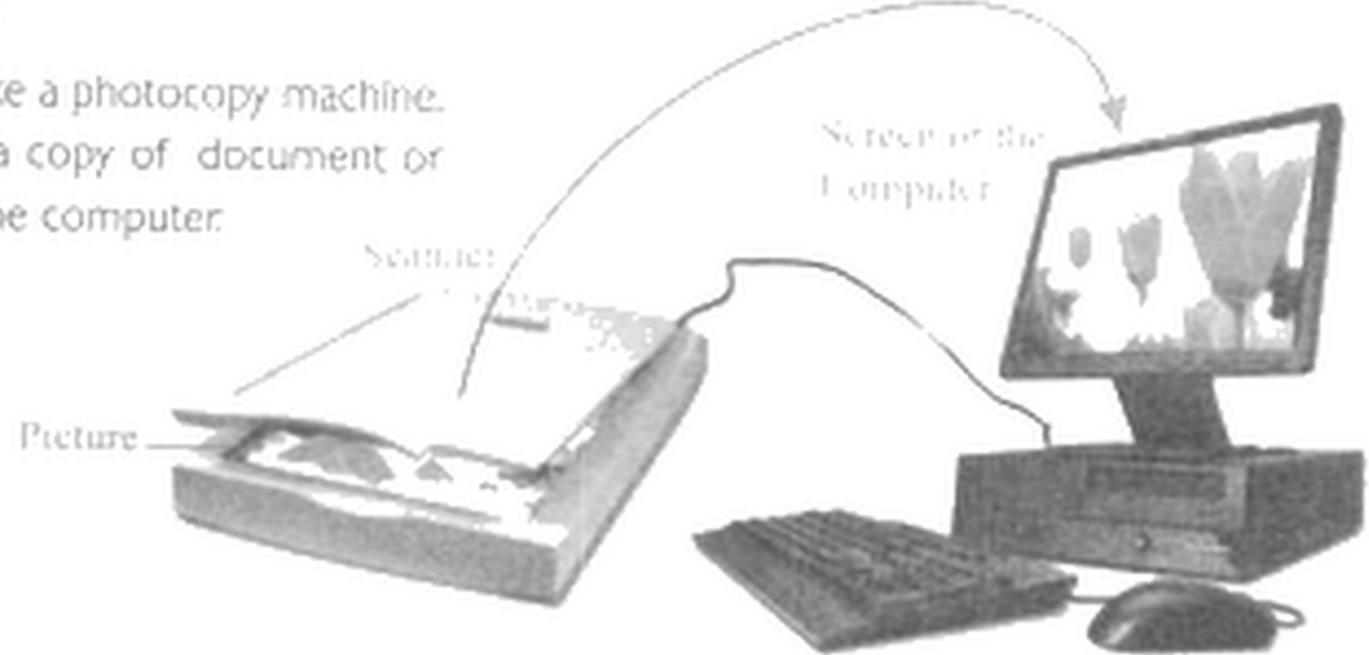It works like a photocopy machine. It creates a copy of document or image in the computer.

Fig. 1.3.2c Scanning Process

Digital Camera

A *digital camera* is an input device. It allows a user to take pictures and make videos, then store them in the computer instead of a traditional film. You can see a picture on the screen of the camera. Digital cameras have built-in memory to store images. Digital camera provides a feature to delete and edit an image after taking it.
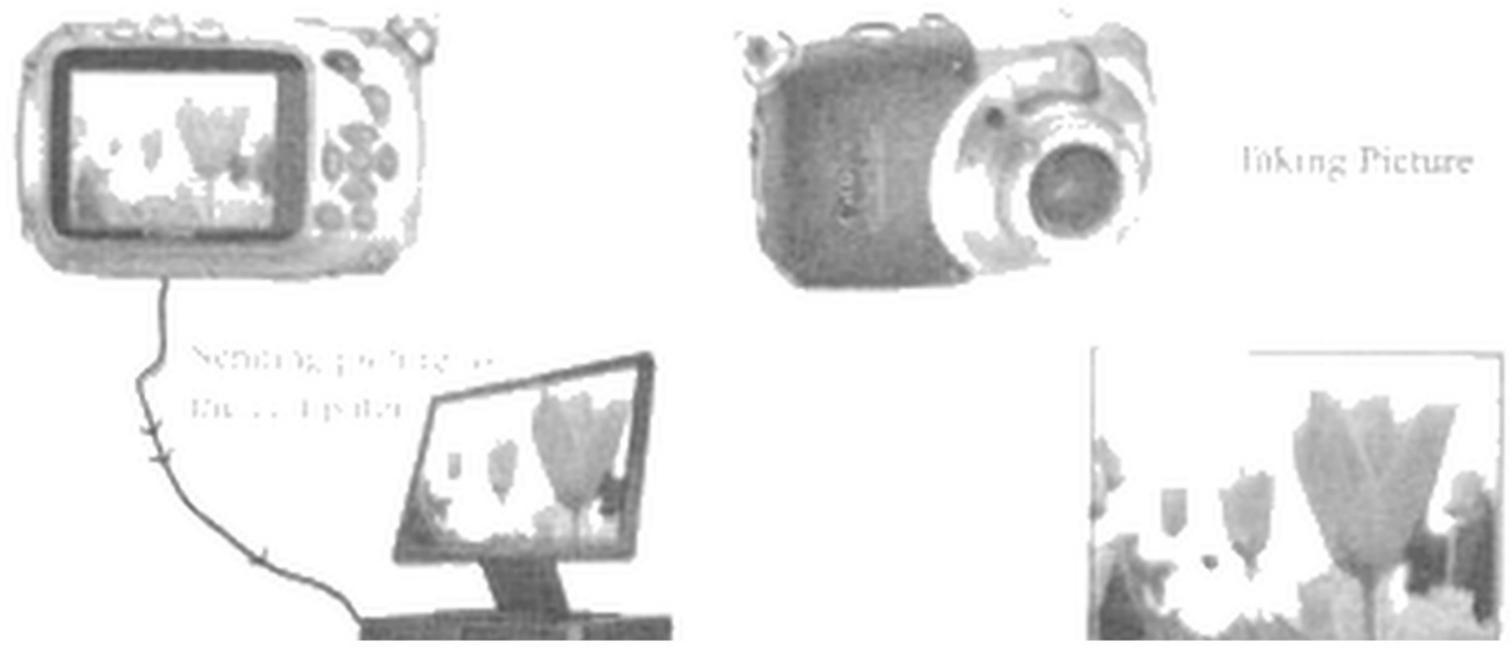
Components of a Computer

Microphone

A microphone is an input device. It is used to input audio in the computer. We can record voice using microphone in the computer. Microphones are used to make audio and video calls and chat over the internet.

Fig. 1.2.2e Microphone

1.2.3 System Unit

System unit is a box which consists of different electronic components. These components are main circuit board, processor, power supply, storage devices, etc.

Fig. 1.2.3a System Unit and its Components

System unit can be found in different shapes and sizes .

Motherboard

Motherboard is the largest circuit board in a computer. It is also known as the System board. All computer components are plugged or connected with it.

Following are some of the computer components attached to the motherboard.

- Processor
- Memory Chips
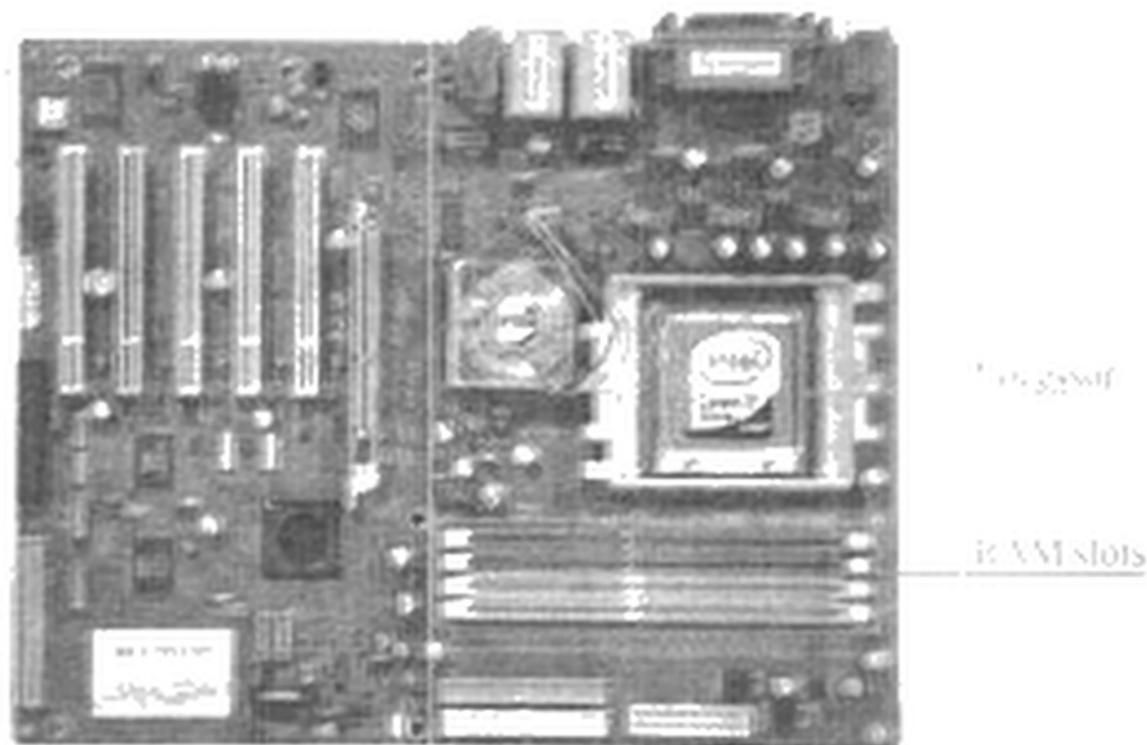- Input/Output devices
- Storage devices, etc.

Fig. 1.2.3c Motherboard

Processor

Processor is the brain of a computer. It is made of a silicon chip fixed on the motherboard. Its primary job is to carry out a set of instructions and process data efficiently and accurately. It converts data into information. It is also called CPU (Central Processing Unit).

Components of a Computer

Unit - 1

Memory

Memory is an electronic holding place. It holds instructions and data that a computer's processor can access. Usually, the term 'memory' refers to the RAM (Random Access Memory). RAM is the temporary storage area for the data, before and after it is processed. RAM is also known as volatile memory. It means that RAM loses data when power is switched off. It is a high-speed memory.

Fig 1.2.3e RAM

How to Find Processor Speed and Memory Size of the Computer?

➡ Right click the
My Computer icon
on the Desktop.

➡ Click Properties.

➡ System Properties dialogue box appears.

➡ Computer's general information appears showing Processor speed and Memory size.

➡ Now write down the Processor speed and Memory size of your computer.

Processor Speed _____
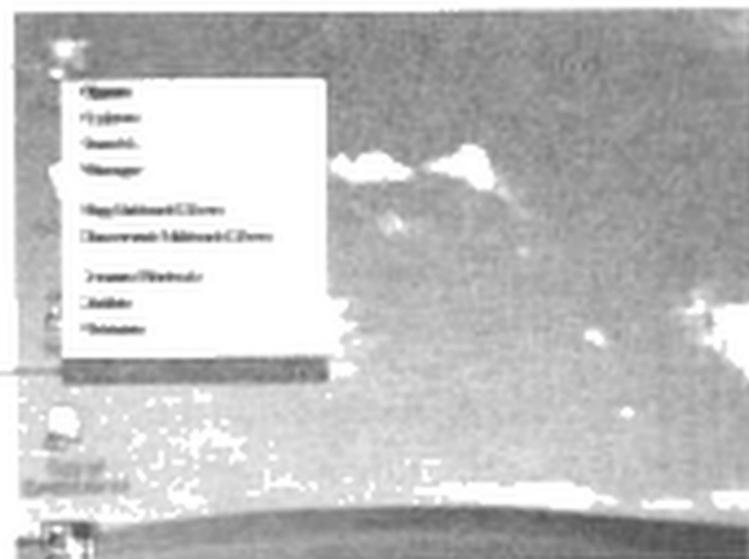
1.2.4 Storage Devices

In a computer, storage devices hold data, instructions and information permanently. Storage devices have a much larger capacity to store data. Some common examples of storage devices are Floppy disk, Hard disk, CDs/DVDs and USB flash memory.

Floppy Disk

Floppy disk is a portable and inexpensive storage device. It consists of a flexible thin magnetic film. This film is enclosed in a plastic case. A standard floppy disk is 3.5" inches wide.

A floppy disk drive is used to read and write data from floppy disk. Nowadays, it is rare to find floppy disk drives in modern computers. Floppy disks are not widely used due to their low storage capacity.

Fig. 1.2.4a Floppy Disk

Hard Disk

Hard disk is the permanent storage device of a computer. It is also called a Hard disk drive or Hard drive. It is a reliable and durable storage device. It is fixed inside the System Unit.

Hard disk consists of several rotating disks called platters. Each platter stores data. They are sealed in an airtight case to keep them free from dust. It can store very large amount of data and information.
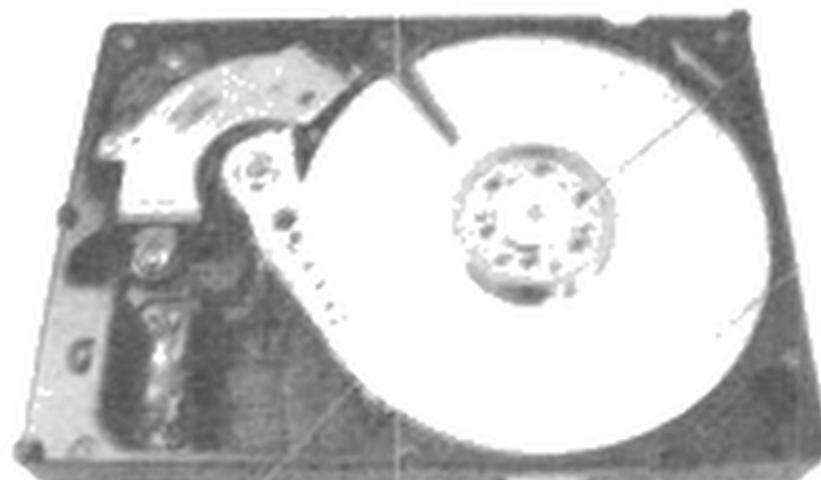
Spindle
The small motor, which rotates platter.

Platter
It stores data

Components of a Computer

Nowadays, external hard disks are also available in the market.
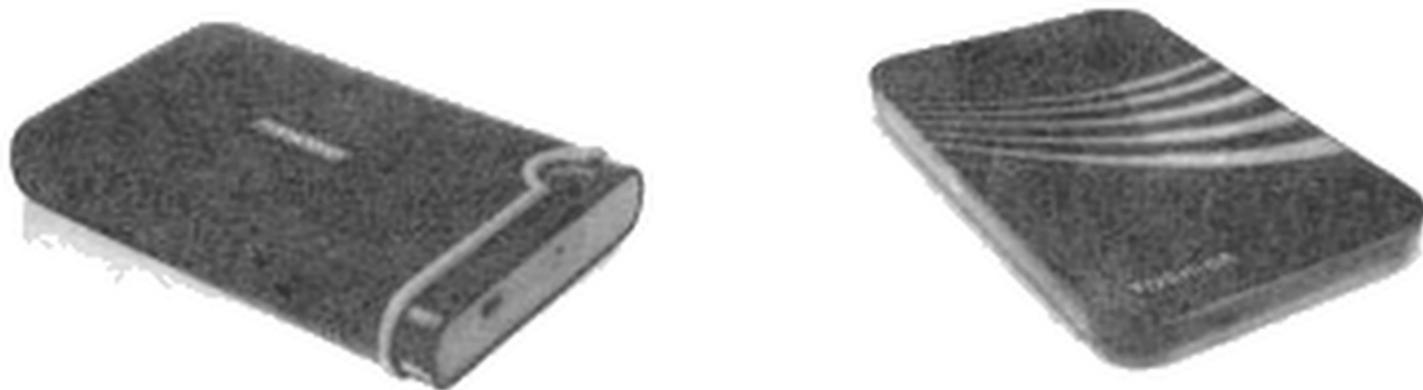
Fig. 1.2.4c External Hard Disks

CD / DVD

CD/DVD is a portable and comparatively less reliable storage device than a Hard disk. They are flat and round discs made of plastic. A CD/DVD has a thin layer of material that reflects light easily. The CD/DVD drives use a laser beam to read from and write data on them.

CD/DVD are used to store software, data, pictures, movies, music and video games.

CD

- CD stands for Compact Disc.
- A CD can run in CD drive and DVD drive too.
- Quality of sounds and movies is low in a CD.

DVD

- DVD stands for Digital Versatile/ Video Disc.
- A DVD can only run in a DVD drive.
- Quality of sounds and movies is high in a DVD.

USB Flash Memory

USB Flash memory is a storage device. It is also known as Data Traveller. It is plugged in the USB port of the computer. It is a portable, inexpensive, reliable and durable storage device.

Flash memory is small and light weight. It consists of a memory chip. We can read from and write data on the flash memory. It is widely used to transfer data from one computer to another.

Fig. 1.2.4e USB Flash Memory

1.2.5 Output Devices

Once the data is processed, it can be displayed in different ways. Devices that show/ generate output are called **output devices**. Monitors, printers and speakers are some of the output devices.

Monitor

Monitor is an output device. It displays information on the screen . It is the main device to see results (output). It is also known as *VDU (Visual Display Unit)*. The output which is displayed on the monitor screen is called soft copy. There are different types of monitors. Some of them are shown below.
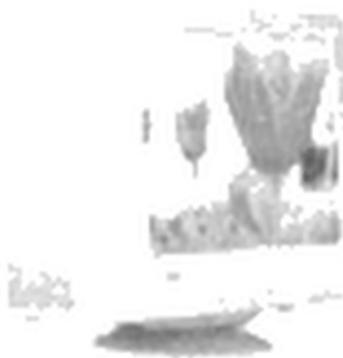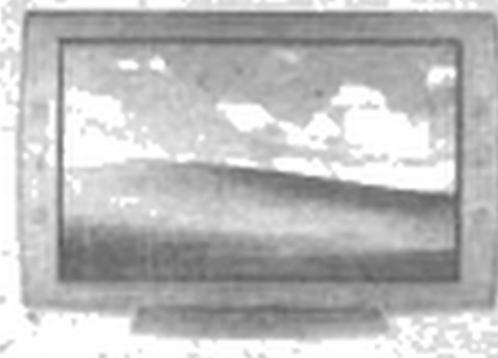
CRT monitor

CRT (Cathode Ray Tube) monitors are heavier, need more space and produce small amount of radiation.

LCD monitor

LCD (Liquid Crystal Display) are light, flat and do not need much space. It does not produce radiation.

Plasma monitor

Plasma monitors are recent development, and show richer colours than LCD and CRT monitors.

Printer

Printer is an output device. It gives output on the paper. The printed output is called hard copy. The most common types of printers are laser, ink-jet and dot matrix printers.
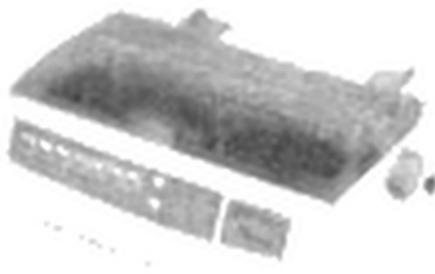
Dot Matrix Printer

Dot matrix printer prints by arranging dots on a paper. The quality is not very good but the printing cost is less. It produces a noise during printing.
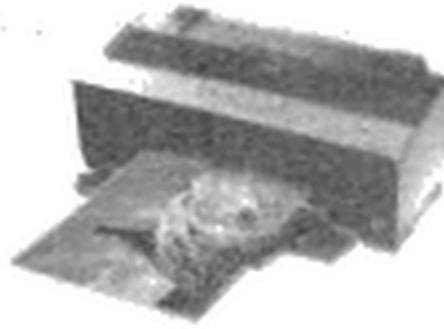
Ink-Jet Printer

An ink-jet printer has a print head that sprays tiny ink drops on a paper. It is better for smaller jobs and colour images. These printers are popular for home usage.
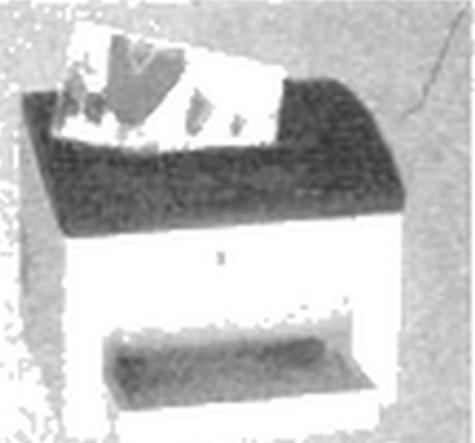
Laser Printer

The laser printer is especially suited for printing large number of pages. It is quick, silent and produces a high quality print.

Fig 1.2.5b Printers

Speaker

Speakers are output devices. They allow us to hear different sounds. Some computers have small internal speakers.

1.2.6 Communication Devices

The devices which are used to communicate and connect a computer with other computers are known as **communication devices.**

Modem

A **modem** is a device which is used to connect and communicate with other computers on the Internet. It sends and receives data. There are two types of modems.

Internal Modem
Placed inside the System Unit

External Modem
Placed outside the System Unit

Fig. 1.2.6 Modems

Unit - 1

1.3 How a Computer Works?

The way a computer works is very much similar to the way human beings solve their problem using paper and pencil. There are four basic operations performed by a computer i.e. Input, Processing, Output and Storage.

	You	Computer
Input	$3 \times 6 = ?$ You read a question.	Computer receives numbers from the keyboard. $3 \times 6 =$
Processing	$3 \times 6 = 18$ You think about the question and solve it.	Computer works on the numbers.
Output	You write answer on a paper.	Computer shows result on a monitor.
Storage	You can save your work in a bag to use it later.	Computer can use disks, CDs and DVDs to store data.
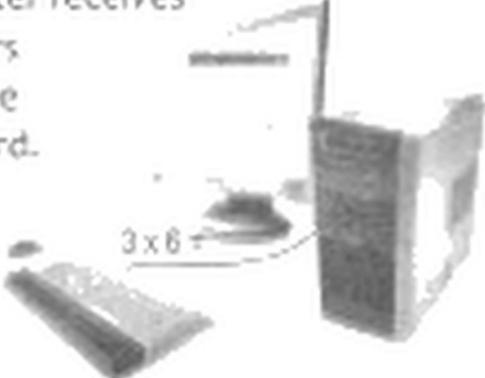
Input Operation

In this operation, the computer accepts data and instructions from input devices. The input devices include keyboard, mouse, scanner, digital camera, microphone, etc.

Processing Operation

The operation in which a computer performs some action on the data according to the instructions is known as processing operation. The processing is done by the Central Processing Unit (CPU).

Output Operation

In this operation, the computer uses output devices to produce results of the processing (information). It may be either displayed on the screen or printed on the paper. Audio output is produced by speakers of the computer.

Storage Operation

In this operation, the computer stores the data/information on different storage devices such as Hard disk, Floppy disk, CD/DVD and Flash memory.

Introduction to Computers   Unit - 1
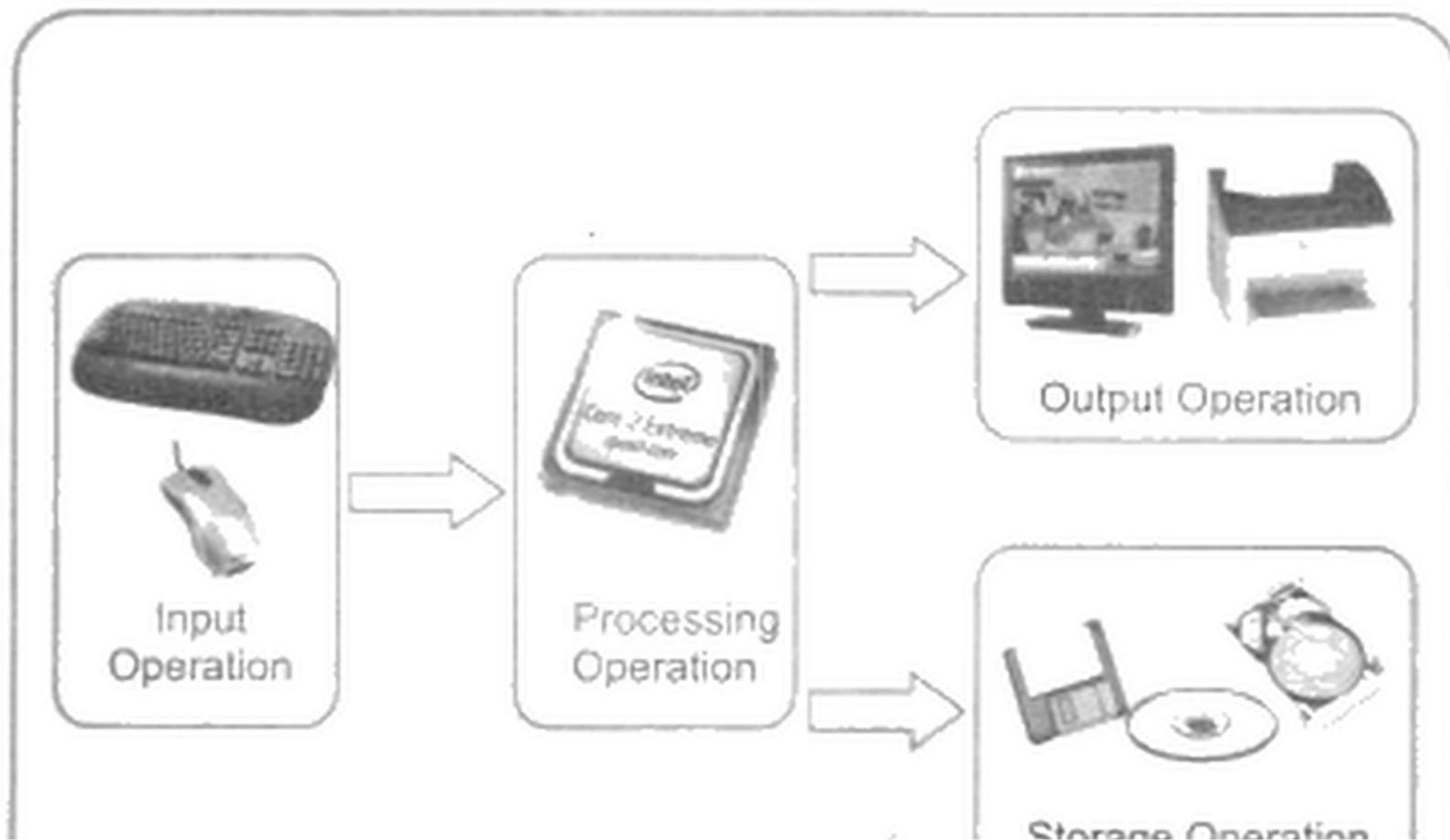
Summary

- *Computer* is an electronic machine which processes raw data (input) into meaningful information (output), and also stores output for later use.

- Computer can help us in our work. It helps us to write text, solve problems, count, draw paintings, etc.

- Collection of facts and figures is known as *Data*.

- Data after processing is called *Information*.

- *Hardware* refers to all physical parts of a computer that we can see and touch.

- *Software* is the set of instructions given to the computer to perform a specific task.

- Devices that are used to enter data into a computer are called *input devices*.

- *Keyboard* is most commonly used input device. It allows a user to type words, numbers or symbols into the computer.

- *Mouse* is an input device that enables a user to select commands quickly and perform tasks.

- Quickly pressing and releasing the mouse button once is called *click*.

- Quickly pressing and releasing the left mouse button twice is called *double click*.

- To press and continue to hold down the left mouse button as you move the mouse is called *dragging* the mouse.

- *Scanner* is used to scan text and images into a computer.

- *Digital Camera* allows a user to take pictures and store them in a computer instead of a traditional .

- *Microphone* is an input device. It is used to input audio in a computer.

- *System unit* is a box which contains different electronic components of the computer e.g. motherboard, processor, power supply, etc.

- *Motherboard* is the largest circuit board in the computer. All computer components are plugged or connected with it.

- *Processor* is the brain of a computer. Its primary purpose is to carry out a set of instructions and process data efficiently. It is also known as CPU.

- *Memory* is the electronic holding place. It holds instructions and data that a computer's processor can access.

Introduction to Computers   Unit - 1

- **Hard disk** is a permanent storage device of a computer. It is an inexpensive, reliable and durable storage device. It is fixed inside the system unit.

- **CD/DVD** is a portable, inexpensive and comparatively less reliable storage device than a hard disk. These are flat and round discs made of plastic.

- A **USB Flash memory** is a storage device. It is a portable, inexpensive, reliable and durable storage device.

- Once the data is processed, it can be displayed in different ways. Devices that generate/show output are called **output devices**.

- **Monitor** is an output device. It displays information on the screen.

- **Printer** is an output device. It gives output on paper. The printed output is called hard copy.

- **Speakers** are output devices. They allow us to hear sounds from a computer.

- **Communication devices** are used to communicate and connect a computer with other computers.

- **Modem** is a device which is used to connect and communicate with other computers on the internet.

- The operation in which a computer accepts data and instructions for processing from input devices is known as **input operation**.

- The operation in which a computer performs some action on the data according to the instructions is known as **processing operation**.

- In an **output operation**, the computer uses output devices to produce the results of the processing (information).

- In a **storage operation**, the computer stores data/information on different storage devices such as Hard disk, Floppy disk, CD/DVD and Flash memory.

Exercise

Q. I Tick the right choice.

i) _____ can consist of text, numbers, images, audio and video.

Introduction to Computers   **Unit - 1**

ii) Meaningful data is known as _____.

    a) Calculation   b) Information
    c) Evaluation   d) Input

iii) Hardware are the_____ parts of a computer.

    a) Logical   b) Imaginative
    c) Conceptual   d) Physical

iv) Which of the following is the example of software?

    a) Monitor   b) Keyboard
    c) Microsoft Windows   d) CPU

v) In the standard keyboard, keys are laid in _____ pattern.

    a) QWAKTX   b) QTRWY
    c) QWERTY   d) QWERT

vi) Mouse is an _____ device.

    a) Output   b) Input
    c) Storage   d) Communication

vii) Which of the following is not an input device?

    a) System Unit   b) Mouse
    c) Keyboard   d) Scanner

viii)_____ is used to take pictures and store them in the computer.

    a) Mouse   b) Keyboard
    c) Digital Camera   d) Scanner

ix)_____ is an input device used to record voice in a computer.

    a) Microphone   b) Scanner
    c) Digital Camera   d) Monitor

x) Which of the following is not placed in System Unit?

Introduction to Computers   Unit - 1

xi) CPU stands for _____.

a) Computer Processing Unit   b) Central Processing Unit
c) Central Processing Unit   d) Control Processing Unit

xii) Hard disk is a _____ storage device.

a) Temporary   b) Permanent
c) Primary   d) Portable

xiii) Monitor is an _____ device.

a) Processing   b) Output
c) Storage   d) Input

xiv) A _____ gives output on the paper.

a) Scanner   b) Microphone
c) Mouse   d) Printer

xv) There are _____ basic operations performed by a computer.

a) Five   b) Three
c) Four   d) Two

Q.2 Fill in the blanks.

i) Computer follows _____ to perform any task.

ii) _____ that you put into a computer are known as data.

iii) Computer games are example of the _____.

iv) _____ click of the left mouse button is used to select an item.

v) Microphone is an _____ device.

vi) Motherboard is also known as _____.

vii) _____ disk are rarely found nowadays.

Introduction to Computers   Unit - 1

ix) A computer performs input, processing, ____ _____ and storage operations.

x) In _____ operation, data turns into Information.

Q.3 Define the following.

i) Computer   ii) Memory

iii) Software   iv) Hard disk

v) Motherboard   vi) Processing operation

Q.4 Differentiate between the following.

i) Data and Information   ii) Single click and Double click

iii) Hardware and Software   iv) CD and DVD

v) Input devices and Output devices   vi) Input operation and output operation

Q.5 Give the answers to the following questions.

i) Write five advantages of using computers.

ii) What is hardware? Write the names of five hardware devices.

iii) Write functions of the following keyboard keys.

   a) Tab   b) Esc   c) Enter   d) Shift   e) Caps Lock

iv) What does a processor do?

v) What is memory? Is it a temporary storage device?

vi) Write a short note on Hard disk.

vii) Write advantages of USB Flash memory.

viii) Explain different types of Monitors.

Introduction to Computers

Q.6 Match the ___ ... of matching
parts of each ...

A	B	C
i) Software	a) Keyboard	_____
ii) Input devices	b) Speakers	_____
iii) Audio output	c) Permanent storage	_____
iv) Monitor	d) Produce results	_____
v) RAM	e) Terminate the program	_____
vi) Modem	f) ... ... XP	_____
vii) Hard disk	g) Physical parts	_____
viii) Printer	h) Communication device	_____
ix) Esc key	i) Dot matrix	_____
x) Output operation	j) LCD	_____
	k) Memory	_____
	l) Power supply	_____

Q.7 Label the following keyboard

Introduction to Computers   Unit - 1

Lab Activity (Keyboard)

For each item below, fill in the symbol that would be entered.

Shift + 1	.... !	Shift + 6	....
Shift + 2	....	Shift + 7	....
Shift + 3	....	Shift + 8	....
Shift + 4	....	Shift + 9	....
Shift + 5	....	Shift + 0	....

Lab Activity (Drag and Drop)

Practice this method by arranging the icons on the desktop to form the first letter of your name.
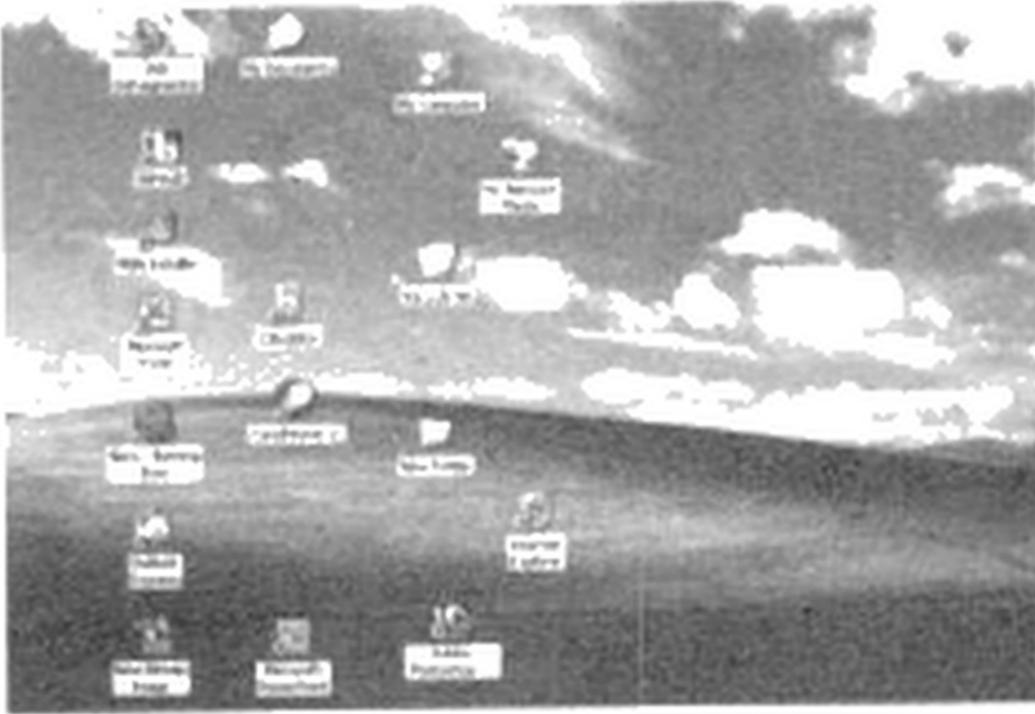
Lab Activity (Motherboard)

Write the names of computer components which are attached with your computer.

1) _____   2) _____

Introduction to Computers   **Unit - 1**

Lab Activity (Scanning)

Scan the following objects and set it as a wallpaper on your computer. Get the help of your teacher for this activity.

Signatures of
Quaid-e-Azam Muhammad Ali Jinnah

Lab Activity (Storage Devices)

Discuss with your teacher about the following qualities of Storage Devices. Choose one of the following options.

Yes   Not much   No

Attributes	Floppy disk	Hard disk	CD	DVD	Flash Memory
Expensive medium					
Portable					
Reliable					
Durable					
High Storage Capacity					

Lab Activity (Monitor)

What type of display device do you have in the computer lab of your school and at your home?

INTRODUCTION TO WINDOWS

UNIT 2
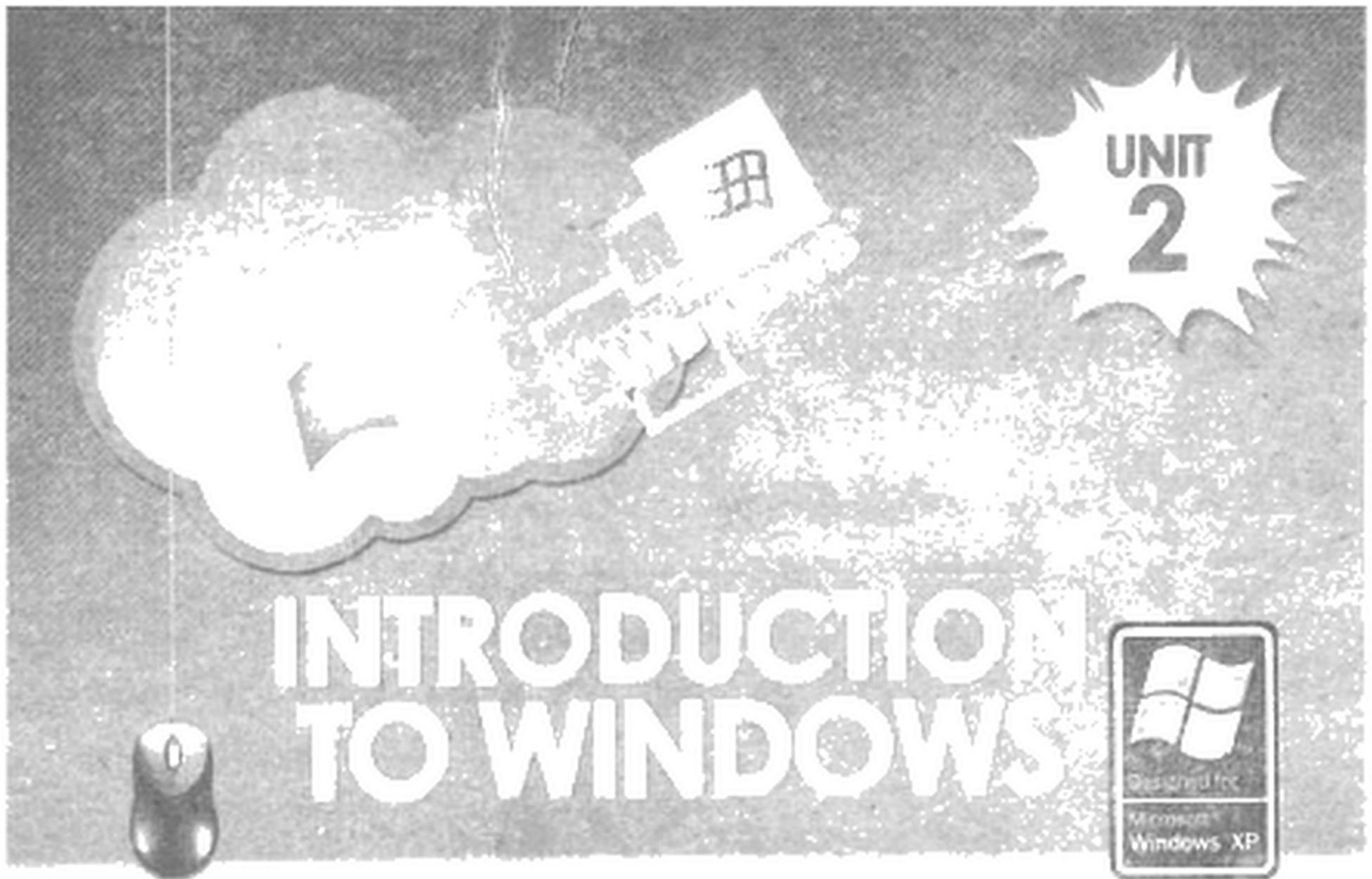
Microsoft Windows is a program that controls the overall activity of a computer. It provides ways to organize and manage files stored into a computer. A user can use Windows to sort, copy, move, delete and view the files. It controls the basic operations of a computer. Windows controls different parts of your computer system such as printer and monitor, and also enables them to work together.

Learning Outcomes:

After completing this unit, students will be able to:

- know the start up procedure to step into Windows
- know the following parts of the Windows
  - Desktop, Start button and Start menu
  - Taskbar and Notification area
  - Desktop icons
- open a window from the following locations
  - Desktop

- get familiar with functions of the following on a window
  - Title bar, Menu bar, Scroll bar
  - Status bar and Toolbar
  - Maximize and Minimize buttons
  - Close button
- define a File, Folder and Drive
- copy a File/Folder to the Desktop
- move a File/Folder to the Desktop

2.1 Stepping into Windows

Microsoft Windows is the software which provides a platform to work on a computer. We can only work on a computer if there is a software like Windows.

Following are the steps to start your Microsoft Windows.

➡ Start your computer by pressing "power" button on the System box.

Fig. 2 to Switch on a Computer

➡ Windows XP starts loading its files into the computer.

Stepping into Windows   Unit - 2

➡ After successfully loading, Windows logs on and a welcome screen appears.

➡ You can log on to computer by clicking user name and typing password
(if assigned) in the text box, as in Fig. 2.1c.
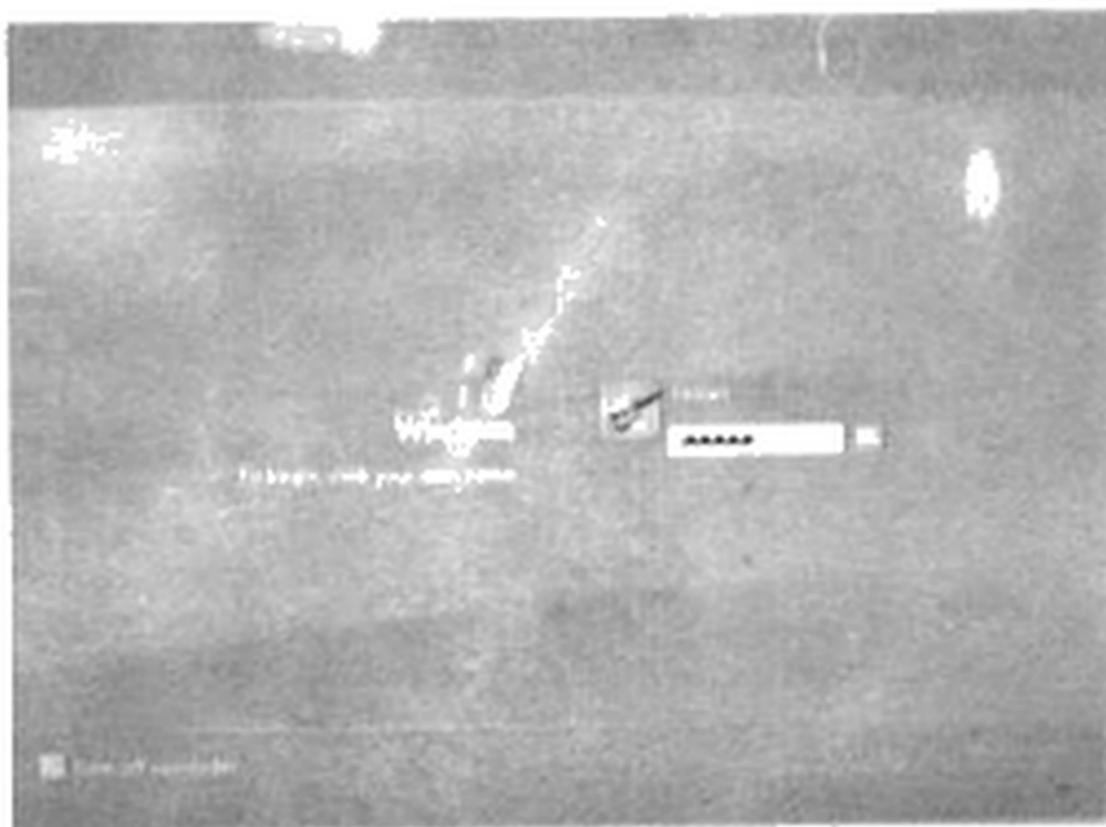
Fig. 2.1c Welcome Screen

➡ Windows Desktop screen appears.

Start ... to Windows   **Unit - 2**

2.1.1 Desktop

The main screen of the Microsoft Windows is known as desktop. The desktop contains icons of different files and programs, so a user can easily access them. All programs, windows and dialog boxes open on the desktop. It is the working area of Microsoft Windows

Desktop Icons

Desktop

It is called desktop because you can access every thing on a computer, as you do from your desk.

Start Button

Quick Launch Toolbar   Taskbar   Notification Area
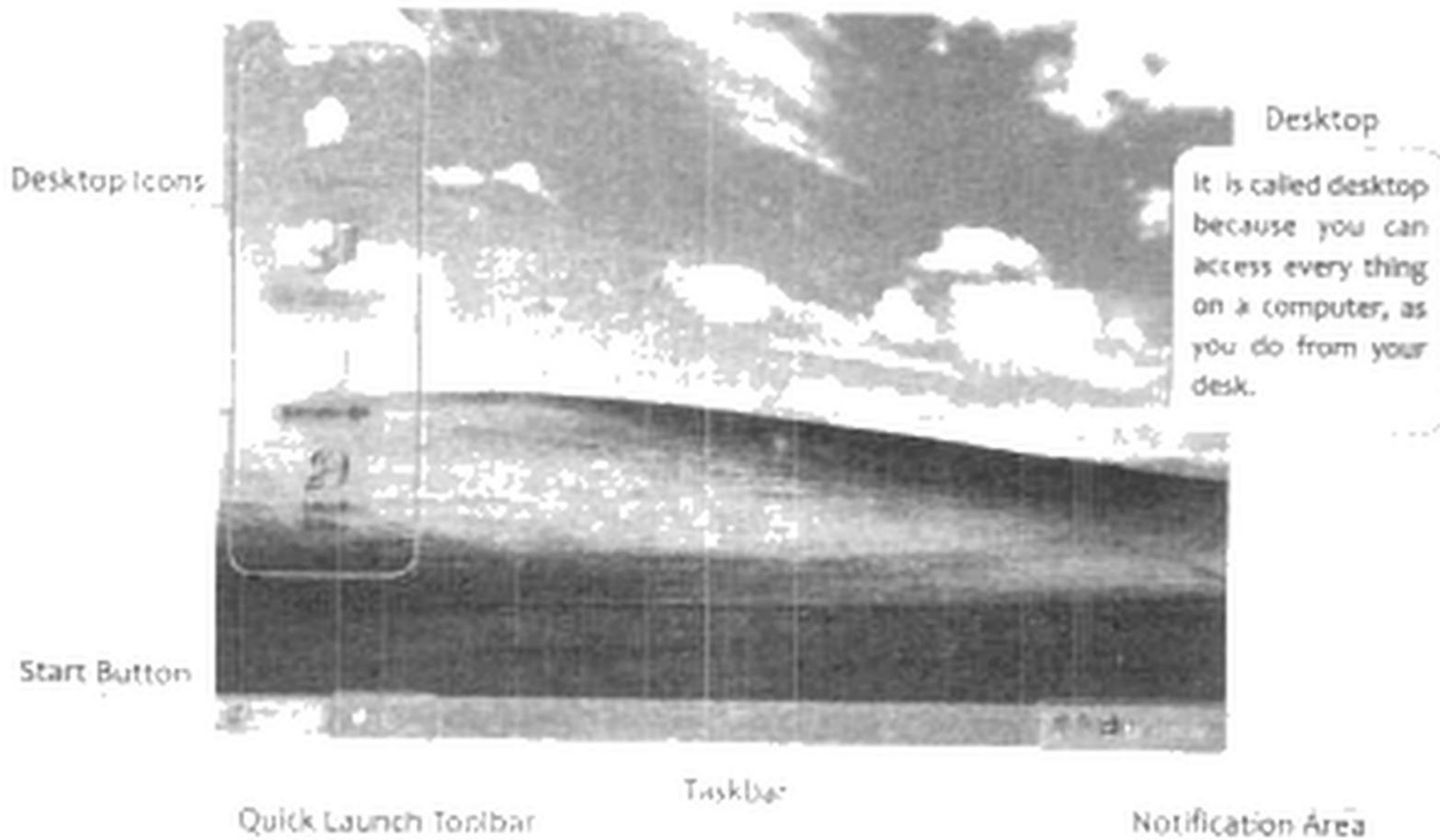
Fig 2.1.1a Windows Desktop

2.1.2 Start Button and Start Menu

At the bottom left corner of the screen there is a *Start button*. This button displays a list of items called *Start Menu*. Different versions of Windows have different Start buttons i.e.

Start Button
Windows 98
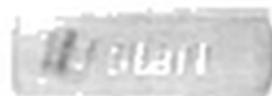
Start Button
Windows XP

Start Button
Windows 7 and vista

When a user clicks the *Start button*, a menu appears that lets the user easily access

Always remain in Start menu.

The white area of the Start menu is user-based.

List of frequently used programs.

The light blue area of the Start menu is Windows-based.

A user can turn off computer by clicking this button.

Fig. 2.1.2 Start Menu

A user can log off by clicking this button.

Users can access all programs installed in the computer by clicking **"All Programs"** on Start menu.

2.1.3 Taskbar

Taskbar is placed at the bottom of the screen (Fig 2.1.1a) in the *Microsoft Windows*. It includes *Start button, Quick Launch toolbar, Taskbar buttons and Notification area*. Users can access Start menu and different programs from Start button and quick launch toolbar. Users can also switch between programs and windows by clicking their buttons on the taskbar.

Start button   Quick Launch toolbar   Taskbar buttons of currently running programs   Notification area
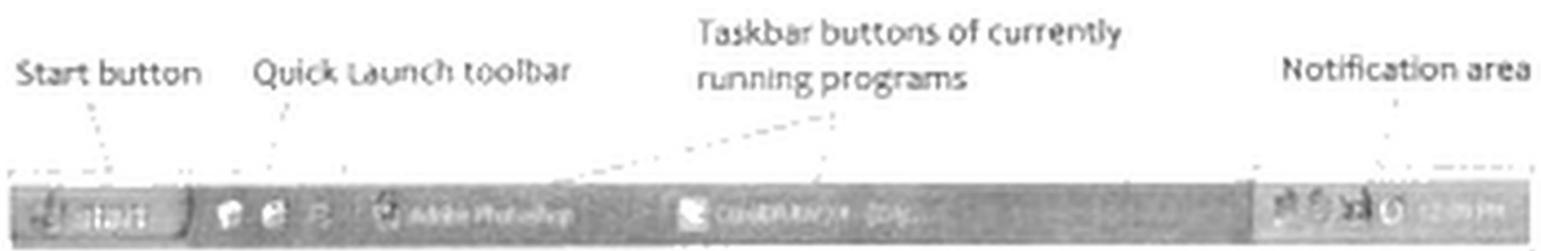
Fig. 2.1.3 Taskbar

2.1.4 Notification Area

It also displays Time and different program icons such as Volume Control, Windows Firewall, and Anti-Virus, etc. It also shows temporary icons such as USB device and Printing, etc.

Notification Area

2.1.5 Desktop Icons

Icons are small images that represent different types of programs and files. Desktop contains different types of icons. Following are the main *four icons of the desktop*.

My Documents

My Documents icon represents *My Documents* folder. It is used to save documents such as letters, reports, pictures and media files. By default there are three folders in the *My Documents* folder, *My Music, My Pictures and My Videos*.

➡ Double click the icon of **My Documents** from the **desktop**.

➡ **My Documents** window appears.

Stepping into Windows   Unit - 2

My Computer

My Computer icon helps a user to access all disk drives and other hardware connected to the computer. It shows icons of different users, documents, disk drives such as Hard disk, CD/DVD, Floppy and USB Flash memory.

➡ Double click the icon of My Computer
from the desktop.

➡ My Computer window appears.

Fig. 2.1.5b My Computer

Recycle Bin

Recycle Bin is the place where Windows stores deleted files. User can restore any deleted file from Recycle Bin if it has been deleted by mistake. On the other hand, a user can empty the Recycle Bin to create more disk space.

➡ Double click the icon of Recycle Bin
from the desktop.

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➡ The window of *Recycle Bin* appears

Fig. 2.1.5c Recycle Bin

Internet Explorer

A user can access *Internet Explorer* by clicking its icon on the desktop. Internet Explorer can be used to search and view information on the World Wide Web.

➡ Double click the icon of *Internet Explorer* from the *desktop*.

➡ Internet Explorer window appears.

2.2 Working with Windows

Microsoft Windows provides a platform to work on a computer. A user can easily access programs and windows using different ways in Windows.

There are three different ways to open a program/window.

* From Desktop
* From Start Menu
* From Run Command

Opening Paint Program from Desktop

➡ Double Click on the icon of Paint.

Fig. 2.2a Desktop

➡ **MS Paint** window appears.
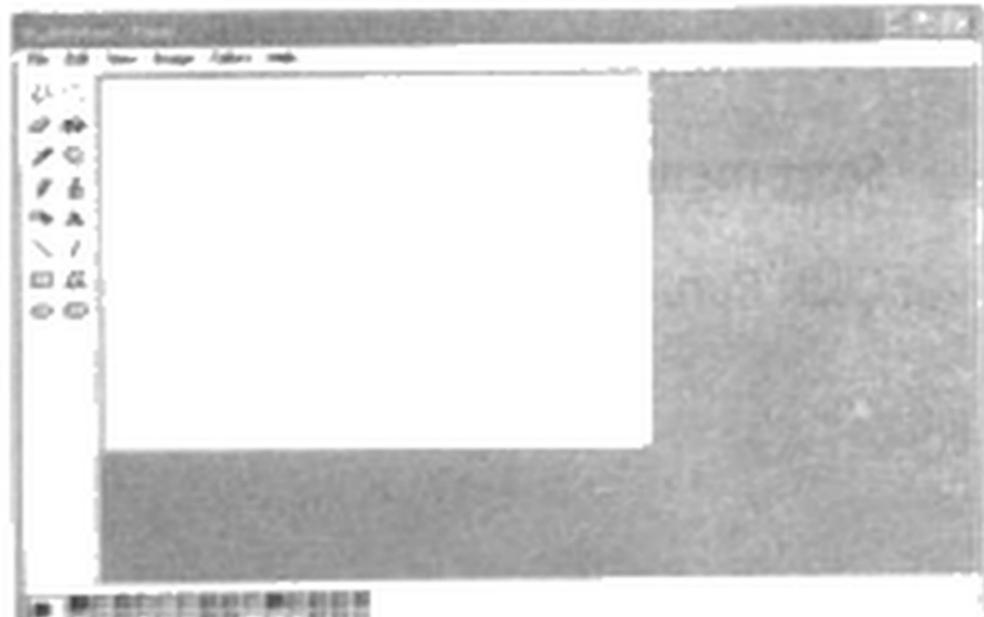
Working with Windows

Opening Paint from Start Menu

➡ Click *Start button* [   ].

➡ *Start menu* appears.

➡ Point to *All Programs* ➡ *Accessories*.

➡ Click *Paint*.
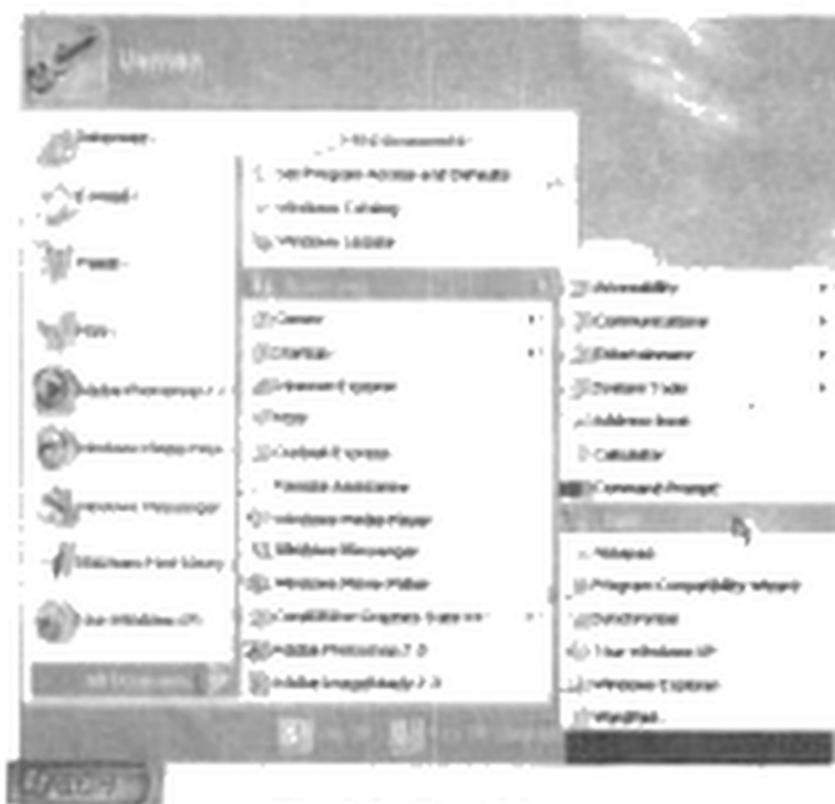
Fig. 2.2c Start Menu

➡ *MS Paint* window appears.

Opening Paint from Run Command

➡ Click *Start Button* [   ].

➡ *Start menu* appears.

➡ Click *Run*.

Working with Windows   Unit - 2

➡ **Run dialog box** appears.

➡ Type the program name and path here.

➡ Click **OK**.

Fig. 2.2e Run Dialogue Box

➡ **MS Paint** window appears.

2.2.1 Get Familiar with a Window

A rectangular area on the computer screen in which an application or document is viewed and accessed is known as a **window**. A window allows a user to work easily with multiple programs. User can minimize, maximize, hide, resize and view a window.

A window and its different parts are shown below.
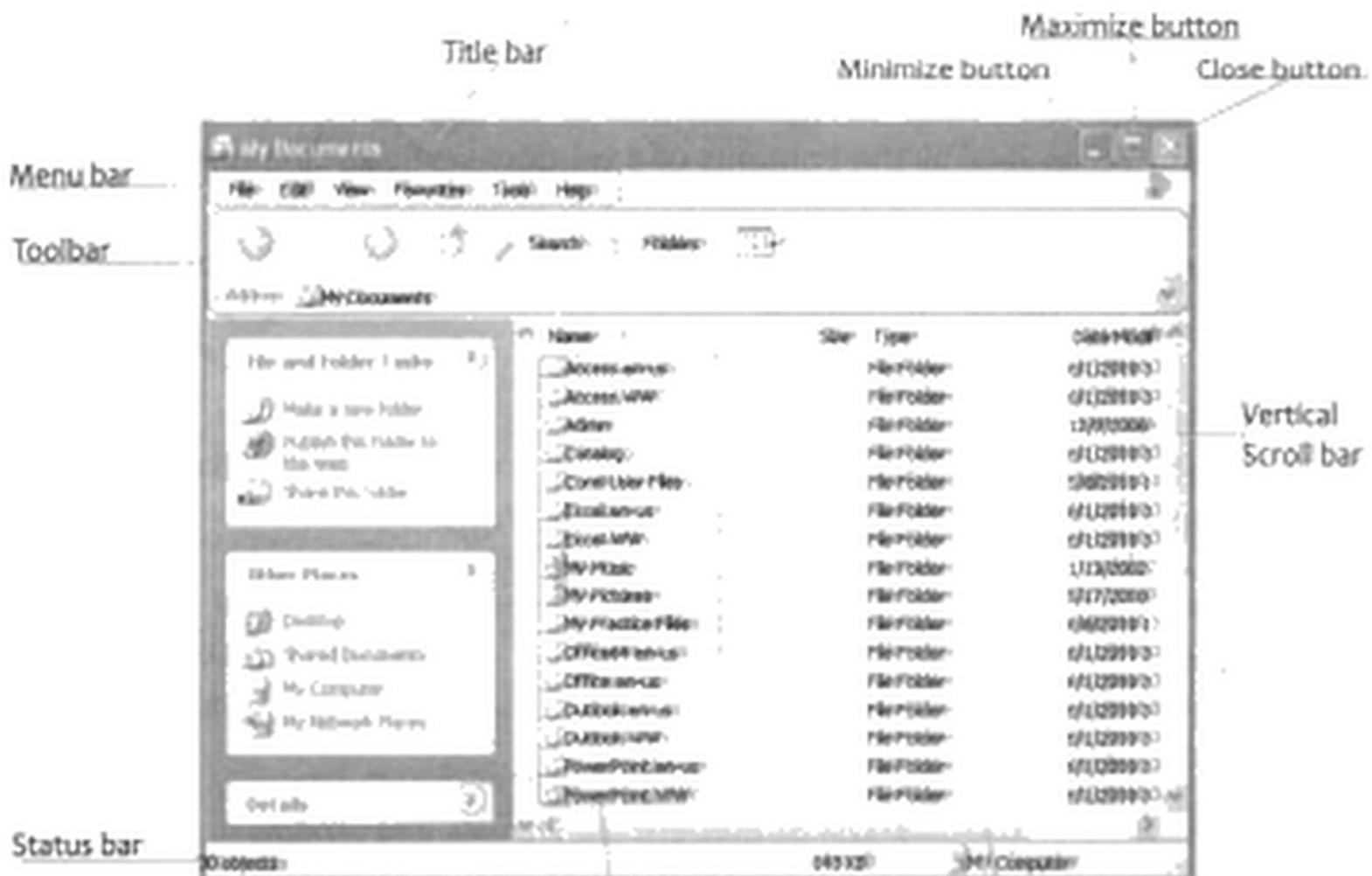
Working with Windows | Unit - 2

Title Bar

The horizontal bar at the top of a window is known as *Title bar*. It contains the name of the window/application and its icon at left corner and control buttons (maximize, minimize and close) at the right corner.

My Documents

Menu Bar

The *Menu bar* is located under the *Title bar* on a window. A *Menu bar* of a window contains different menus such as *File*, *Edit*, *View*, *Favorites*, *Tools* and *Help*. These menus contain all the commands regarding the application/window.

Toolbar

A *Toolbar* is situated under the Menu bar of a window. It contains different command buttons with their icons so a user can easily access these commands.

Status Bar

Status bar gives information about the window and its contents. It is usually located at the bottom of a window. Not all windows have a status bar.

Scroll Bar

Scroll bar is used to view all the contents of a window vertically and horizontally. It appears when the contents of a window do not fit in its size.

Vertical scroll bar appears on the right side of the window. *Horizontal scroll* bar appears at the bottom of the window.

Control Buttons

The buttons on the top right corner of a window are known as **control buttons**. They consists of Minimize, Maximize and Close buttons.

Minimize Button

Minimize button is used to reduce a window to a button on the taskbar. A user can re-display the window at any time by

Close Button

Close button is used to close an open window or application.

Maximize/Restore Button

Maximize button is used to enlarge a window to full screen. It is also known as Restore

2.3 Managing Files and Folders

One of the main features of Microsoft Windows is to manage files and folders. Computer stores data in the form of files. Files are organized in the folders. These files and folders are stored in the drives such as Hard disks, CD/DVD and Flash memory. A user can easily store and retrieve data with the use of files and folders.

File

A *file* is a collection of data that is stored in a computer. There are different types of files such as text files, graphic files, sound files and program files, etc. Files can be stored in various storage devices such as Hard disk, Flash memory drive, CD and DVD drives.

A file consists of two parts : name and type. Suppose you want to save the picture of your friend and give it a name "picture". Computer will save it as picture.jpg.

<div align="center">

picture.jpg

| File | File |
| name | extension |

</div>
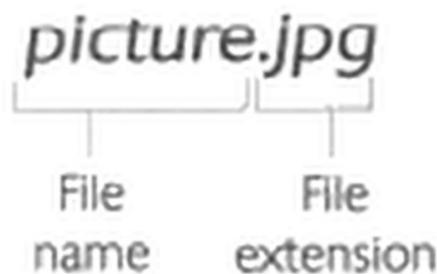
Folder

Folders are like envelops or drawers in which a user can place data. A folder can contain files and even other folders. They are used to organize data.

Folder Icon

Managing Files and Folders | Unit - 2

Importance of Folders

Suppose, Ali is looking for his Math book from a big pile of books. He will have to sift through the pile of books to find Math book. The same thing can happen if someone does not use folders to store data.
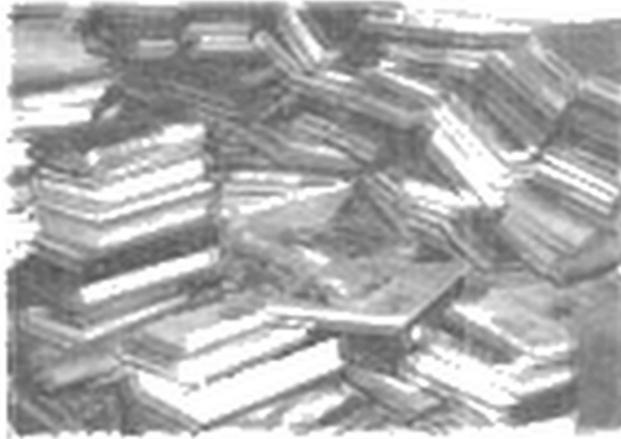
A big pile of books.

Ali can arrange books in the bookshelves.

Shelf 1 : Islamiyat books
Shelf 2 : Urdu books
Shelf 3 : English books
Shelf 4 : Math books
Shelf 5 : Science books

When Ali wants to look for a particular book, it is now much easier to find because they have been organized into several categories. Similarly, data in a computer can be organized in the same way with the help of folders.

Several folders can be created in the computer. For example:

Math   English   Computer   Science
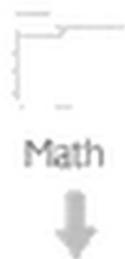
Unit - 2

Drive

A storage area in any storage device is known as *drive*. Drives are named by a letter followed by a colon (such as C:). The storage device can be a Floppy disk, a CD/DVD, a Hard disk and a USB Flash memory.

➡ Open My Computer.
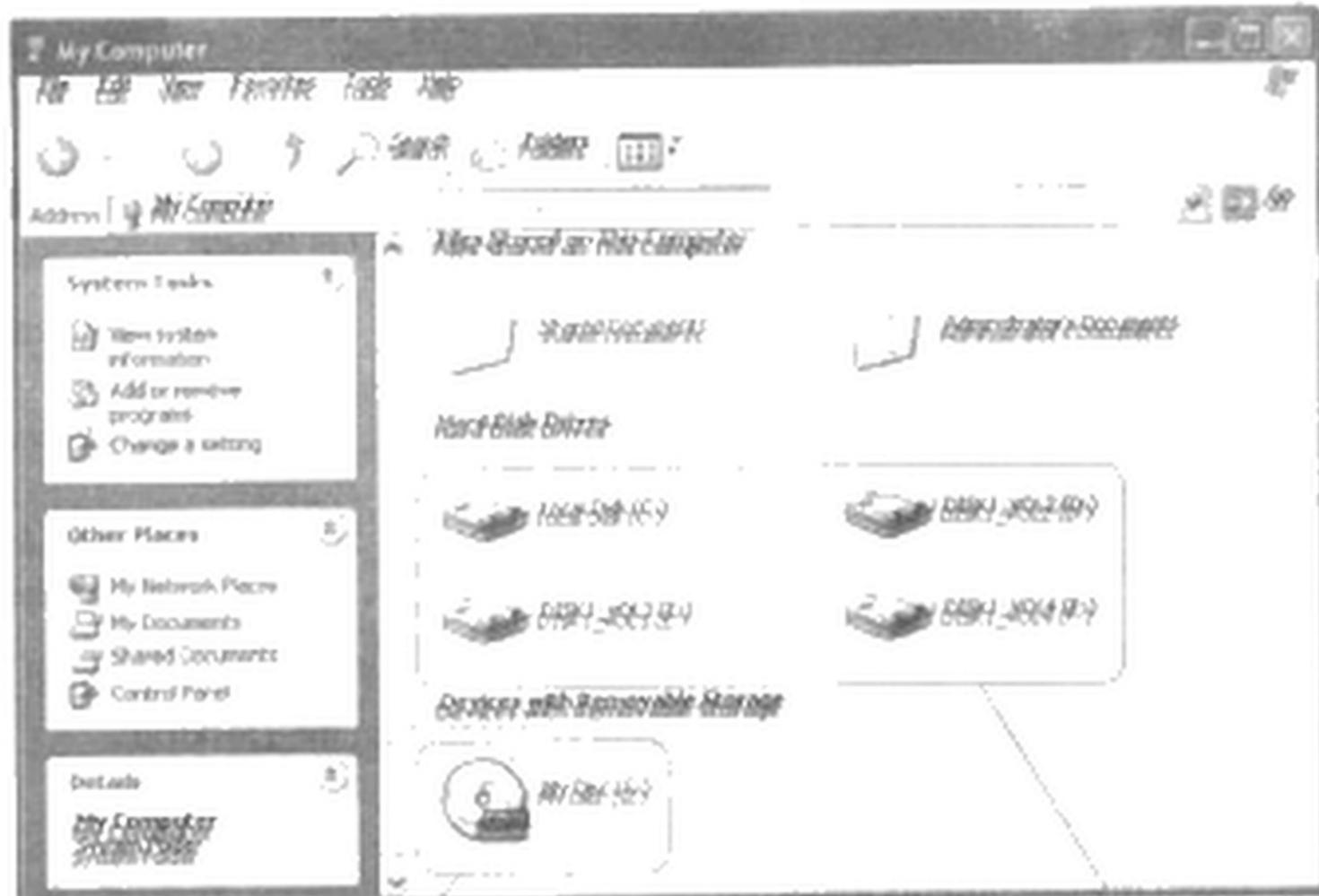
CD drive   *Fig. 2.3 My Computer Window*   Hard disk drives

➡ In this window user can access and get information about all disc drives and other hardware connected to the computer.

2.3.1 Creating a Folder

When a user wants to sort and manage files and data, he/she creates a new folder. There are different methods of creating a new folder in Microsoft Windows.

Creating a Folder using Right Click Menu

➡ **Right click menu**
appears.

➡ Move mouse over *NEW*.

➡ Click the *Folder* option.
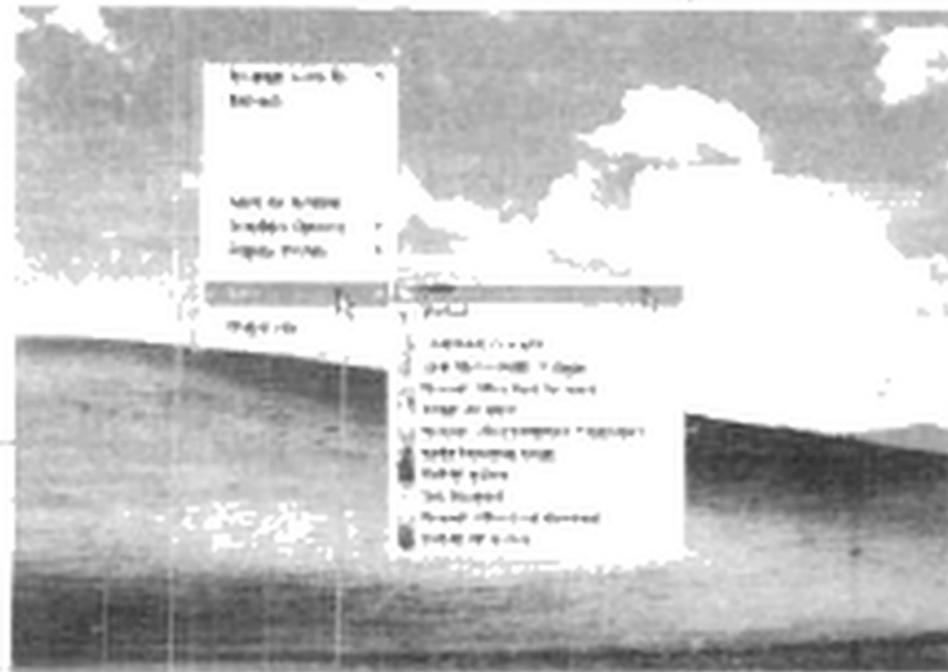
Fig. 2.3.1a Desktop

➡ The new folder appears,
displaying a temporary
name (New Folder).

New Folder

➡ Type a name for the new folder
(for example, My Work)

and press ⏎ .

My Work

A File/Folder name can
contain up to
255 characters, including
spaces.
But, it can't contain any of
the following characters:
/ \ : * ? < > |

➡ A folder with the name *My Work* has been created on the *Desktop*.

Create a Folder from File Menu

➡ Open *My Documents* folder.

➡ Click *File* menu.

➡ Move mouse over
NEW.

➡ Click the *Folder* option.

Managing Files and Folders   Unit - 2

➡ The new folder appears, displaying a temporary name (New Folder).

➡ Type a name for the new folder (for example, My Work) and Press

Fig. 2.3.1c My Documents

➡ A folder with the name *My Work* has been created in *My Document* folder.

Creating a Folder from File and Folder Tasks Pane

➡ Open *My Documents* folder.

➡ Click on *Make a new folder* in the *File and Folder Tasks* pane.

Fig. 2.3.1d My Documents

➡ The new folder appears, displaying a temporary name (New Folder).

Managing Files and Folders

2.3.2 Creating a Blank File

A blank new *File* can also be created by using the *File Menu*.

Creating a blank file from File Menu

➡ Open *My Work* folder in the *My Documents* (Which you have just created).

➡ Click *File* menu.

➡ Move mouse over NEW.

➡ Click the
Text Document option.

Fig. 2.3.2a Creating new text file

➡ A new text file appears, displaying a temporary name (New Text Document)
in the *My Work* folder.

➡ Type a name for the
new file (i.e. My First File)
and press ⏎.

Fig. 2.3.2b My Work Folder

Managing Files and Folders   **Unit - 2**

Creating a blank file from Right Click Menu

A blank new *File* can also be created by using the *Right Click Menu*.

➡ Open *My Work* folder in the *My Documents* (Which you have just created).

➡ Right click in the folder.

➡ *Right click menu* appears.

➡ Move mouse over NEW.

➡ Click the Text Document option.

Fig. 2.3.2c Right click menu

➡ A new text file appears, displaying a temporary name (New Text Document) in the *My Work* folder.

➡ Type a name for the new file (i.e. My First File) and press ⏎.

Fig. 2.3.2d My Work Folder

➡ A blank new text file with the name *My First File* has been created in the

2.3.3 Copying a File/Folder

Copying a file/folder is reproducing it at another location (destination) without removing it from its original location. Copy feature is used when a user wants to make an exact copy of a file/folder.

Copying a file/folder to the Desktop

➡ Open *My Work* folder in the *My Documents* (Which you have just created).

➡ Select the file (*My First File*).

➡ Click *Copy this file* in the *File and Folder Tasks Pane.*

Fig. 2.3.3a My Work Folder

➡ *Copy Items* window appears.

Select the destination (*Desktop*) to paste the file.

➡ Click *Copy.*

➡ A copy of the selected file will appear on the *Desktop.*
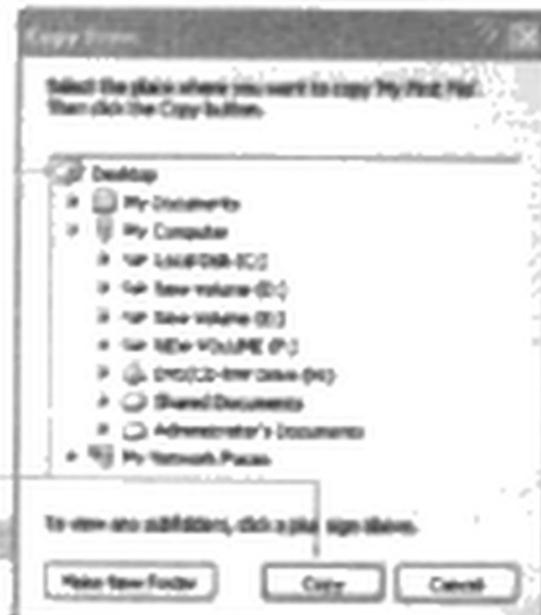
You can also copy a file/folder by using right click menu and

2.3.4 Moving a File/Folder

Moving, cuts the file/folder from its original location and places it at a new location. Cut feature is used when a user wants to shift a file/folder from one location to another.

Moving a file/folder to the Desktop

➡ Open *My Work* folder in the *My Documents* (Which you have just created).

➡ Select the file (*My First File*).

➡ Click *Move this file* in the *File and Folder Tasks* Pane.

Fig. 2.3.4a My Work Folder

➡ Move Items window appears.

➡ Select the destination (*Desktop*) to paste the file.

➡ Click *Move.*

➡ Selected file will be moved on the desktop.

You can also move a

2.3.5 : Dragging a Folder

A user can also move a file/folder to another location by dragging.

Dragging a file, folder to the Desktop

➡ Open *My Documents* folder.

➡ Select *My Work* folder (Which you have just created).

➡ Now drag this folder on the desktop.

➡ Selected folder will be moved to the desktop.

Fig. 2.3.5a My Documents and Desktop

➡ You can also drag this selected folder back to *My Documents* folder.

2.3.6 Deleting

A user can delete a file/folder that is no longer required.

Deleting a file/folder

➡ Open *My Documents* folder.

➡ Select *My Work* folder.

➡ Click *Delete this folder* in the *File and Folder Tasks Pane* or press *Delete* key on the keyboard.

Fig. 2.3.6 My Documents

➡ A warning message will appear.

➡ Click *Yes* to confirm the delete action.

➡ You will find that the folder (*My Work*) has been deleted.
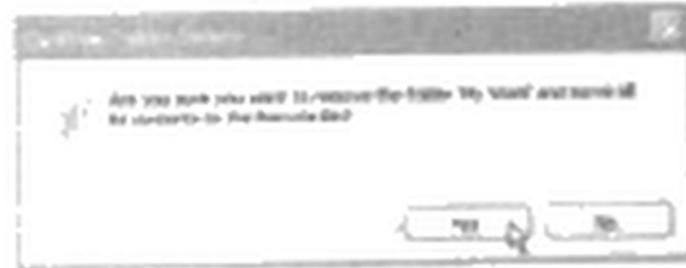
You can also delete a file/ folder by using right click properties and File menu.

On deleting a file or folder, it is stored in the Recycle bin before it is

Introduction to Windows   **Unit - 2**

Summary

- *Microsoft Windows* is a software which provides a platform to work on a computer.

- The main screen of the Microsoft Windows is known as *Desktop.*

- The *Start button* displays a list of items called *Start menu.*

- *Taskbar* is placed at the bottom of the screen in the Windows. It includes Start button, Quick Launch toolbar, Taskbar buttons and Notification area.

- The area at the bottom right on the screen is known as *Notification area.*

- *Icons* are small images that represent different types of programs and files.

- *My Computer* gives access to all disk drives and other hardware connected to the computer.

- *My Documents* folder is used to save documents such as letters, reports, pictures and media files.

- *Recycle Bin* is the place where Windows stores deleted files.

- A rectangular area on the computer screen in which an application or document is viewed and accessed is known as a *window.*

- The horizontal bar at the top of a window is known as *Title bar.*

- *Maximize button* is used to enlarge a window to full screen and restore it.

- *Minimize button* is used to reduce a window to a button on the taskbar.

- *Close button* is used to close an open window.

- A *Menu bar* of a window contains different menus such as File, Edit, View, Favorites, Tools and Help.

- A *Toolbar* contains different command buttons so a user can access them easily.

- *Status bar* gives information about the window and its contents.

- *Scroll bar* is used to view all the contents of a window vertically and horizontally.

- A *File* is a collection of data that is stored on a computer.

- *Folders* are like envelops or drawers in which we can store...

Introduction to Windows   **Unit - 2**

Exercise

Q.1 Tick the right choice.

i)_____ is a software that provides a platform to work on a computer.

    a) Microsoft Windows   b) Mouse
    c) Hardware   d) Scanner

ii) The main screen of the Microsoft Windows is known as _____.

    a) Front top   b) Welcome screen
    c) Desktop   d) Home

iii)_____ gives complete control of the computer under one menu.

    a) Windows menu   b) Start help
    c) Start menu   d) Desktop

iv) Taskbar is placed at the _____ of the screen in Windows.

    a) Left   b) Right
    c) Top   d) Bottom

v)_____ is a place where Windows stores deleted files.

    a) My Documents   b) My Computer
    c) Recycle Bin   d) Desktop

vi) Time is displayed in the _____.

    a) Quick Access Launcher   b) Start menu
    c) Notification area   d) Task buttons

vii) _____ icon gives access to Hard disk and other hardware.

    a) My Document   b) Recycle Bin
    c) Internet Explorer   d) My Computer

viii) A _____ allows a user to work with multiple programs.

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ix) The window/program name is shown on the _____ bar.

   a) Menu   b) Tool

   c) Title   d) Status

x) _____ bar gives information about the window and its contents.

   a) Status   b) Scroll

   c) Task   d) Title

xi) _____ is a collection of data that is stored on a computer.

   a) Record   b) Data store

   c) File   d) Information

xii) Folders are like _____ in which you can place files/folders.

   a) Envelops   b) Notebooks

   c) Files   d) Registers

xiii) _____ feature is used to make an exact copy of a file/folder.

   a) Copy   b) Cut

   c) Drag   d) Delete

xiv) Cut feature is used to _____ a file/folder from one location to another.

   a) Copy   b) Shift

   c) Delete   d) Arrange

xv) A _____ is named by a letter followed by a colon (:).

   a) File   b) Folder

   c) Drive   d) Window

Q.2 Fill in the Blanks.

I) Desktop contains _____ of different file/folders and program.

ii) _____ is used to search information on the World Wide Web.

iii) _____ bar contains different menus.

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v) _____ bar is used to view all the contents of a window horizontally and vertically.

vi) _____ button is used to enlarge a window to full screen.

vii) Minimize button is used to reduce a window to a button on the _____.

viii) There are _____ ways to open a program/window.

ix) A file consists of two parts : name and _____ .

x) _____ are used to organize data.

Q.3 Differentiate between the following.

I) Desktop and Start menu.

ii) My Documents icon and My Computer icon.

iii) Maximize button and Minimize button.

iv) File and Folder.

v) Copy a file/folder and Cut a file/folder.

Q.4 Define the following.

I) Desktop	ii) Folder	iii) Start menu
iv) A window	v) Task bar	

Q.5 Give brief answers to the following questions.

I) Describe the steps of the Start up procedure of the Windows.

ii) What is Start menu?

iii) Describe the function of the Notification area.

iv) How many ways are there to open a window/program in Windows?

v) What is a Drive?

vi) What is a file? Write the parts of a file with an example.

vii) How can a user create a folder using right click menu?

viii) What is the importance of folders? Explain briefly with an example.

Introduction to Windows

Q.6 Match column A with column B and write the numbers of matching pairs in column C.

A	B	C
I) Desktop	a) My Computer	_____
ii) Close button	b) World Wide Web	_____
iii) Start menu	c) .doc	_____
iv) Drive	d) Name of the window	_____
v) File Extension	e) Close a window/program	_____
vi) Desktop Icon	f) Turn off button	_____
vii) Notification Area	g) Volume Control	_____
viii) Title bar	h) Quick Access Launcher	_____
ix) Internet Explorer	I) C:	_____
x) Taskbar	j) Main Screen	_____
	k) Different menus	
	l) Shift a file/folder	

Q.7 Label the following diagrams.

a)

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b)
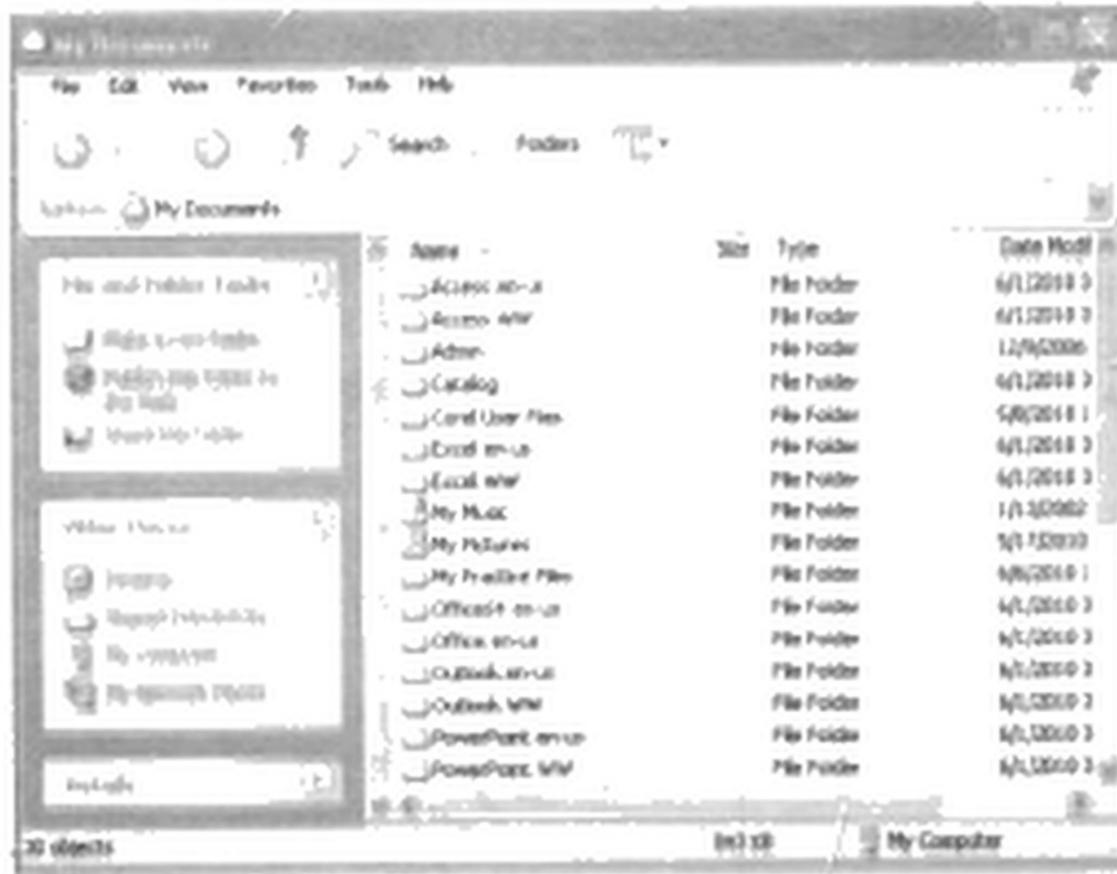
Lab Activity (Change .... p background)

You can set any picture as a desktop background.

➡ **Right click** anywhere on the Desktop.

➡ Click **Properties**.
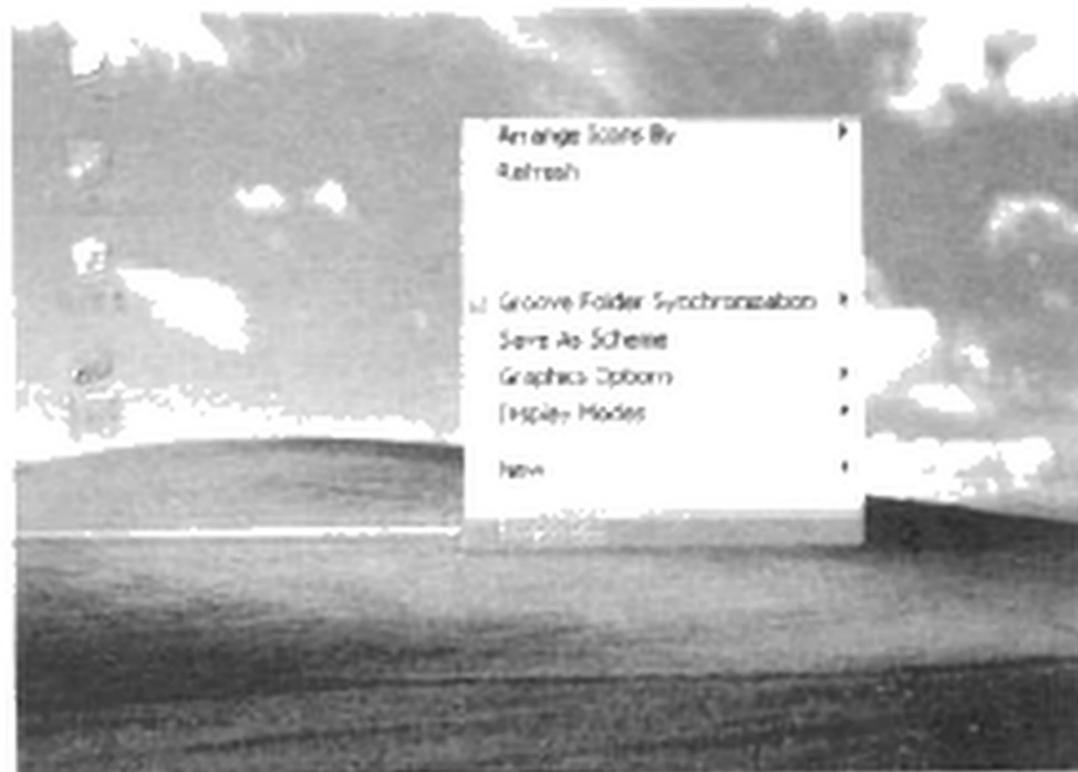
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➡ *Display Properties dialogue box* appears.

➡ Click *Desktop tab.*

➡ Select any image from *Background* list.

➡ Click *Apply.*

➡ Click OK to close the *dialogue box.*

➡ The background of your *desktop* is changed.
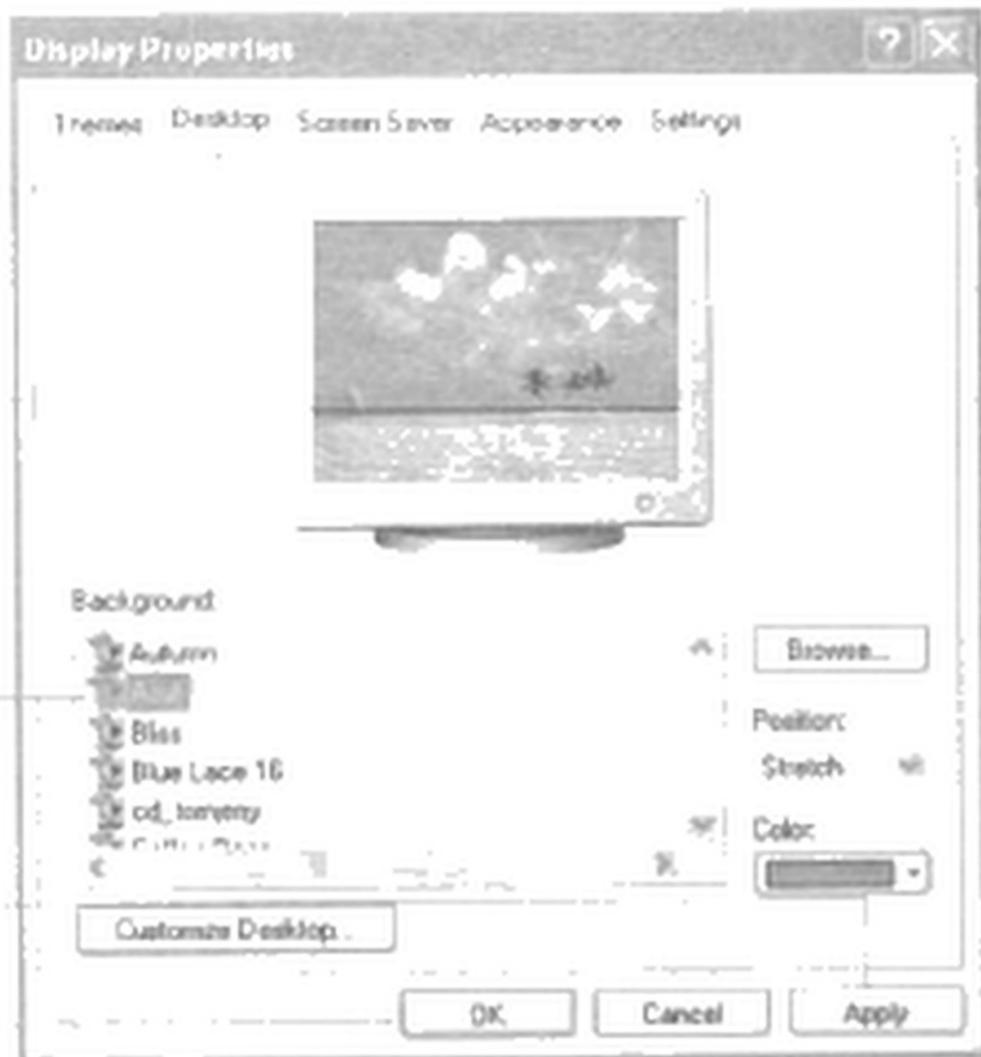
Lab Activity (Start Menu)

Write the names of frequently used programs from the Start menu of your computer.

_____   _____

_____   _____

_____   _____

Lab Activity (Notification Area)

Write the names of items displayed on the Notification area of your computer.

_____   _____

_____   _____

Lab Activity (Drives)

How many drives are there in your computer?_____

Write the names of drives in your computer.

UNIT
3

Office 2007

COMMONLY USED SOFTWARE
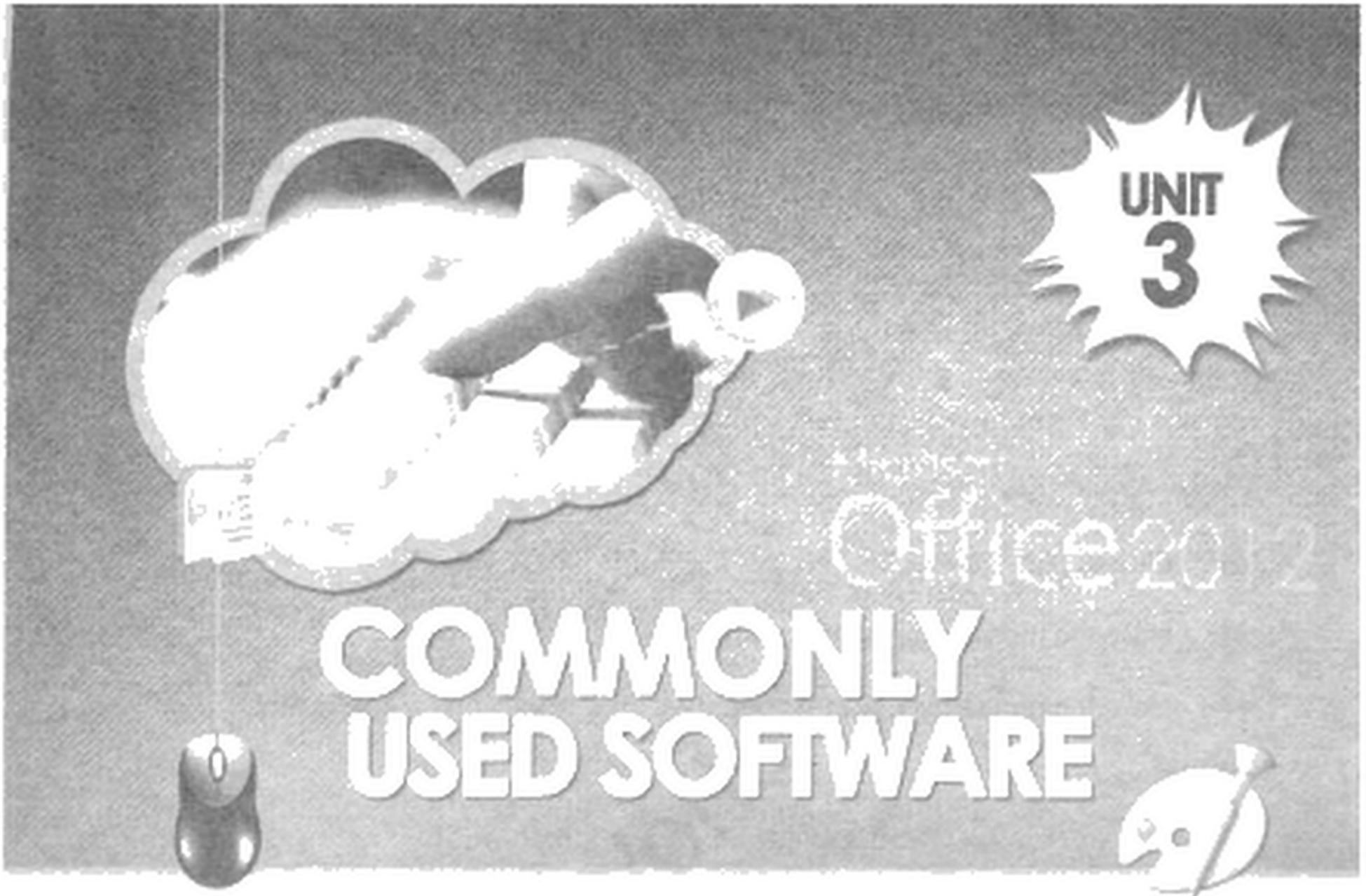
Software refers to the instructions given to a computer to perform a specific task. The games we play and the programs that we use on the computer are software. There are different types of software. We will discuss four of them in this unit, i.e. MS Paint, MS Word, Typing Tutor and Media Player.

Learning Objectives:

After completing this unit, students will be able to:

- recognize Microsoft Paint window
- get familiar with Menu bar, Toolbox and Color box
- draw with Pencil tool
- use Shape, Spray, Brush and other tools
- copy/paste and modify an image
- save a file
- recognize keys of right and left hands on the keyboard

- recognize Word 2007
- identify MS Word User Interface
- create a new document
- edit, select and delete text
- copy, cut and paste text
- know Fonts, Font size
- know Font styles
- align and change case of text
- check spelling and grammar
- save and print a document

Unit - 3

3.1 Working With Microsoft Paint

MS Paint is a graphics software. It is one of the commonly used software for beginners. It is used to draw and edit pictures and graphics on a computer. A user can also use *Paint* to view and edit scanned photos.

Opening MS Paint

➡ Click the *Start* button.

➡ Move the mouse over *All Programs*.

➡ Move the mouse over *Accessories*.

➡ Click the *Paint*. ─────────

Accessories

Working With Microsoft Paint

Unit - 3

➡️ Window of *Paint* appears.

Title bar

Restore Button

Minimize Button

Close Button

Menu Bar — File Edit View Image Colors Help

Toolbox

Canvas or Drawing Area

Vertical Scroll Bar

Color Box

For Help, click Help Topics on the Help Menu.

Fig. 3.1b Paint Window

Status Bar

Horizontal Scroll Bar
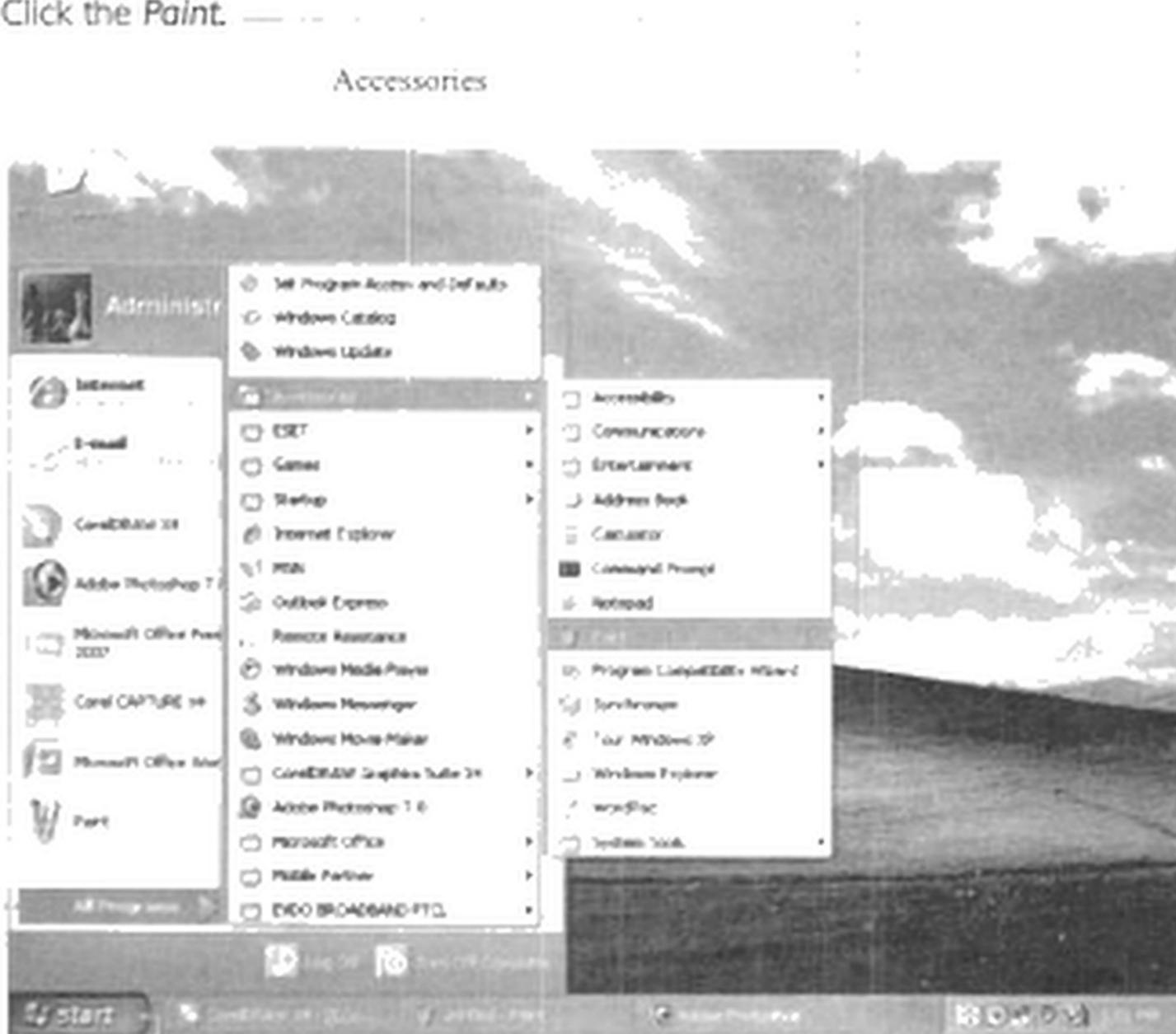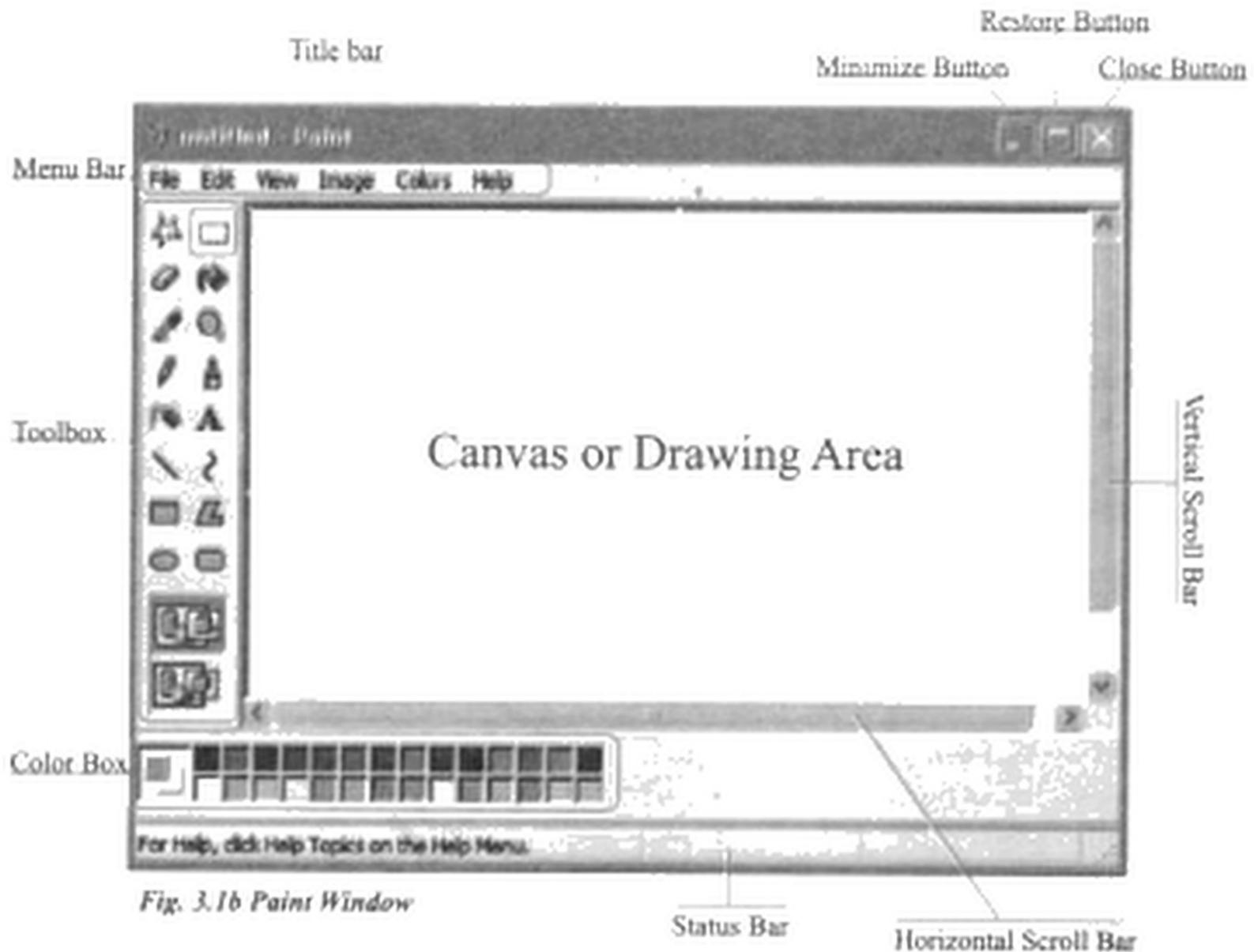
3.1.1 Menu Bar

Menu bar is located under the title bar. It contains different menus. There are six menus for different purposes such as File, Edit, View, Image, Colors and Help.

3.1.2 Toolbox

Toolbox contains tools to create, fill and edit objects. **Paint** has plenty of tools for drawing and painting a picture.

The lower part of the toolbox changes to give more options about the selected tool.

Free-Form Select Tool is used to select a freeform area.

Eraser Tool erases part or all of the picture.

Pick Tool is used to choose a color from the working area.

Pencil Tool is used to draw thin wavy lines.

Airbrush Tool creates a spray pattern.

Line Tool is used to draw straight lines of different thicknesses.

Rectangle Tool is used to make rectangles.

Ellipse Tool is used to make ellipses.

The lower part of the Toolbox gives you more options relating to the selected tool.

Select Tool is used to select a rectangular area.

Fill with Color Tool is used to fill an enclosed shape with a color.

Magnifier Tool is used to zoom in and get a detailed view of the work.

Brush Tool is used to draw lines of different thickness.

Text Tool creates a text frame in which you can type text.

Curve Tool is used to draw curved lines of different thickness.

Polygon Tool is used to draw different types of polygon.

Rounded Rectangle Tool is used to draw rectangles with rounded corners.

Fig. 3.1.2 Toolbox

3.1.3 Color Palette

The *Color Palette* consists of two rows of colored boxes. The default foreground and background colors appear in the left of the color box. The top color square represents the *foreground* color. The bottom color square represents the *background* color.

The *foreground* color is used for lines, borders of shapes and text. You can change this color at

The *background* color is used to fill the inside of enclosed shapes and the background of text frames

Working With Microsoft Paint   **Unit - 3**

3.1.4 Draw Lines

Paint lets you draw the following types of lines.

Pencil Tool

Pencil Tool is used to draw freehand. However, we cannot adjust the thickness of the line.

Brush Tool

Brush Tool is used to make different types of brush strokes.

Line Tool

Line Tool is used to draw straight lines of different colors and thickness.

Curve Tool

Curve Tool is used to draw curved lines of different colors and thickness.

Drawing Straight Lines

➡ Select the Line tool ◲ from the *Toolbox.*

➡ Below the *Toolbox,* click a line width.

➡ Move the mouse pointer in the drawing area.

➡ Press and drag the mouse button to draw a line.

Line Thickness

Starting point

+ Releasing point

➡ Choose a new color from the color box.
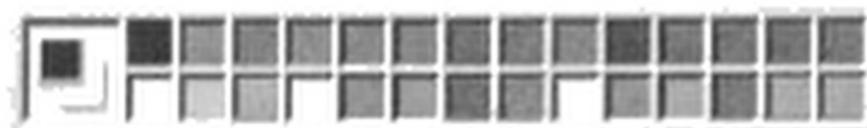
Working With Microsoft Paint   **Unit - 3**

➡ Similarly, draw lines in different colors and thickness all over the screen.
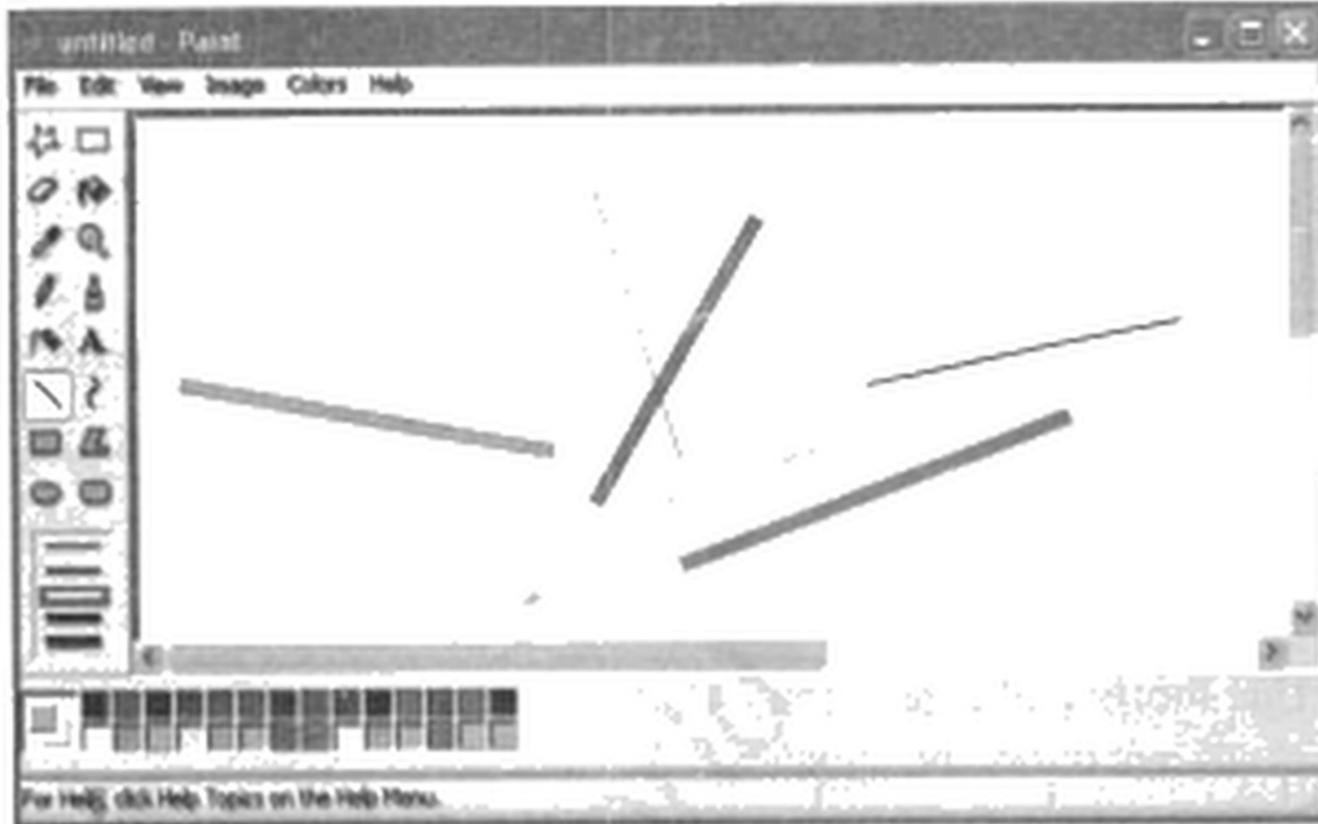
Fig. 3.1.4a Line Tool

You can draw a perfectly horizontal, vertical and 45-degree diagonal line by holding the Shift key while dragging.

Drawing Curved Lines

➡ In the *Toolbox*, click *Curve Tool*.

➡ Below the *Toolbox*, click a line width/thickness.

Line Thickness

➡ Draw a straight line by dragging the pointer.

➡ To curve the line, press and then drag the pointer until it curves the way you want.

➡ Repeat this step for the second arc.
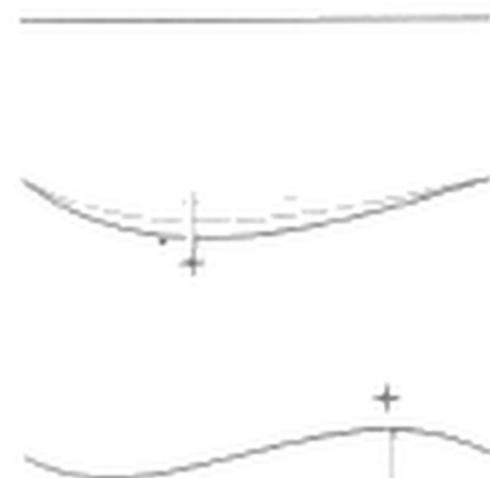
➡ Similarly, draw curves in different colors and thickness all over the screen.

Fig. 3.1.4b Curve Tool

Using Pencil Tool (My Self)

➡ In the *Toolbox*, click *Pencil Tool* ![pencil icon] .

➡ Try to draw yourself using the *Pencil Tool*.

➡ Write your name too.

Working With Microsoft Paint
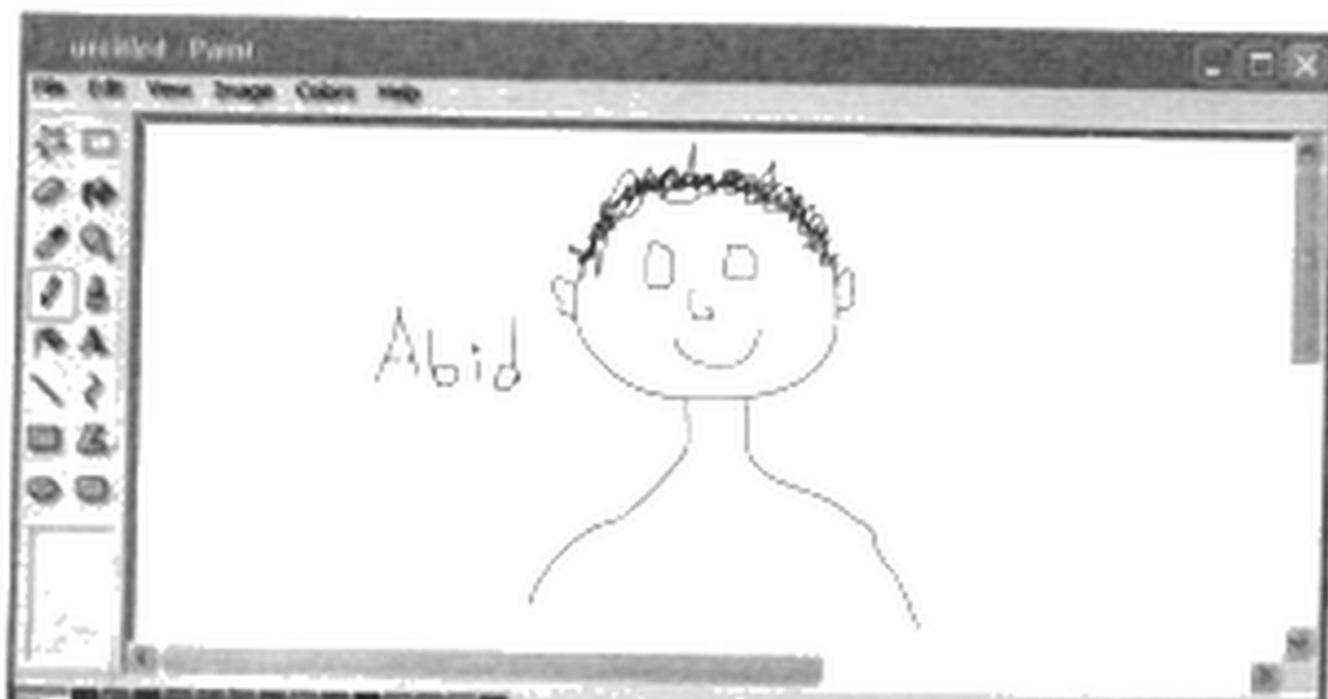
Using Fill with Color Tool

➡ In the *Toolbox*, click *Pencil Tool* .

➡ Draw a long twisted line in the drawing area.

➡ Fill in the shapes with different colors using *Fill With Color Tool* .
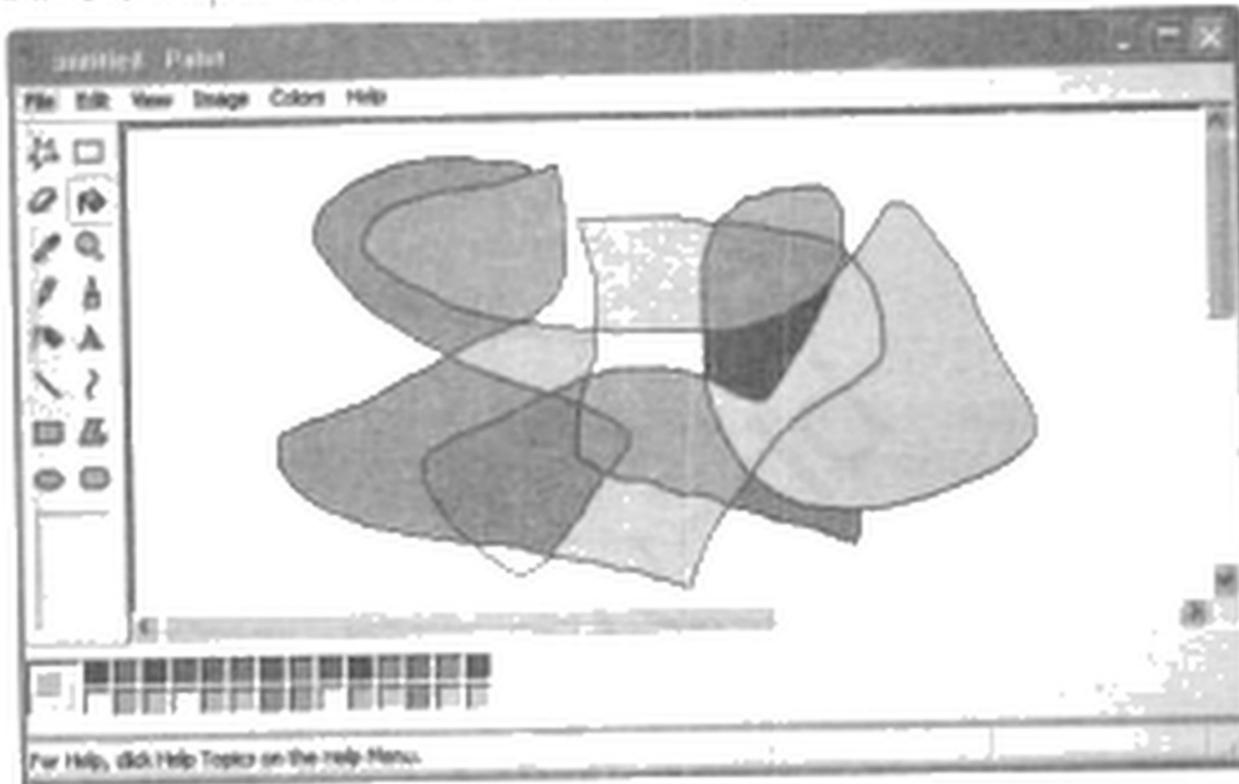
Fig. 3.1.4d Fill With Color Tool

Using Brush Tool

With *Pencil Tool* the line thickness always stays sharp and narrow. But with *Brush Tool* a user can change the thickness and shape of the line.

➡ Use different brush shapes and colors to draw lines like these.

Working With Microsoft Paint   Unit - 3
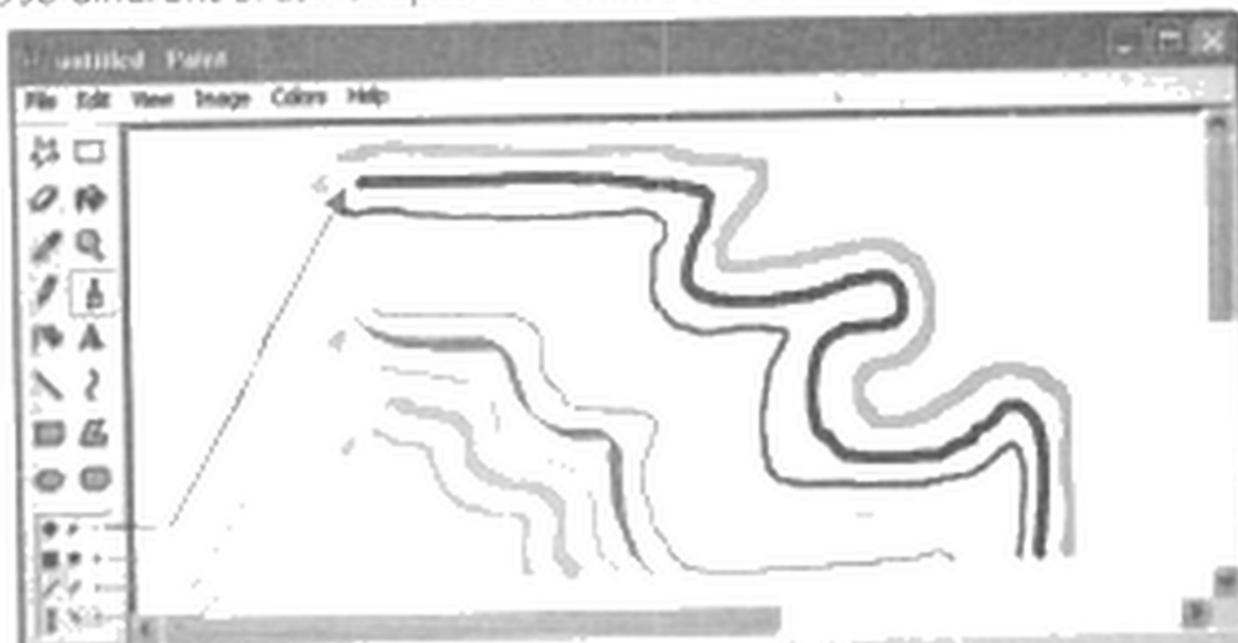
Using Airbrush Tool

➡ In the *Toolbox*, click *Airbrush Tool*

➡ Use different spray sizes and spray as follows.
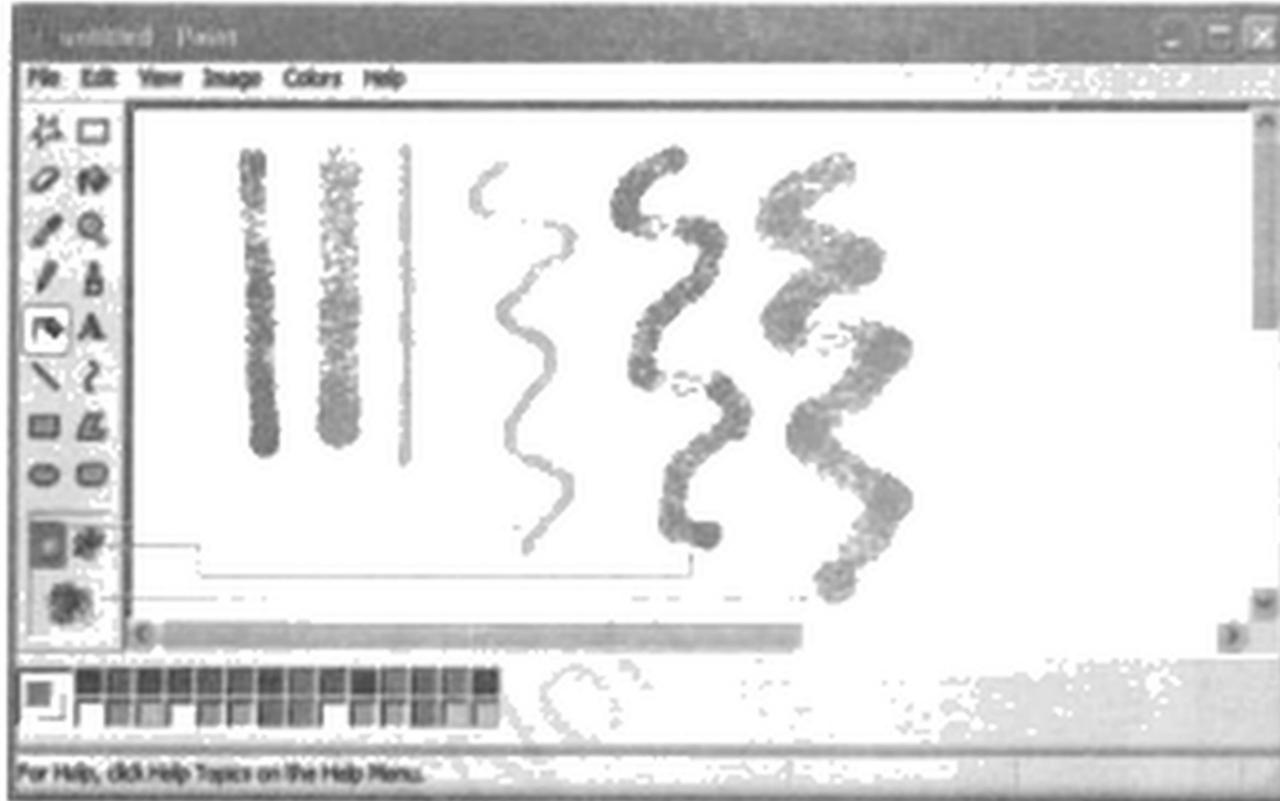
Fig. 3.1.4f Airbrush Tool

3.1.5 Shape Tools

We can draw shapes like circles, rectangles, triangles, squares, etc. using *Shape Tools*.

Rectangle Tool

Rectangle Tool is used to draw rectangles. To draw a square, hold the Shift key while dragging.
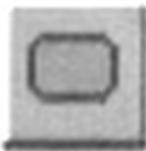
Rounded Rectangle Tool

Rounded Rectangle Tool is used to draw rectangles with rounded corners.
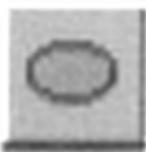
Ellipse Tool

Ellipse Tool lets you make ellipses. To draw a perfect circle, hold the Shift key while dragging.

Polygon Tool

Polygon Tool is used to draw different types of

Working With Microsoft Paint

Drawing Rectangles

➡ Select the *Rectangle Tool* .

➡ Move the mouse pointer in the drawing area.

➡ Press and drag the mouse diagonally to draw a rectangle. Then release the mouse button.

➡ Make rectangles all over the screen and color them.

Starting point

Releasing point
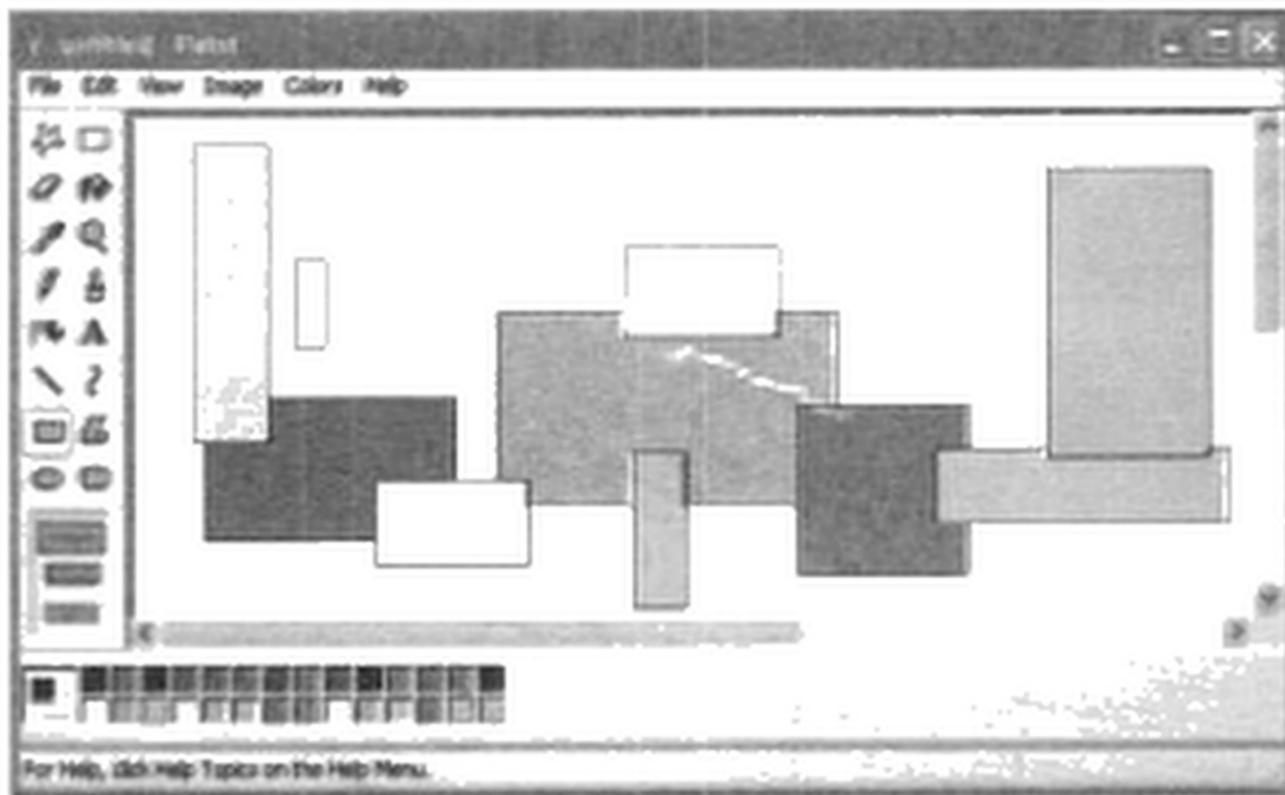
Fig. 3.1.5a Rectangle Tool

Paint offers three options to create a shape.
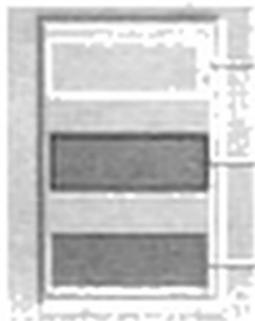
- Draws the outline of a shape.

— Draws the outline of a shape and fills the inside with color.

— Draws a colored shape with no outline.

Drawing Ovals

➡ Select the *Ellipse Tool* .

➡ Move the mouse pointer in the drawing area.

Starting point

➡ Make ovals all over the screen and color them.
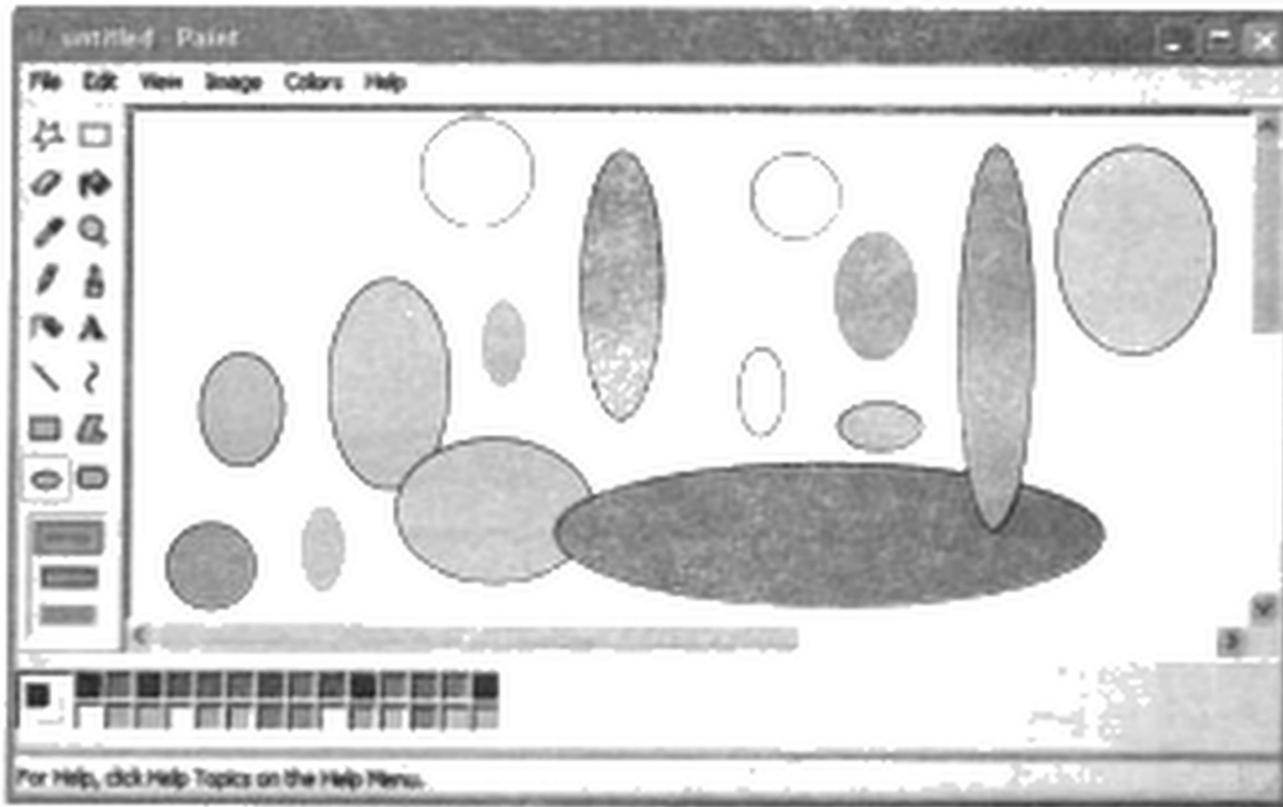
Fig. 3.1.5b Ellipse Tool

Using Text Tool

➡ In the Toolbox, click the Text Tool 🅰

➡ To create a text frame, drag the pointer diagonally to the size you want.

➡ On the Text toolbar, click the font, size and style you want for the text.

➡ Click inside the text frame to type text.

Starting point

Shazia Khan
Class: 6
Section: C

Releasing point
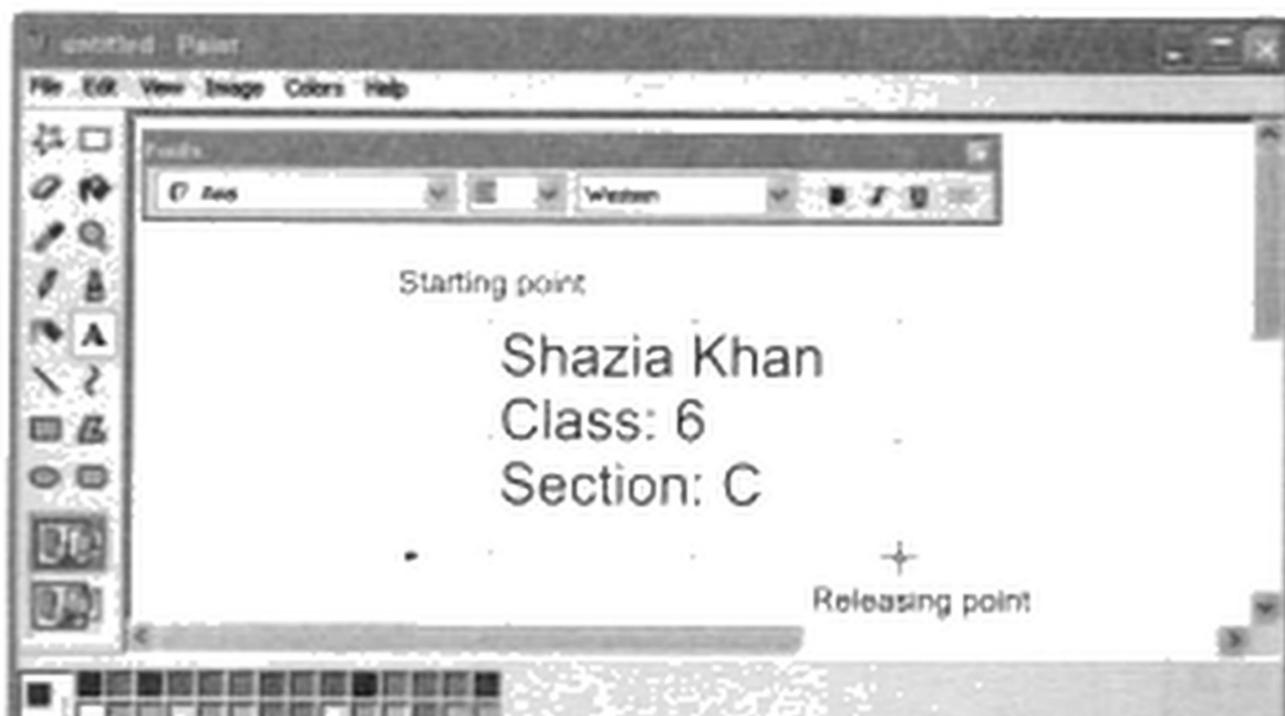
You can enter text in a text box only once. After you click outside the box, you cannot make it active again.

3.1.6 Copy/Paste and Modify an Image

➡ Using *Ellipse Tool*, draw a balloon and color it pink.

➡ Draw an oval inside the circle and color it light pink.
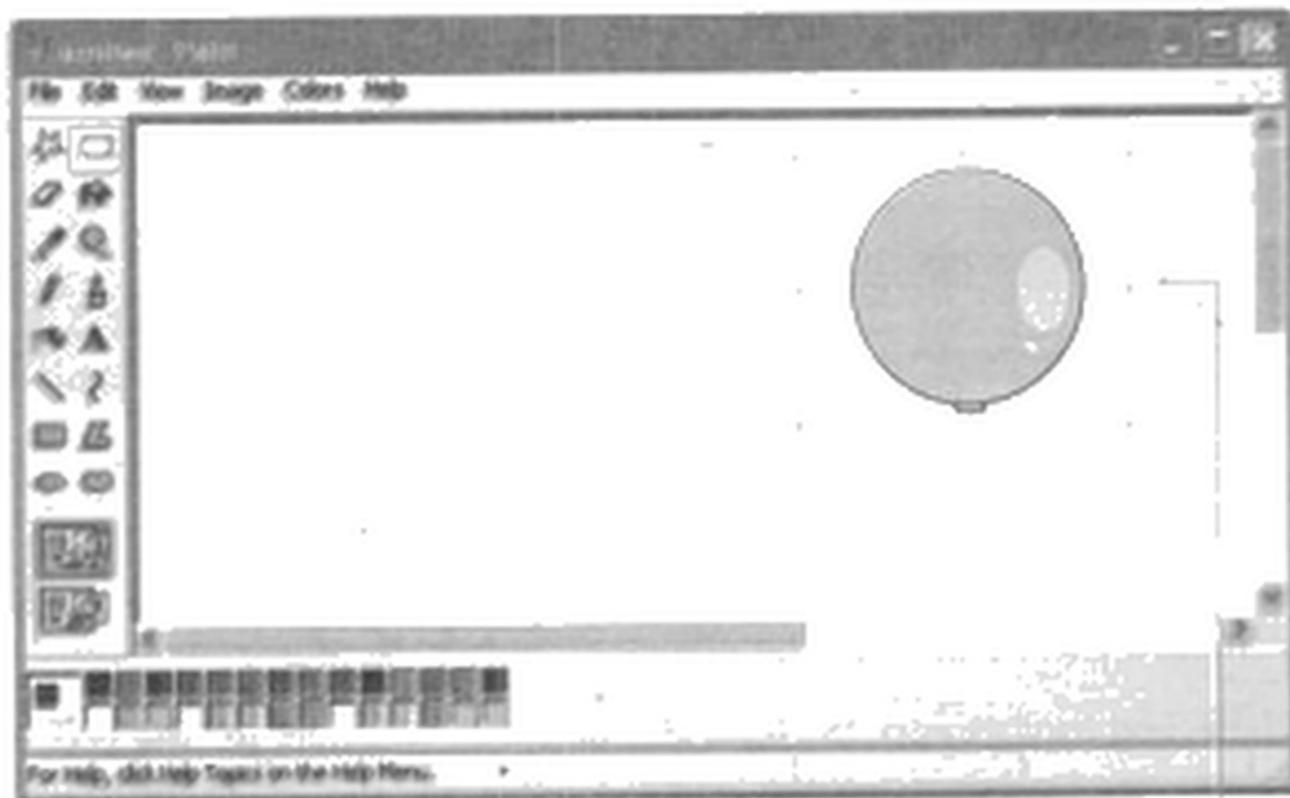
Fig. 3.1.6a Drawing a Balloon

➡ Click the *Selection Tool* [ ] and drag the mouse to select the balloon.

➡ On the *Edit* menu, click Copy.

➡ On the *Edit* menu, click *Paste*.
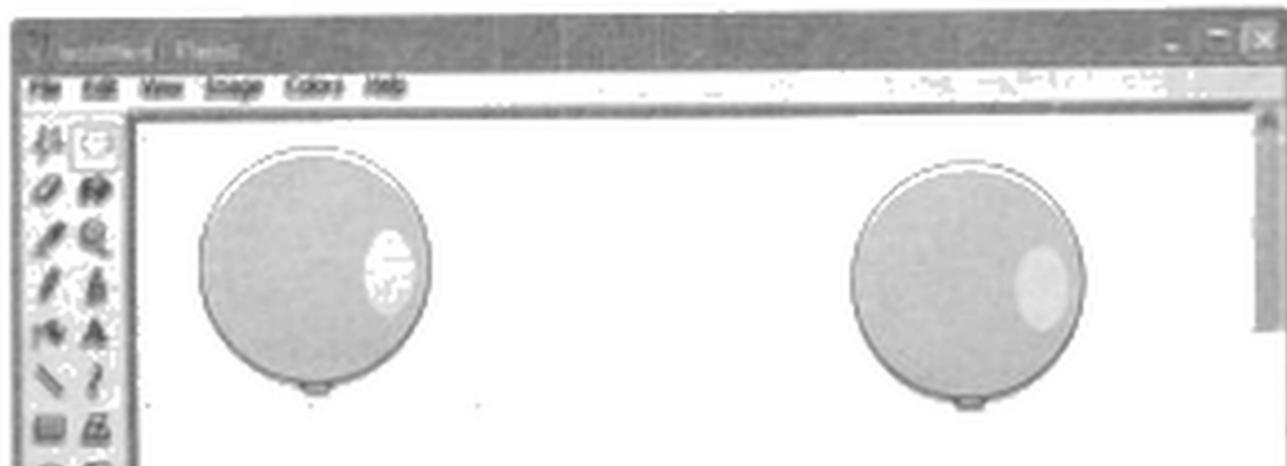
Working With Microsoft Paint   Unit - 3

➡ Change the color of the balloon and drag it to a new location.

➡ On the *Image* menu, click *Stretch/Skew.*

➡ *Stretch and Skew* dialogue box appears.
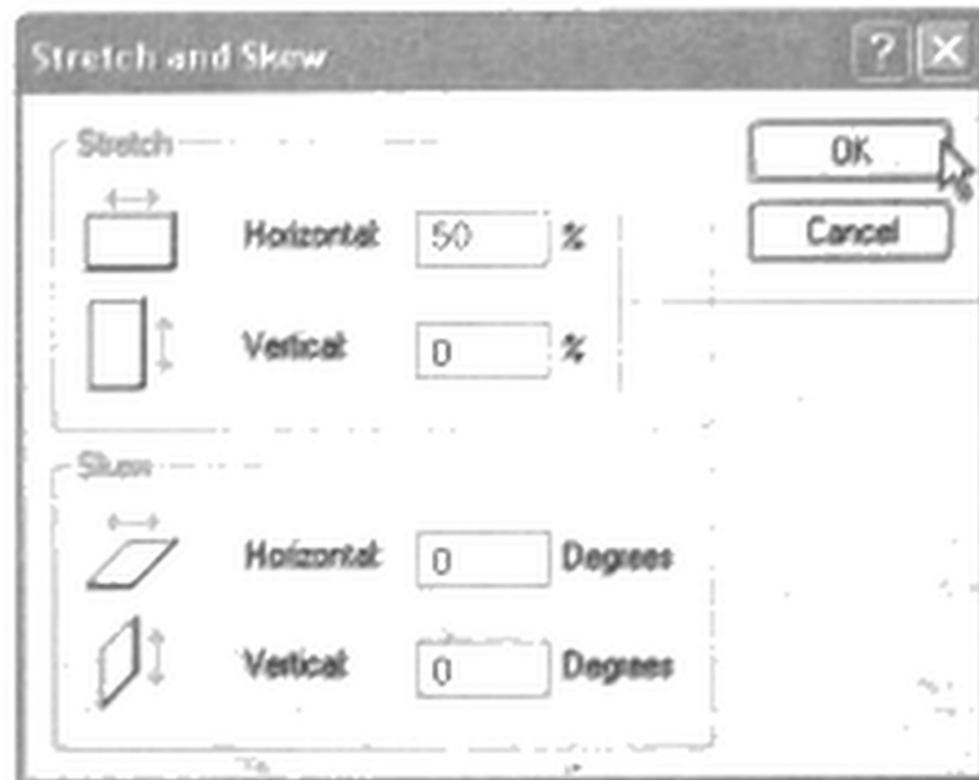
Fig. 3.1.6c Stretch and Skew Dialogue Box

➡ Under **Stretch**, type the percent to stretch the image horizontally or vertically.

➡ Click **OK.**

➡ The balloon is stretched horizontally.

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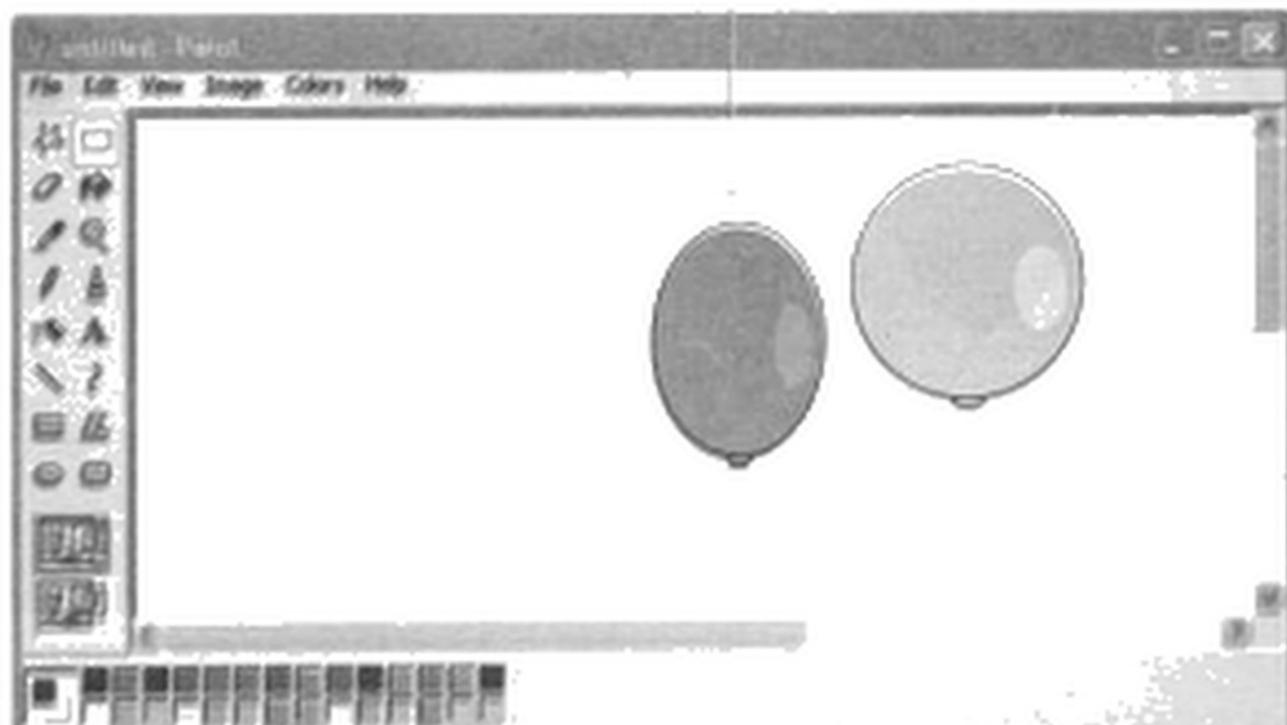
➡ Similarly complete the drawing as given below.

➡ Also draw a thread using *Curve Tool*.
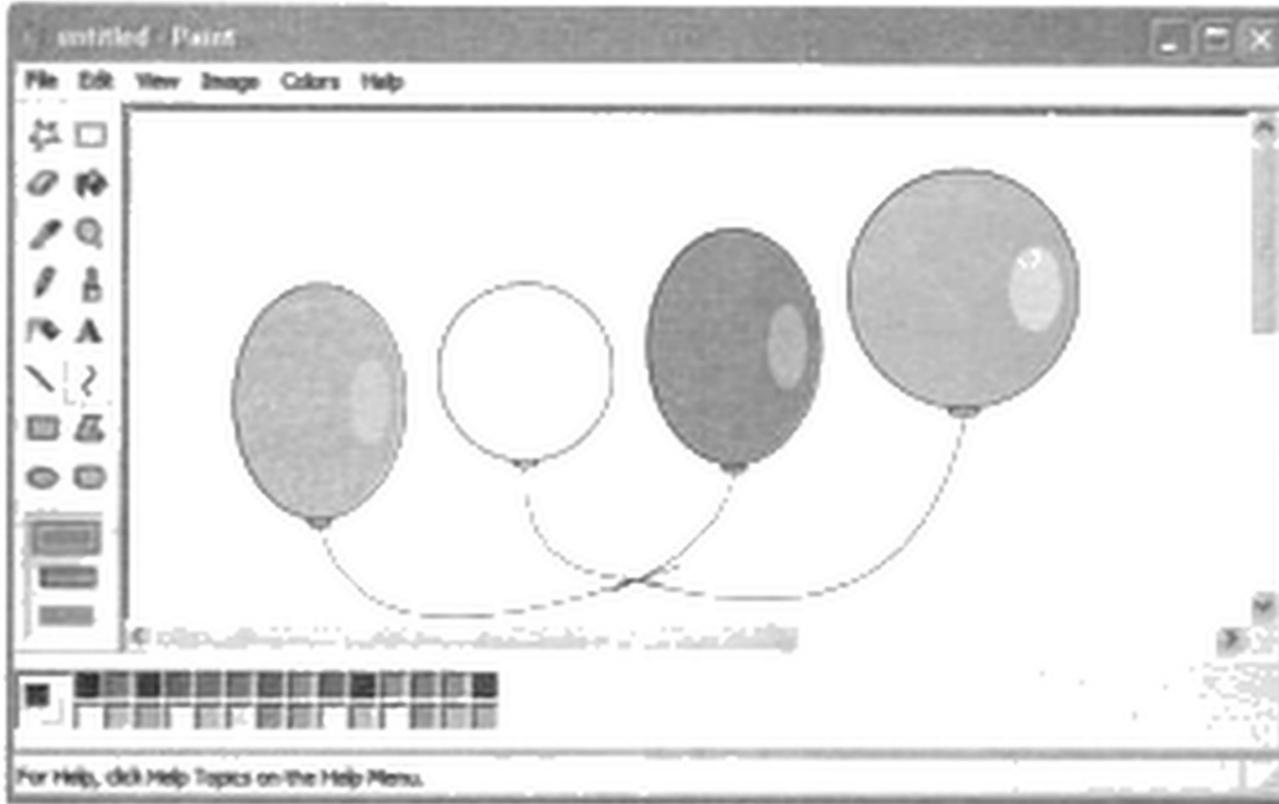
Fig. 3.1.6e Drawing Threads Using Curve Tool

➡ Using *Text Tool*, type " Happy Birthday ".
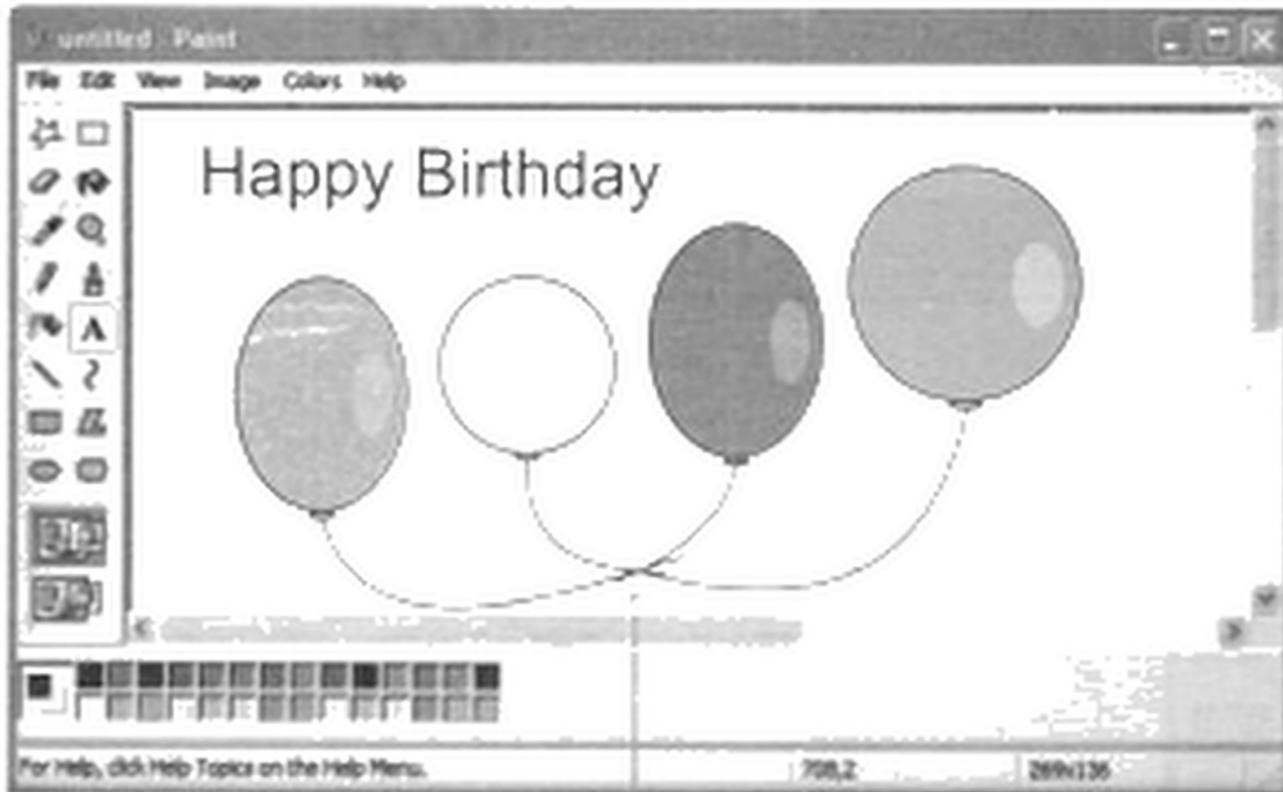
Fig. 3.1.6f Typing Text

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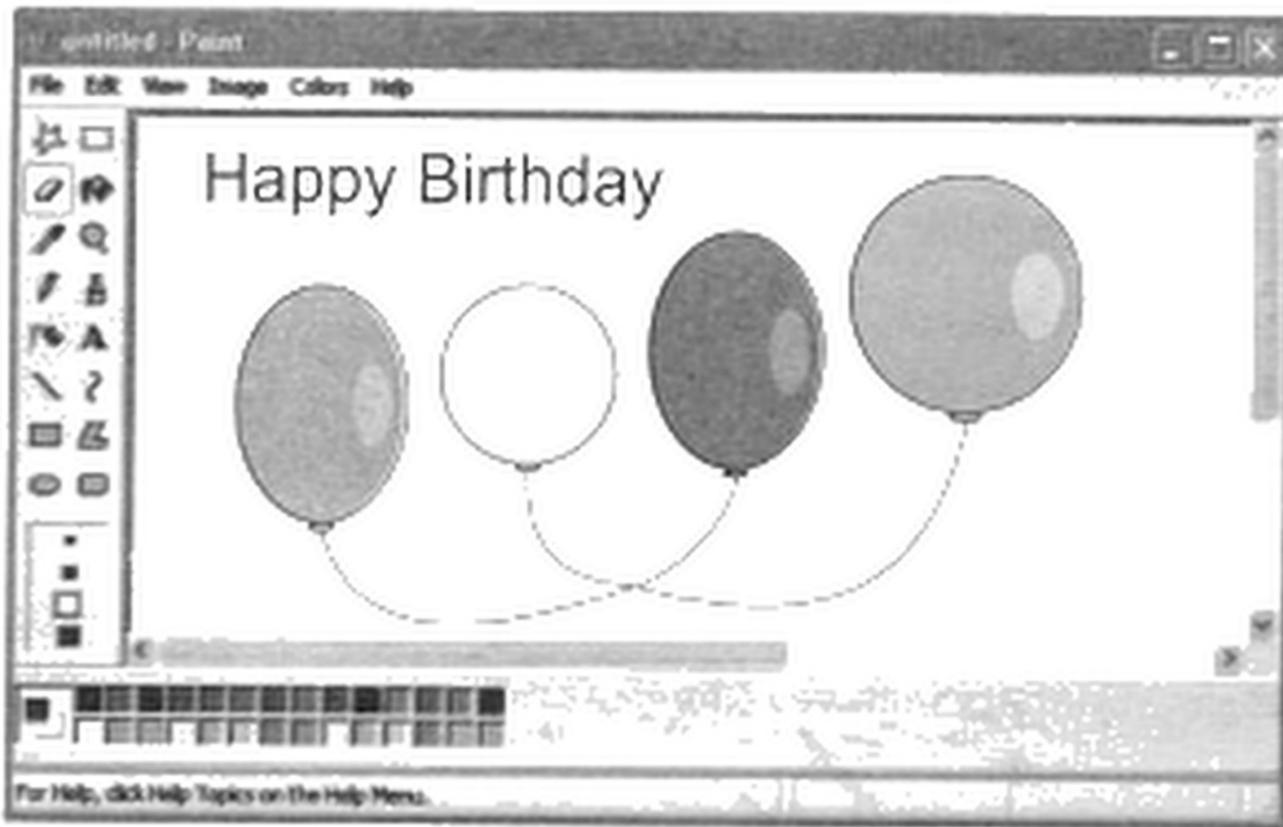
Fig. 3.1.6g Erasing Unwanted Details

3.1.7 Save File

Now, we are going to save this drawing(file) with the name *"Birthday Card"*.

➡ Click the *File* menu.

➡ Click the *Save* option or type *Ctrl + S*.

➡ The *Save As dialogue box* appears.

➡ Select the *folder.*

➡ Type the *file name* for the drawing.

3.2 Using a Typing Tutor

Typing is an important skill. It is useful at work and in school. The important things to remember while typing are:

- Use the correct fingers.
- There is no need to rush.
- We should take a rest, shake hands and arms to relax muscles.
- It is important not to look at our hands when we are learning to type.

Typing tutor is a software which helps a user to learn and improve typing skills. A user can install any typing tutor software. After practicing, a user will be able to type fast and accurate.

3.2.1 Home Keys

A S D F and J K L ; are called home keys.

LEFT   RIGHT
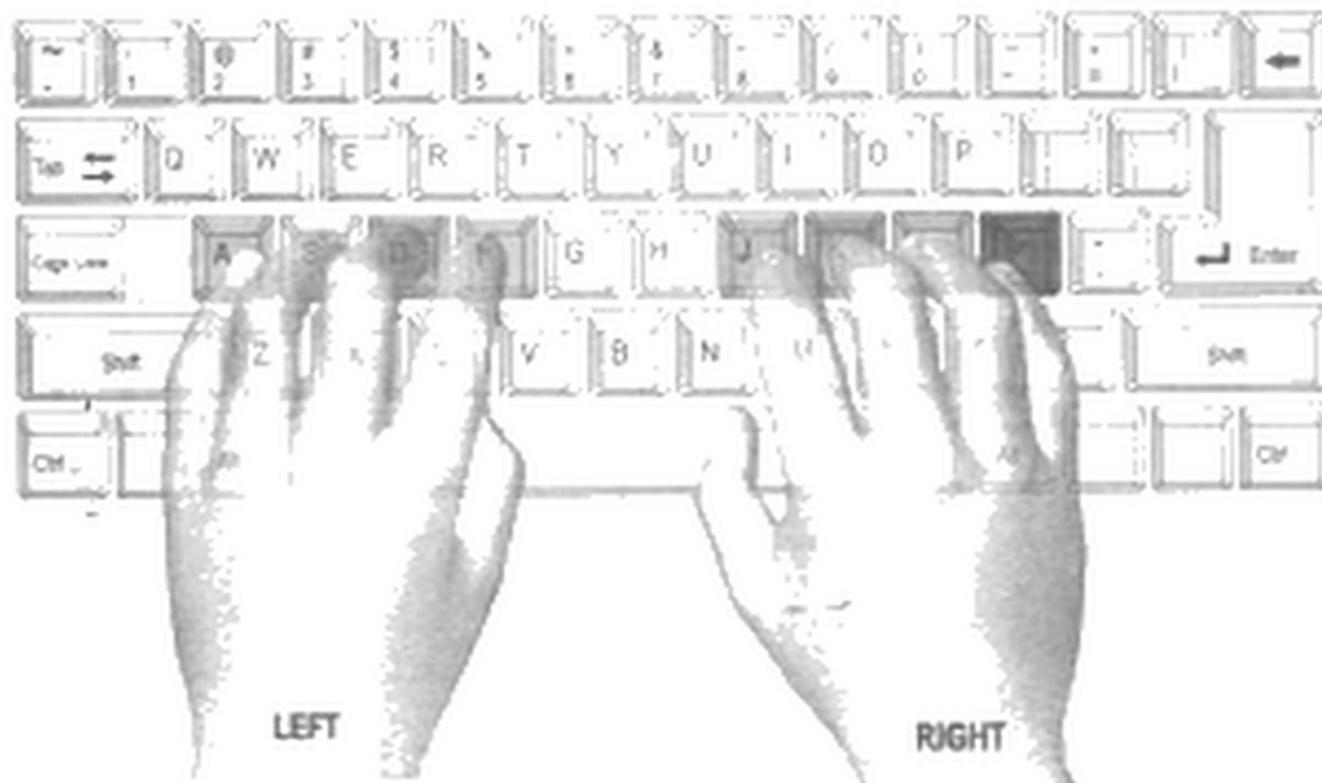
Fig. 3.2.1 Home Keys

Place fingers of left hand on A S D F   Place fingers of right hand on J K L ;

Use either of the thumbs to press space bar in order to insert space between

Using a Typing Tutor   **Unit - 3**

3.2.2 Correct Fingers for Typing English Text

The color scheme suggests the fingers for the whole keyboard to type English text.
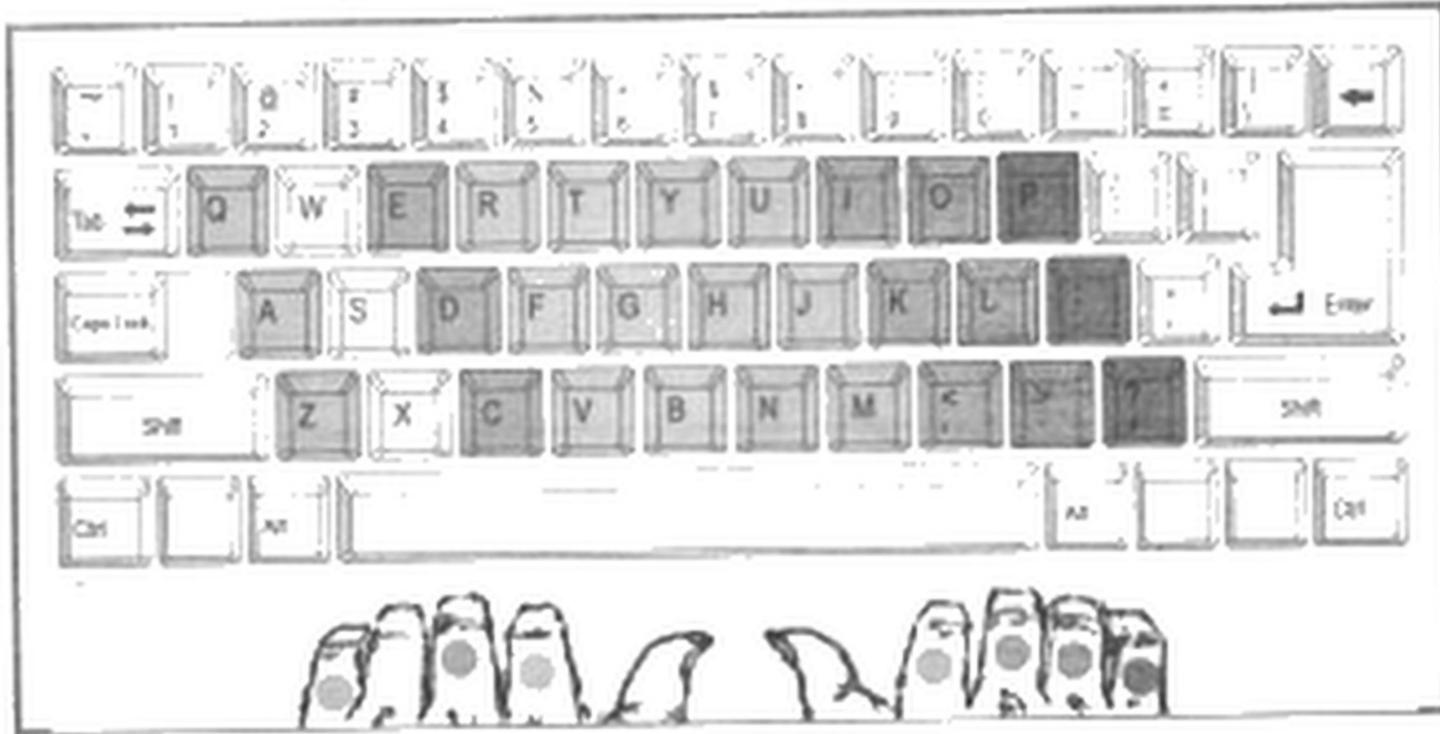
Fig. 3.2 .2 Table of Keys for Each Finger

Table for Typing Keys and Fingers

	Left Hand						Right Hand					
Fore Finger	R	T	F	G	V	B	Y	U	H	J	N	M
Middle Finger	E		S		C					K		
Ring Finger	A		S		X			C		L		
Little Finger	Q		A		Z			P				

3.2.3 Basic Typing Skills

A user should always start from home keys and always return to them. In this way, fingers never lose their place. In first few lessons, typing tutor will help the user to practice home row.

ASDFGHJKL;

During the lesson typing tutor will show the speed, errors and timing of the typing.

After practicing home row, the user can take lessons for the QWERTY row and the row (Z X C V B.......) under the home row.

QWERTY Row (Row above the home row)

Color scheme suggests which finger presses which key in QWERTY row.
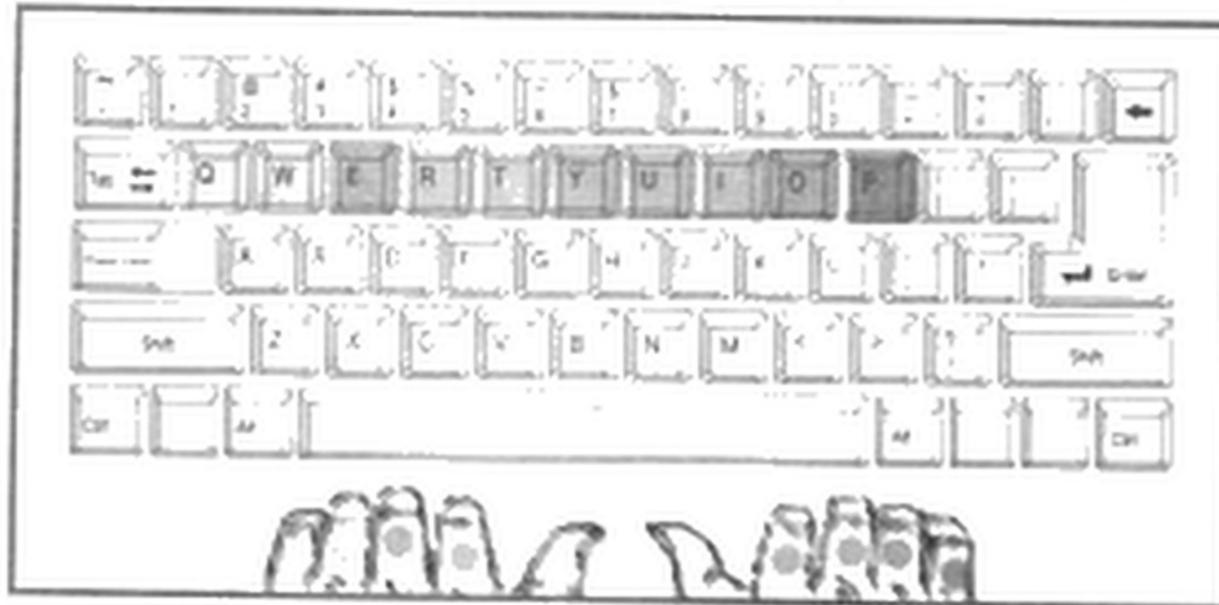
Fig. 3.2.3a QWERTY Row

Row below the home row

Color scheme suggests that which finger presses which key in the row below the home row.

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Number Row

Color scheme suggests which finger presses which key in the number row.

Fig. 3.2 .3c Number Row

How to run a Typing Tutor ?

➡ Click the **Start** button.

➡ Move the mouse over **All Programs**.

➡ Move on the typing tutor.

➡ Click the typing tutor (**Typing Master**).

All Programs
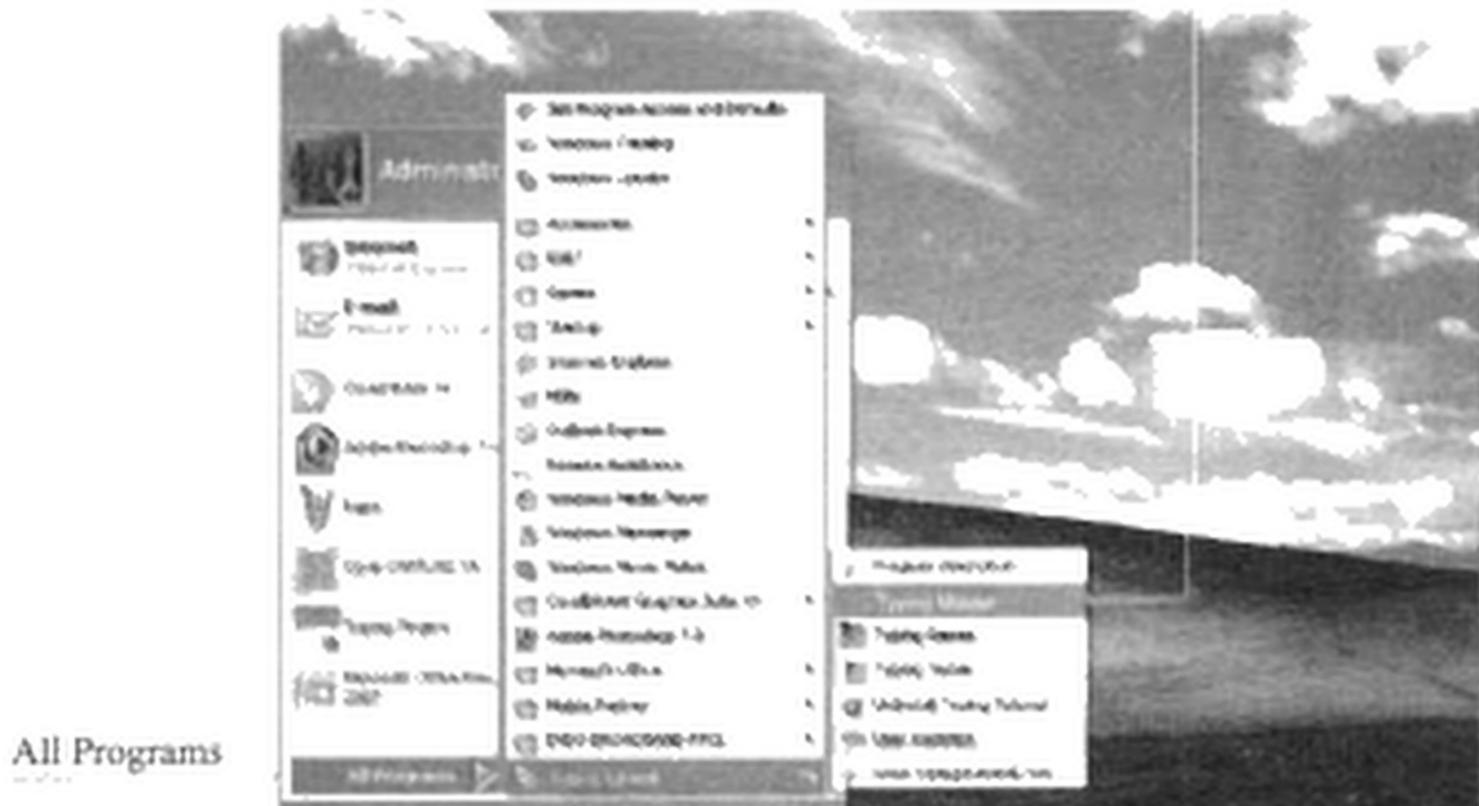
Using a Typing Tutor

➡ The typing tutor opens. (The screen of the typing tutor installed on your computer may be different from this one)

Fig. 3.2.3e Welcome Screen of the Typing Tutor

➡ After giving user information, the first lesson appears.
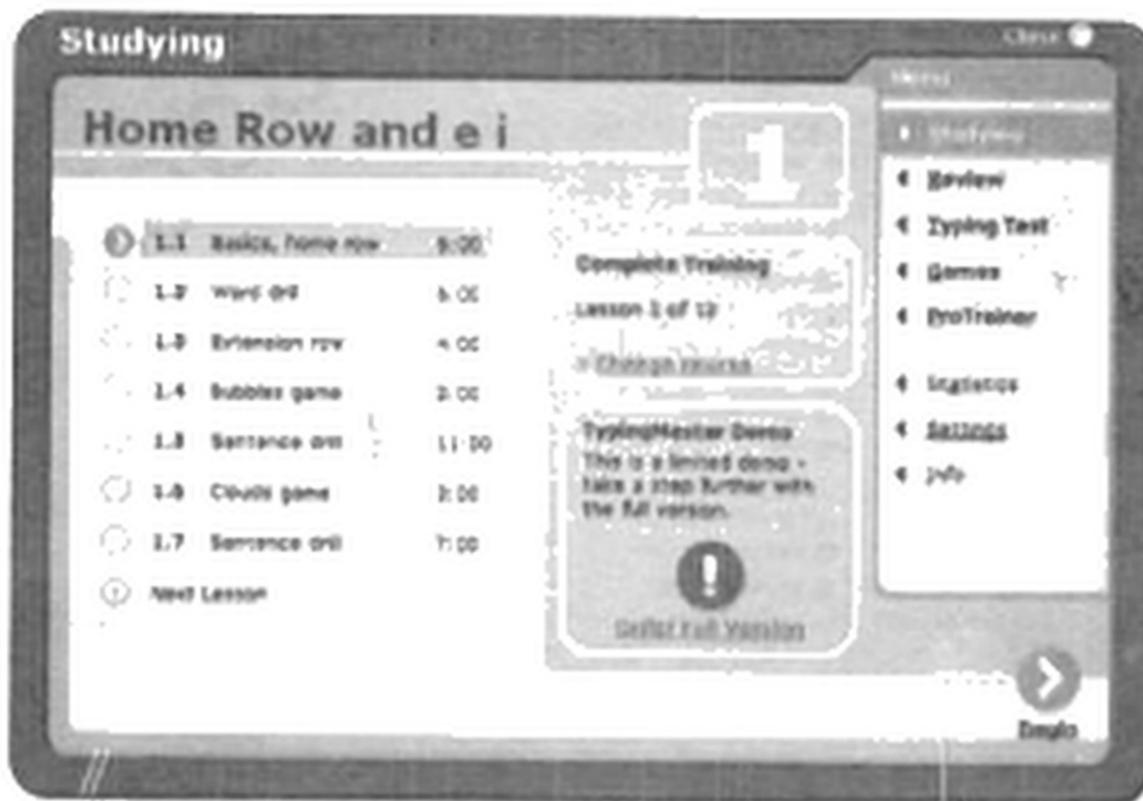
Fig. 3.2.3f Typing Tutor

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An exercise appears, start practicing.
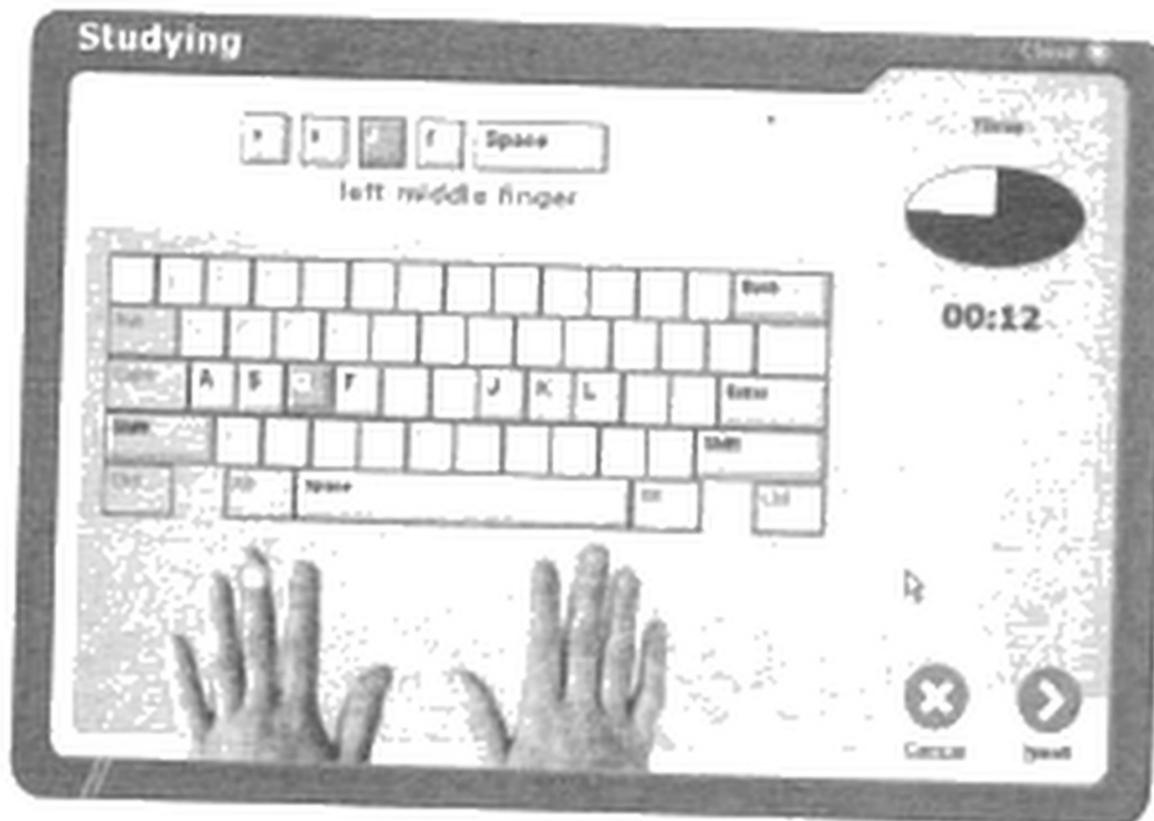
Fig. 3.2.3g Typing Tutor

You can also take the remaining lessons of your typing tutor. It will help you to type quickly and accurately without looking at the keys.

3.2.4 Improve Speed and Accuracy Through Typing Tests

After learning and practicing all the keys, a user can take typing tests. These tests help a user to measure his/her typing speed and accuracy.

Speed in typing is defined as the number of words typed in one minute, counting every five strokes (punctuation marks, spaces, letters or numbers) as one word. For example, if a user types 30 words in 3 minutes, his/her typing speed is 10 wpm (words per minute).

Taking a Typing Test

➡ Open typing tutor.

Test appears, start typing
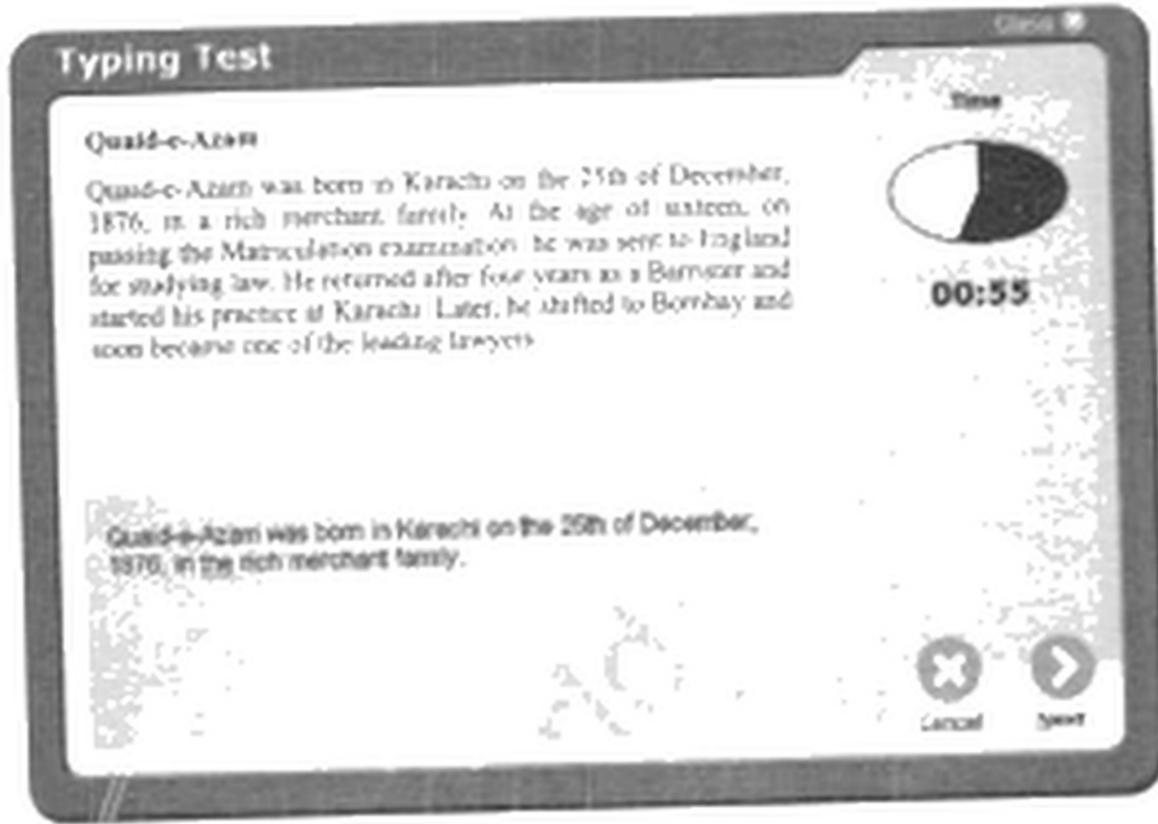
Fig 3.2.4b Typing Test

After completing test, result screen appears.
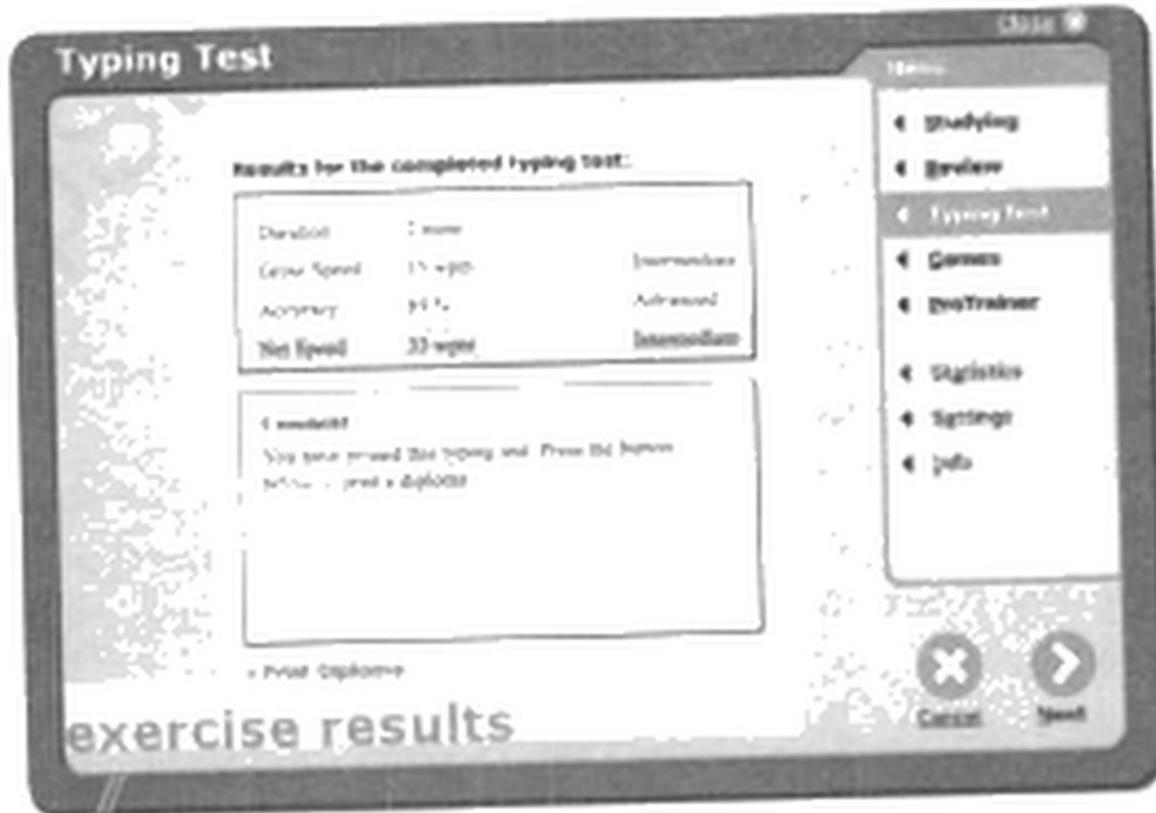
Fig 3.2.4c Typing Results

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Word processing means to create, edit and print text documents using software on a computer. The software used to produce text documents on a computer is called a word processor. *Word 2007* is one of the most popular word processing software. It is used to produce reports, messages, notes, letters and other documents.
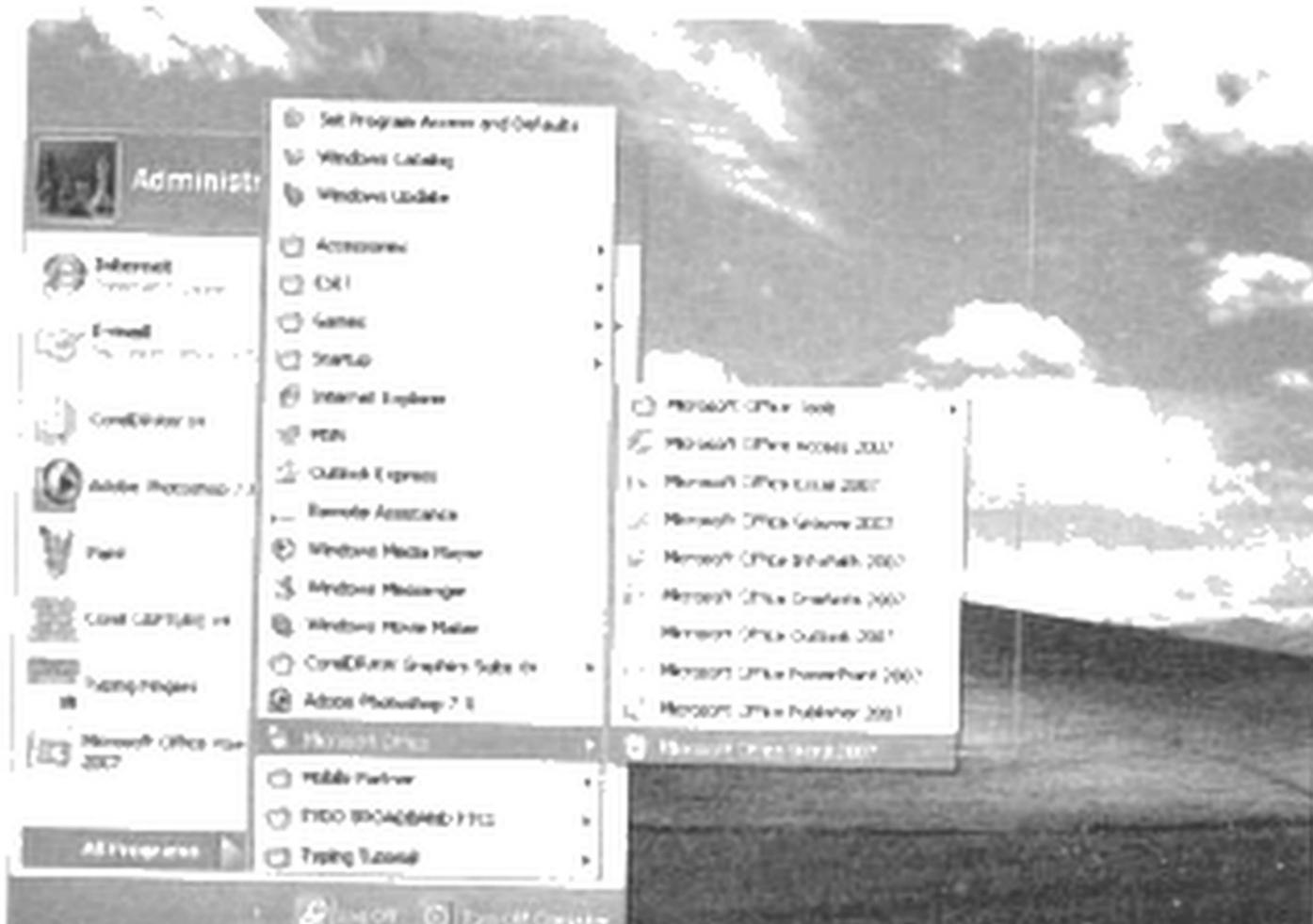
There are some special words you need to know in order to do word processing.

Words are called **text**.

The whole text is called a **document**.

- Click the *Start* button.
- Point to *All Programs* to view a list of programs in the computer.
- Point to *Microsoft Office*.
- Click *Microsoft Office Word*.

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The Office Word 2007 window appears, displaying a blank document.
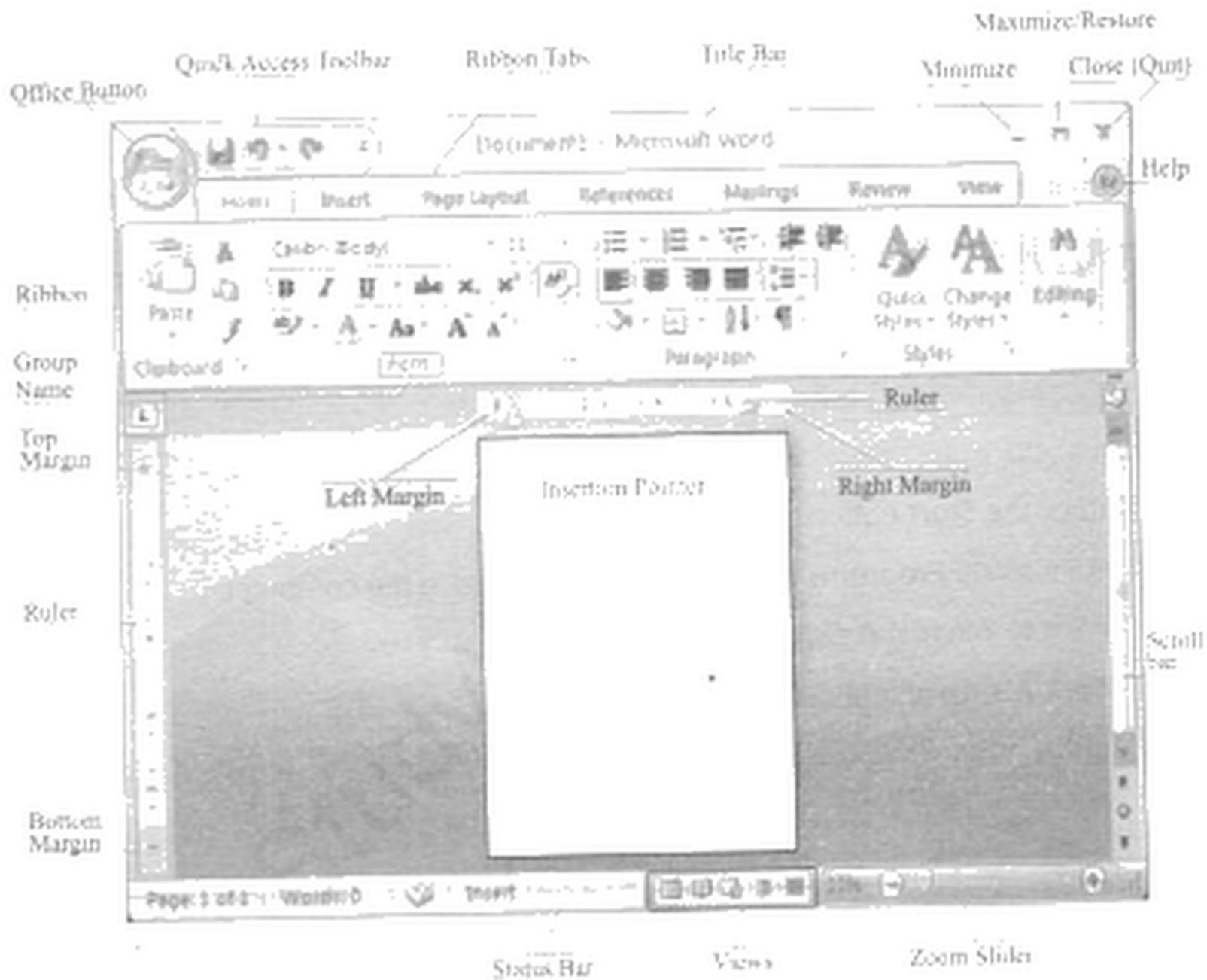
Fig. 3.3b Word 2007 Interface

Office Button

Office Button is at the top-left corner of the Word window. It provides fast access to files and frequently used commands such as create a new document, Open an existing document, Save a document, Print a document or Close a document, etc.
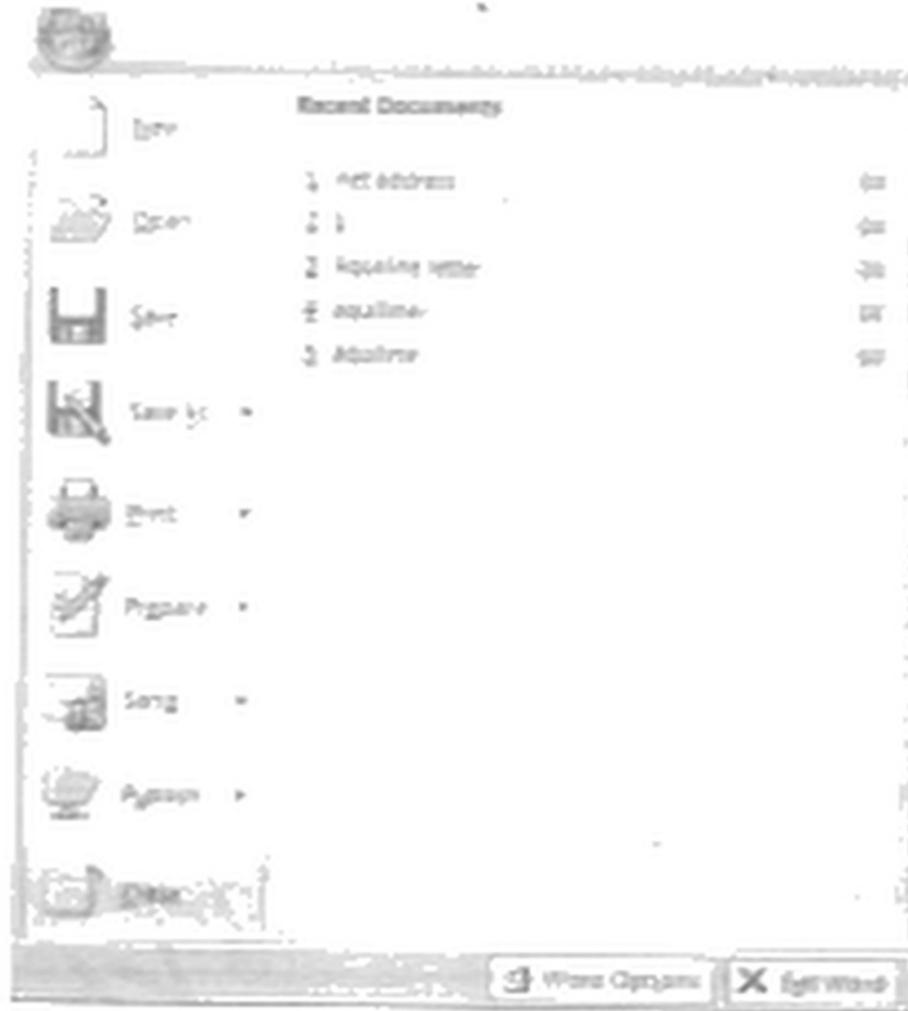
⟹ Click the **Office Button**

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Fig. 3.3c Office Button Menu

Quick Access Toolbar

Quick Access Toolbar is located next to the office button. It holds the commands which are used frequently.

Ribbon

The Ribbon is the panel below the title bar. It presents commands organized into a set of tabs called *Ribbon Tabs*.

Ribbon Tabs

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The Ribbon is divided into seven tabs and each tab is a collection of several groups that show related items together.

Tab is a collection of several groups of related commands.
Groups show similar commands together.
Dialogue Box Launcher gives access to additional commands.
Command Buttons are used to issue commands or to access menus and dialogue boxes.

The following steps are required to create a new document.

⟹ Click the **Office Button**.

⟹ Click **New** or press **Ctrl+N**.

⟹ Click **Blank document**.
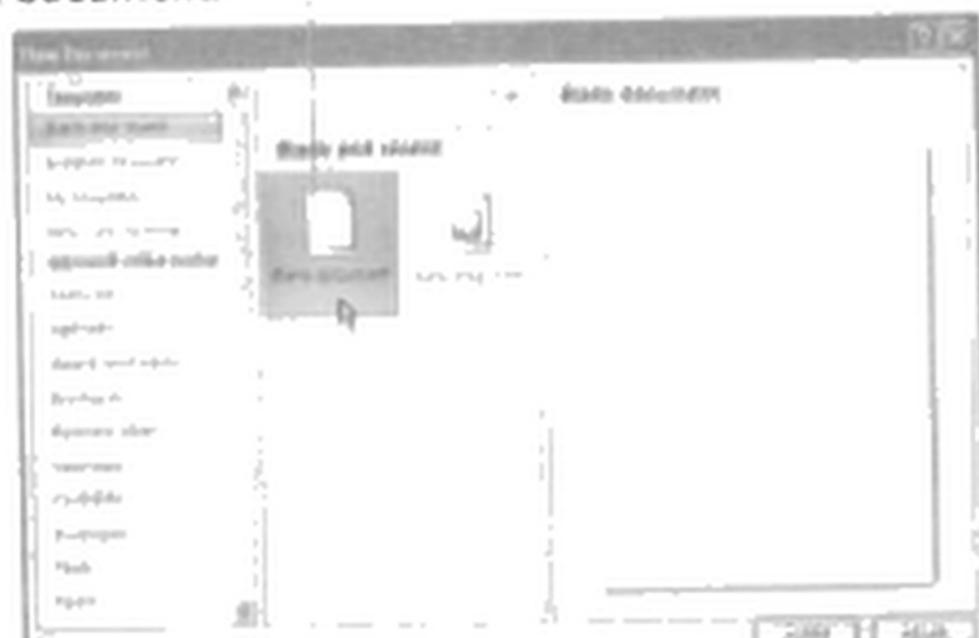
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Adding, removing and re-arranging text in the document is called text editing.

A flashing vertical line on the screen is called **cursor** or *insertion pointer.* The text we type will appear where the insertion pointer flashes on the screen.

As we type, the insertion pointer moves horizontally towards the right of the screen. When we reach the end of a line, **Word** automatically wraps the text to the next line.
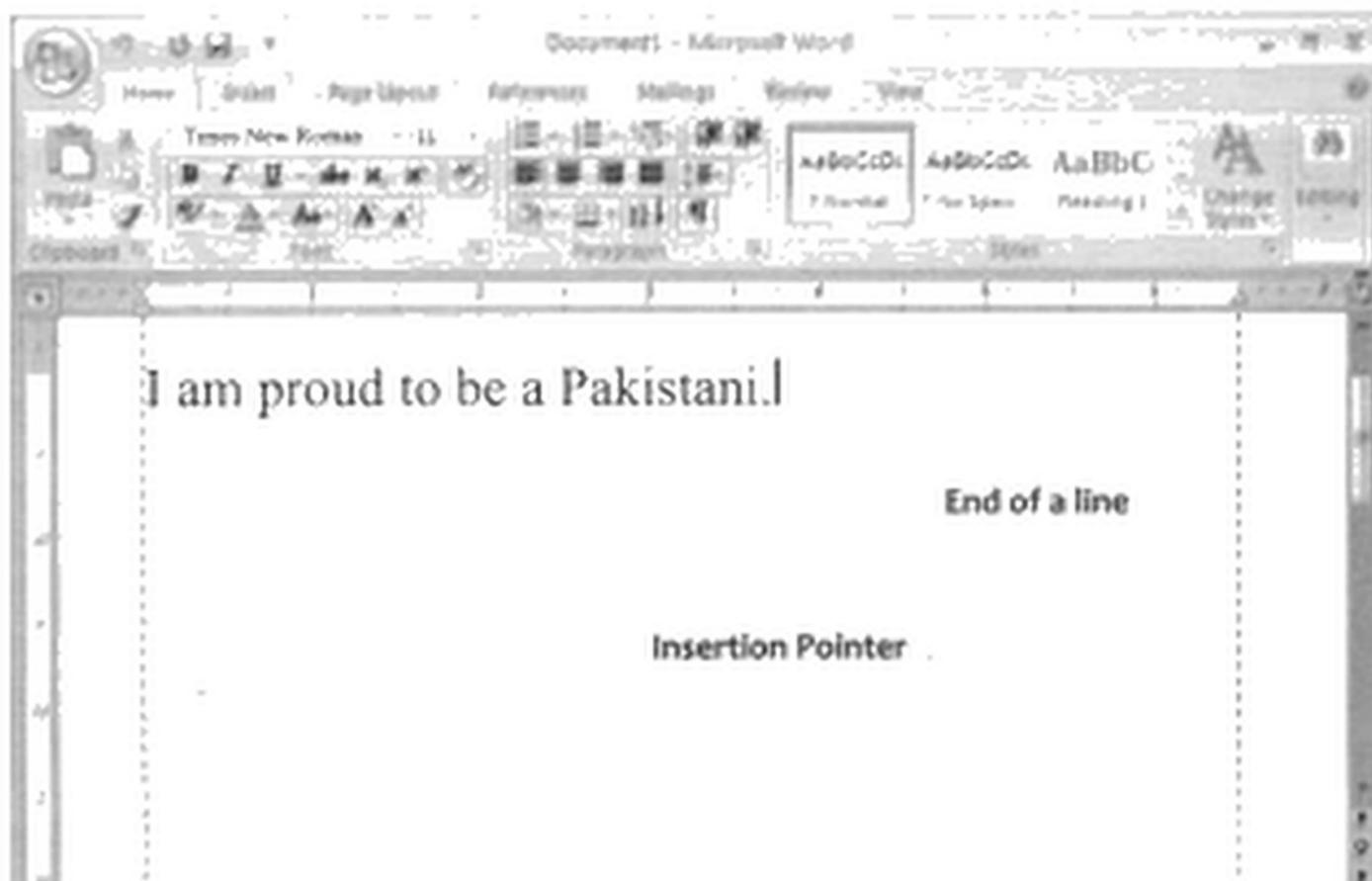
- Open a blank document.

- Type the following sentence.

  I love Pakistan.

- Place cursor after the word ' love '.

- Press [Backspace ←] key to remove the word ' love '.

- Type the following sentence.

I am proud to be a Pakistani.|

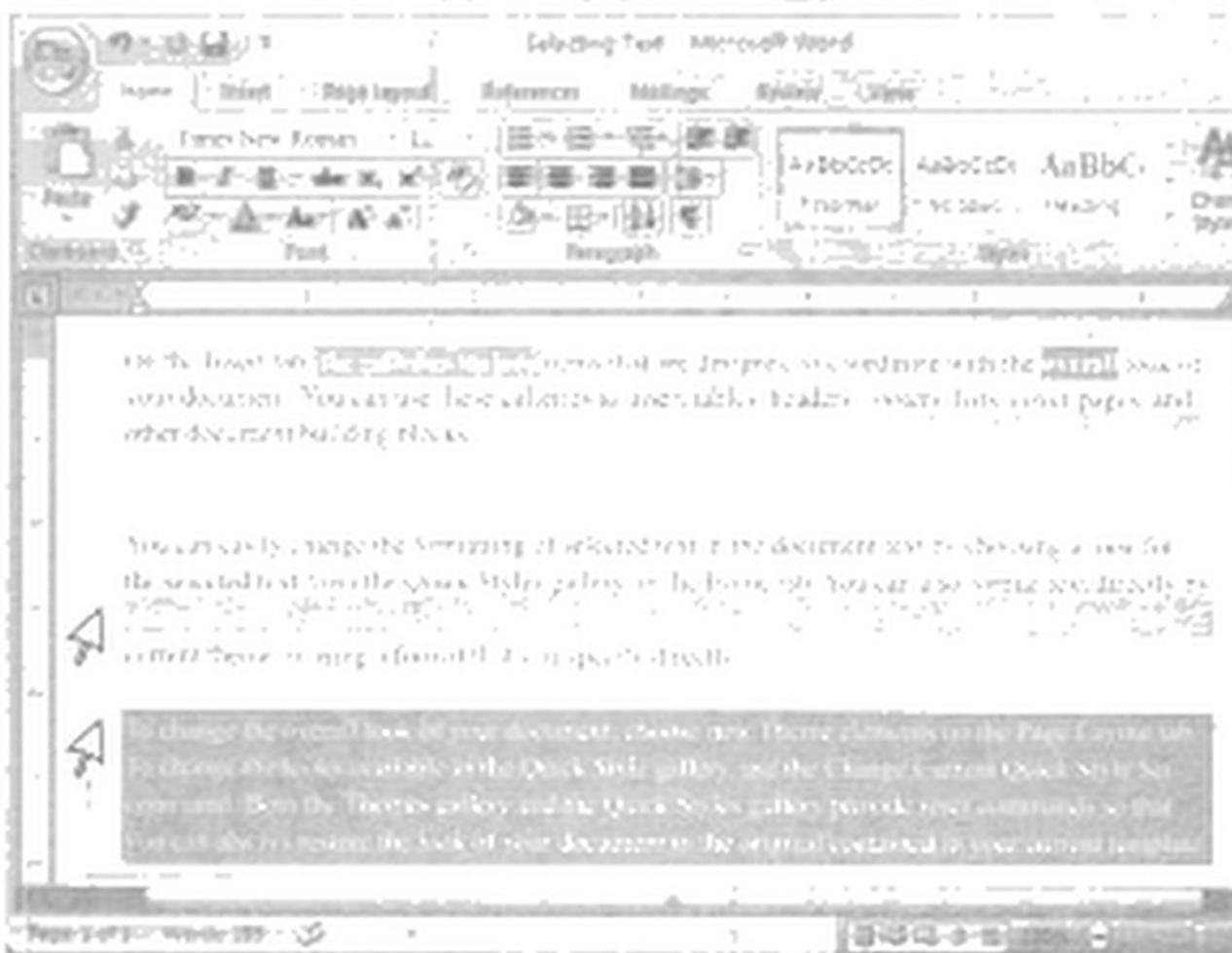**End of a line**

Insertion Pointer

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Before using any Word feature, a user must first select the required text. Selected text appears highlighted on the screen.

How to select text ?

It is very easy to select text in a document.

— Open a saved document.

> **Select any amount of text.**
> Just drag the mouse I pointer over the text or hold the Shift key and press arrow keys.

> **Select a word.**
> Move the mouse I anywhere over the word you want to select and then double-click the word.

> **Select a sentence.**
> Hold down Ctrl key and then click anywhere in the sentence.

Fig. 3.3.3 Selecting Text

> **Select a line**
> Move the pointer I to the left of the line until it changes to a right-pointing arrow and then click.

> **Select a paragraph.**
> Move the pointer I to the left of the paragraph until it changes to a right-pointing arrow and double-click or triple-click anywhere in the paragraph.

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You can also select text with the keyboard by:

1) holding the **Shift key** while using **Arrow keys** to expand the highlight

2) holding the **Ctrl + Shift keys** while using **Arrow keys** to select word by word

3.3.4 Deleting Text

Removing text from a document is called *deleting*. A user can remove unwanted text from a document. Following are two different methods to delete text.

- To delete a single character

  Click to the right of the character and press the [Backspace] key.

- To delete a word or a block of text

  Select the text and then press the [Delete] key.

3.3.5 Copying and Pasting Text

The Copy command creates a duplicate of the selected text, leaving the original text unchanged. The Paste command pastes the copied text at the insertion point. When we copy and paste text, the text appears in both original and new locations.

- Select the text and click the copy button or press *Ctrl + C* on the keyboard.

- Move the cursor where text is to be placed and click the paste button or press *Ctrl + V*.

3.3.6 Cutting and Pasting Text

A user can move text from one position to another in a document using the *Cut* and *Paste* commands. The *Cut* command deletes the selected text from its original location. The *Paste* command then places this text at the insertion point.

- Select the text and click the cut button or press *Ctrl + X* on the keyboard.

Unit - 3

⟶ Make a list of four provinces of Pakistan.

> Provinces of Pakistan
> Sindh
> Balochistan
> Khyber Pakhtunkhwa
> Punjab

⟶ Select this list.

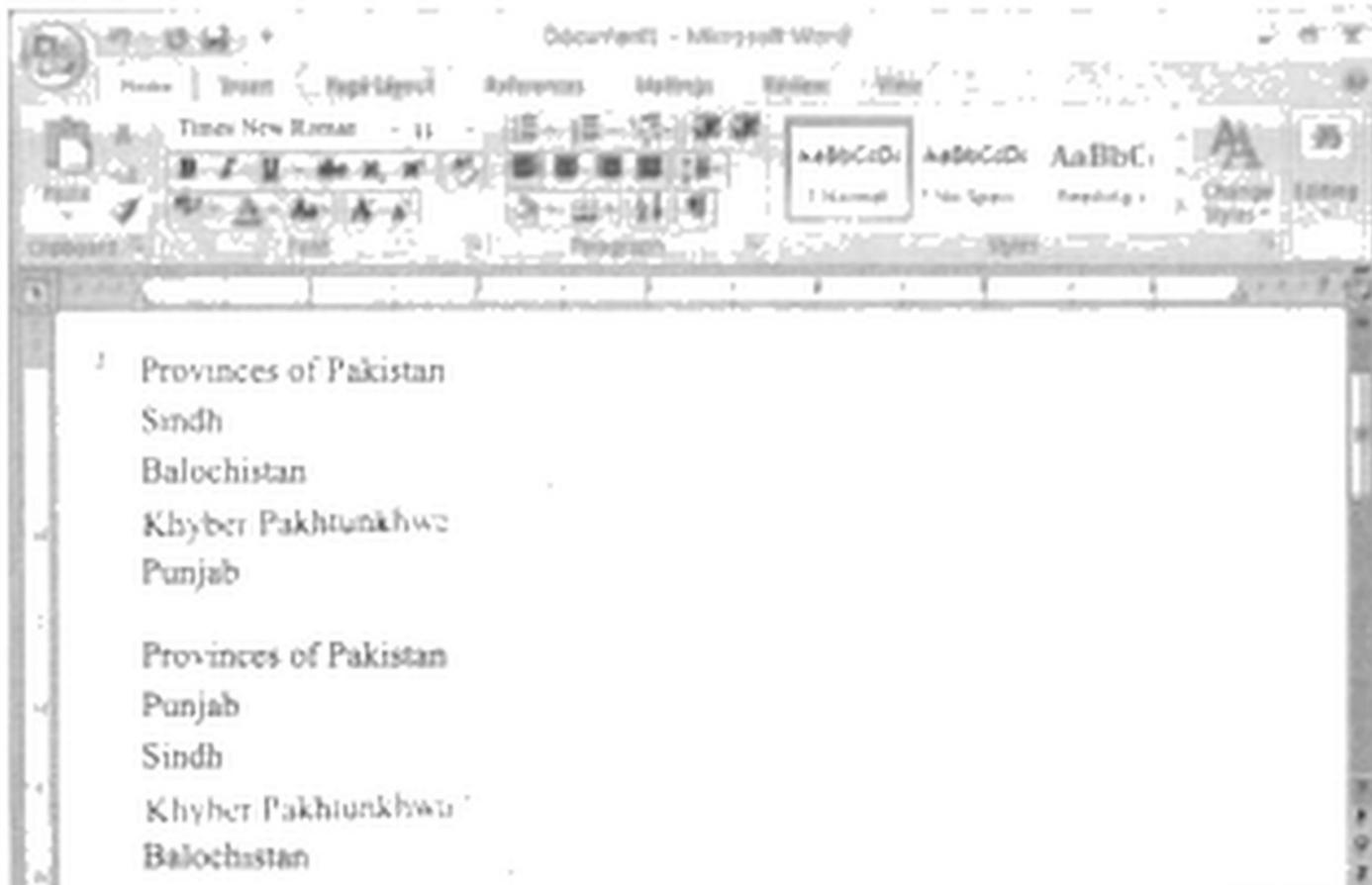⟶ Click Copy 📋 button or press *Ctrl + C* and de-select the text.

⟶ Press ⌨ key.

⟶ Click Paste 📋 button or press *Ctrl + V.*

> To de-select text, click outside the selected area.

⟶ Another list of four provinces appears.

⟶ *Cut and paste* them so that most populated province is at the top.

Unit - 3

Font is a set of letters, numbers and symbols of a specific design that may be displayed or printed. Fonts make the appearance of a document beautiful and attractive. Fonts have names such as:

Font Name	Example
Arial	Different styles of writing are called fonts.
Times New Roman	Different styles of writing are called fonts.
Magneto	Different styles of writing are called fonts.
Impact	**Different styles of writing are called fonts.**

We can choose different fonts to suit the type of a document. For example, if we are writing a notice to place outside a door, we may use bold fonts(e.g. Arial Black, etc). Similarly, if we are writing a business letter, we may use formal fonts(e.g. Times New Roman, etc) Few more examples of fonts are as follows.

STOP NOW   **THESE WORDS ARE HARD AND BOLD**

Stop Now   These words are scary

Stop Now   *These words are fancy*

Stop Now   These words are romantic

Font size means the height of letters or other characters. We can increase or decrease the size of text in a document. Word measures the size of text in points. There are approximately 72 points per inch.
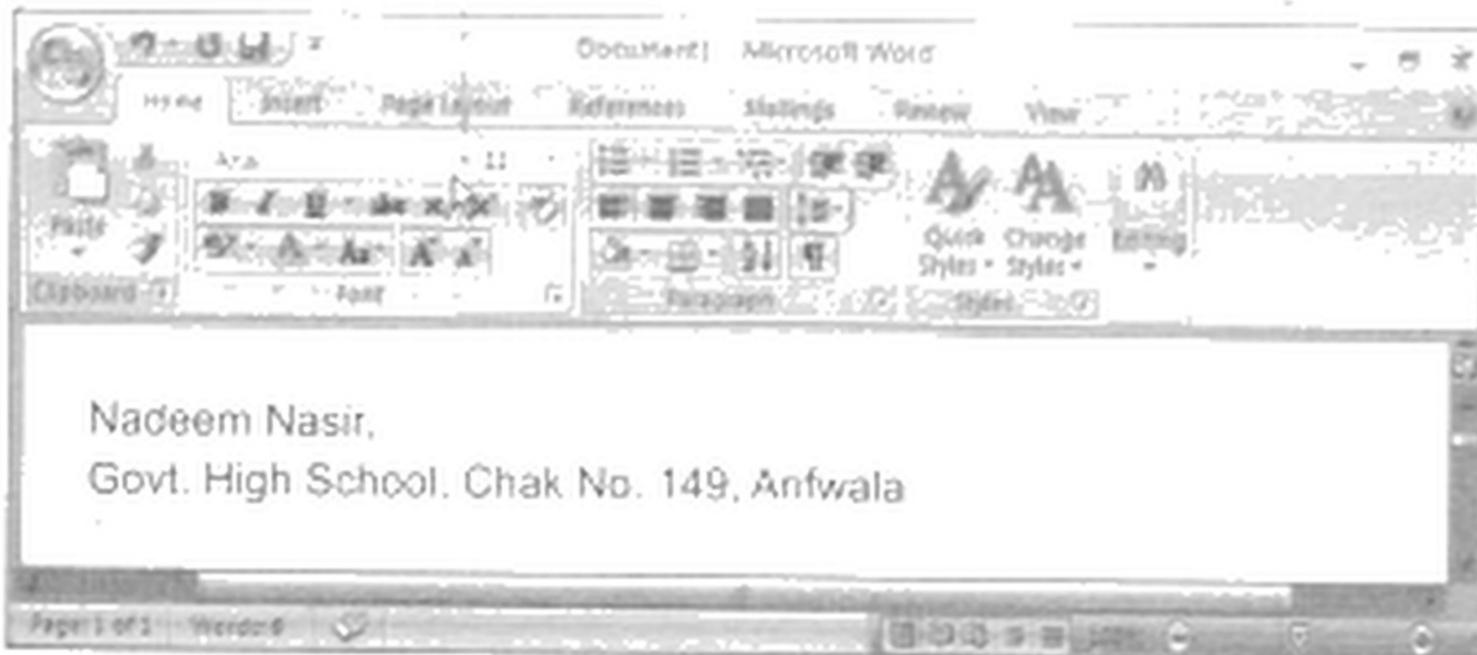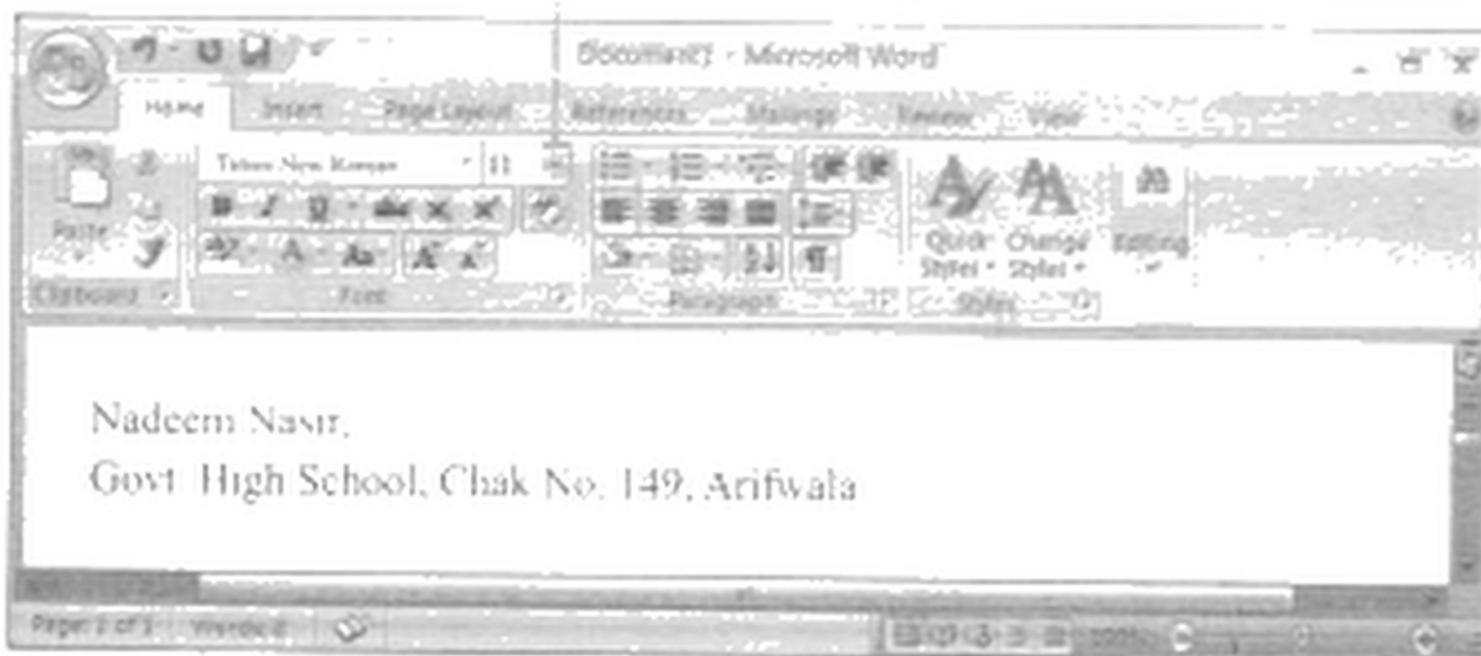
Unit - 3

Fig 3.3.8a A Word Document

➡ Select it.

➡ On the **Home Tab**, in the **Font group**, click here to see a list of fonts.
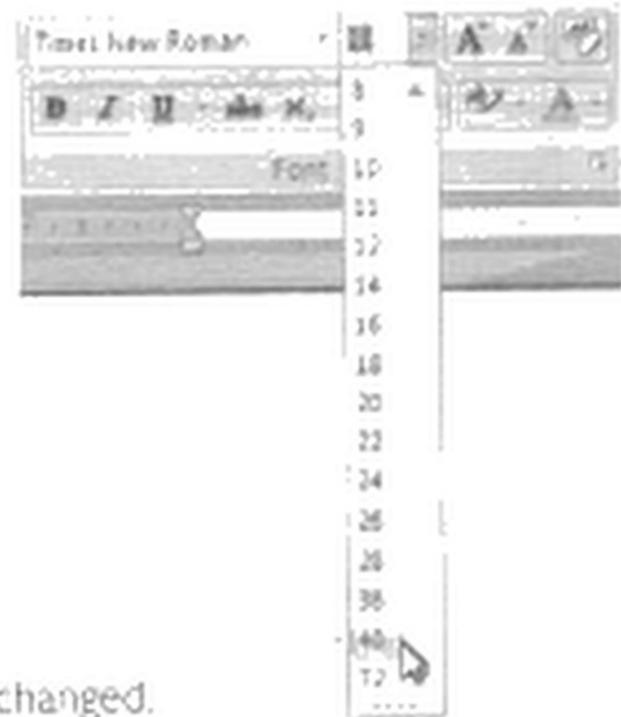
➡ A **drop-down list of fonts** appears.

➡ Choose a new font.

➡ Font of your name and school's name is changed.

Unit - 3

➡ A drop-down list of font sizes appears.

➡ Select the font size 48.

➡ Font size of your name and school's name is changed.

Nadeem Nasir,

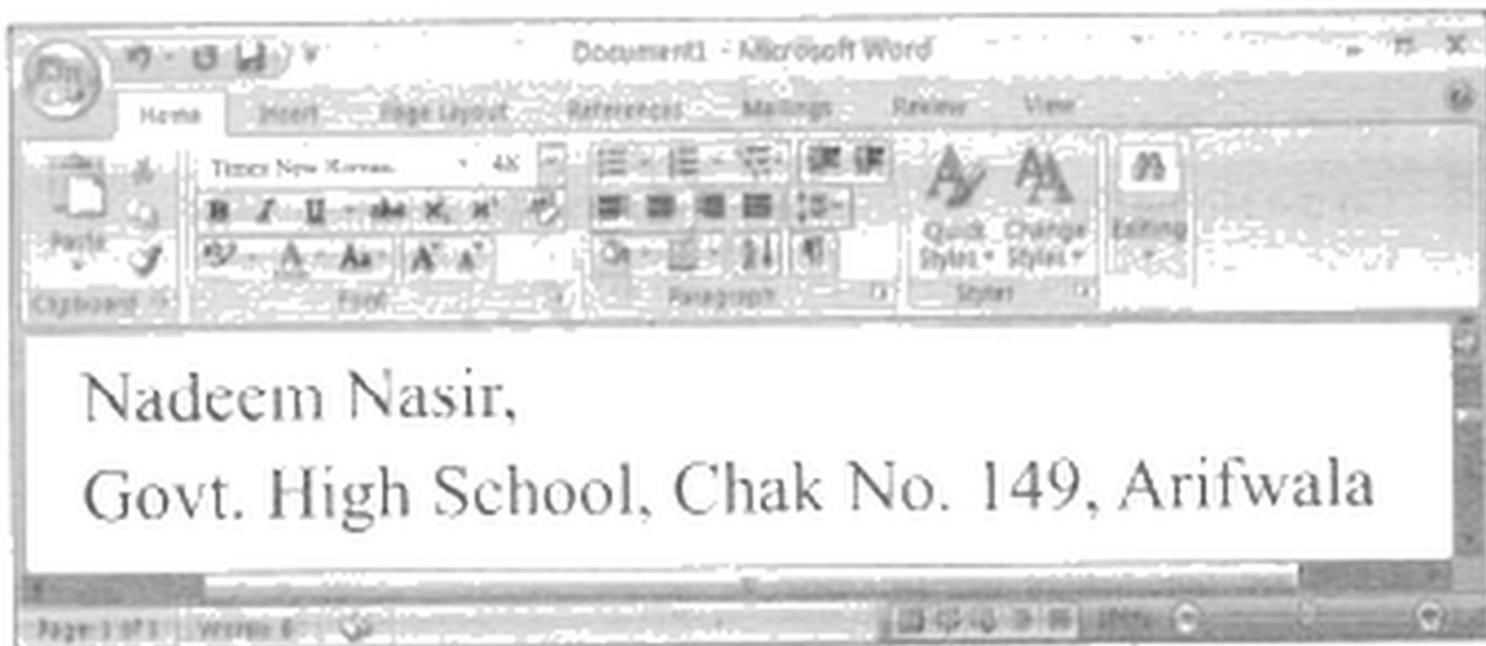Govt. High School, Chak No. 149, Arifwala

Fig. 3.3.8c Changing Font Size

3.3.9 Font Styles

To emphasize information in the document, a user can make the text **bold**, *italic* and underlined. A user can easily activate any of these formatting commands by clicking any of the following buttons.

B   **Bold catches your attention.**

I   *Italic is stylish.*

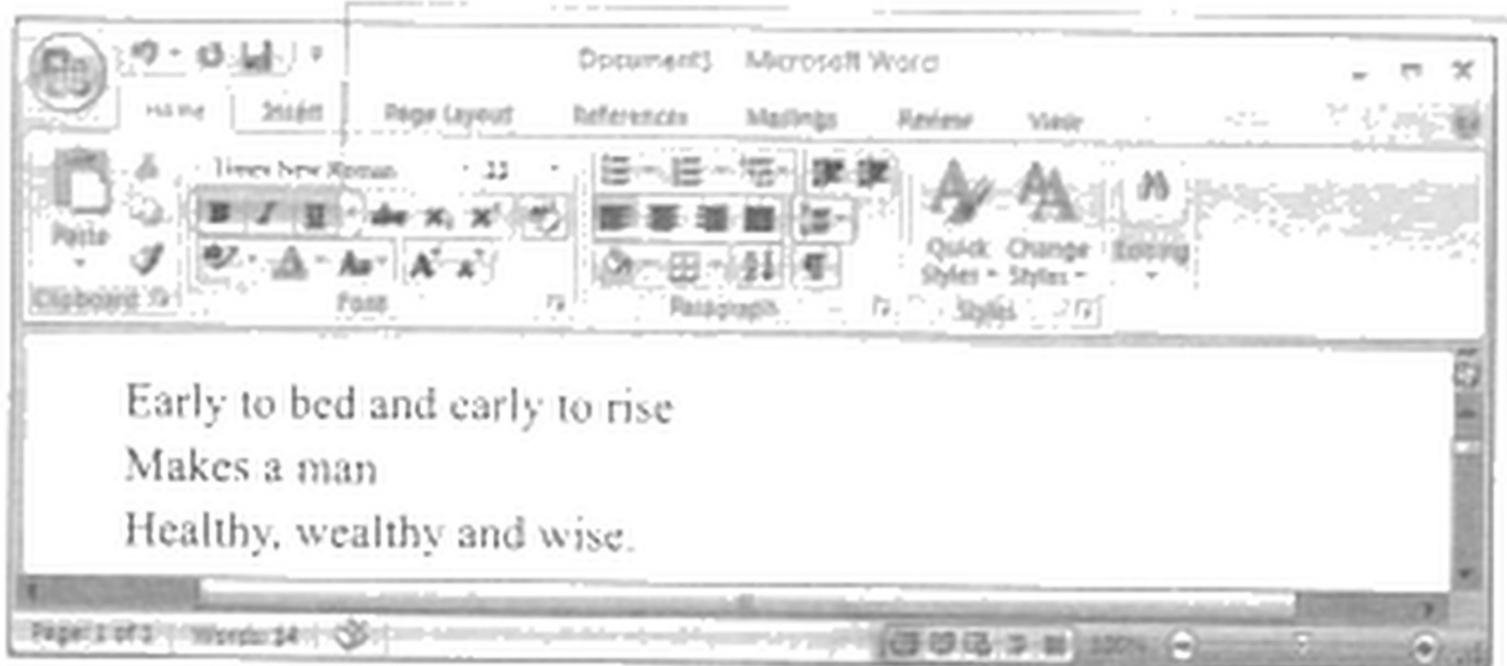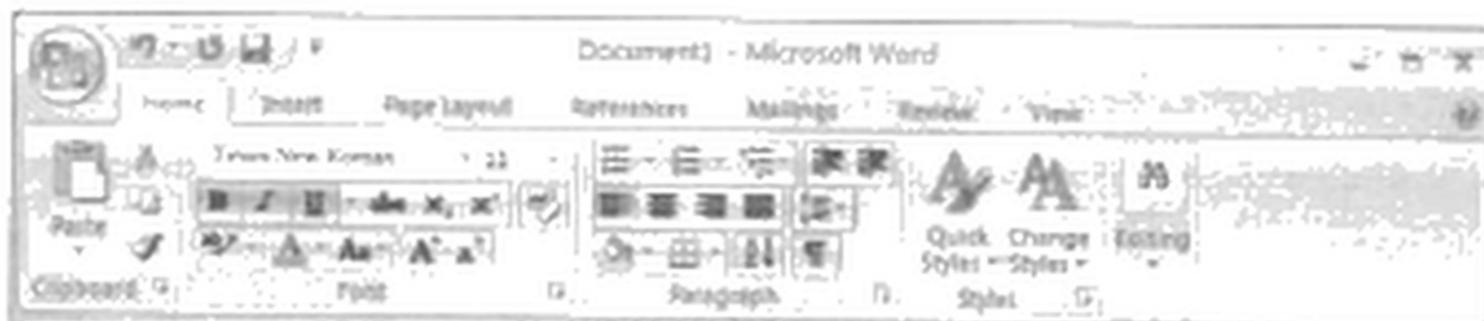**Unit - 3**

Type the following poem.

Fig. 3.3.9a Changing Font Style

- Select the first line of the poem.
- On the *Home Tab*, in the *Font group*, click the bold button **B** to make it bold and underline button **U** to underline it.

Early to bed and early to rise

- Select the second line of the poem.
- Click the Italic button *I* or press.

You can apply all three effects bold, italic and underline to the selected text.

Similarly, on the third line of the poem apply the underline effect **U**

Bold	**Early to bed and early to rise**
Italic	*Makes a man*
Underline	Healthy, wealthy and wise

Unit - 3

Alignment is the way in which text is placed between the margins of a page. We can enhance the appearance of the document by changing the position and layout of the text on the page. Text alignment can be changed by using these ▤▤▤▤ buttons.

Left Align ▤

Aligns text at the left margin. This is the default setting. Left alignment of text is found in most documents.

Center ▤

The text is centralized on a line. It can be used in a card, on an envelope and in a listing.

Right Align ▤

Aligns text at the right margin. This can be used for addresses.

Full Justification ▤

The text is justified on both sides. It can be seen in books, newspapers, magazines and reports.

Alignment

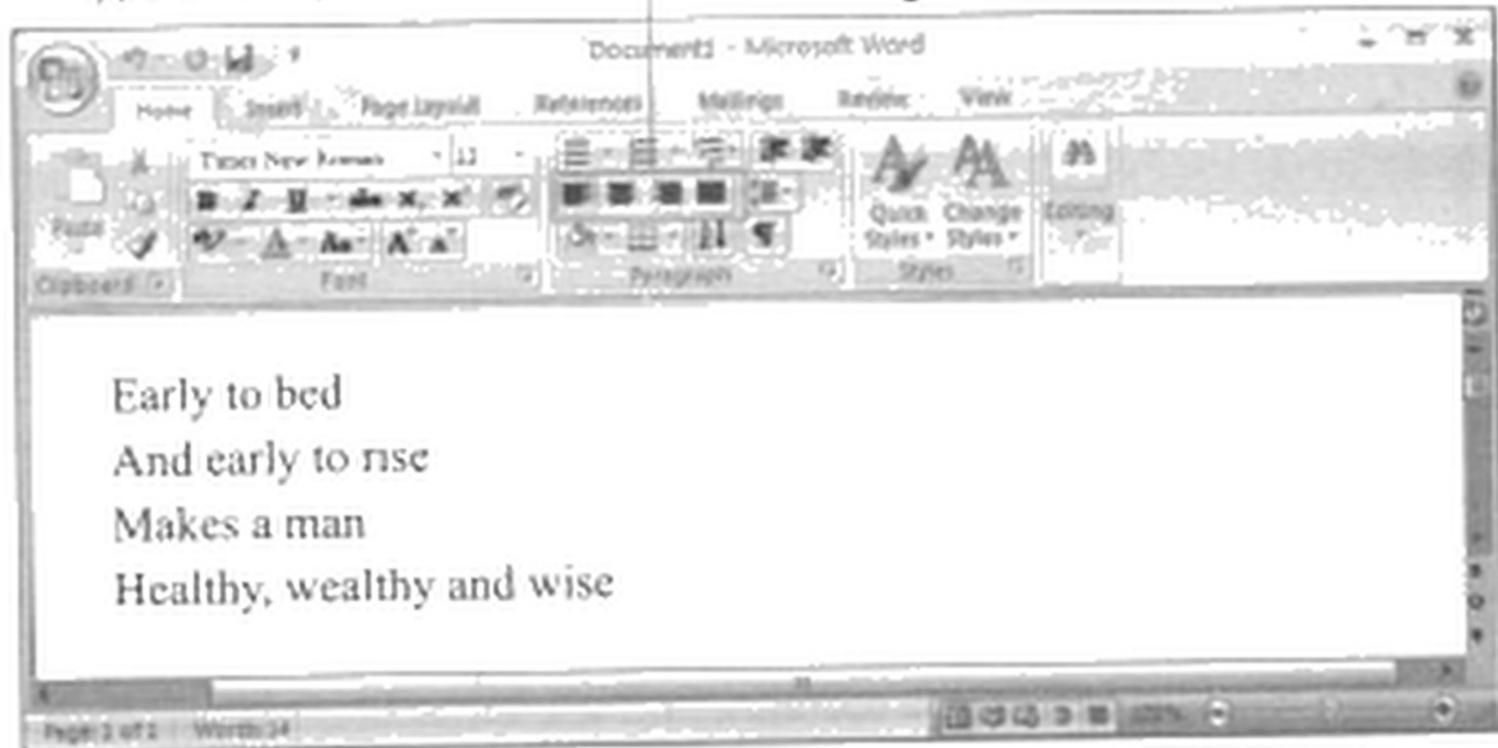Type a short poem   Align icons

Early to bed
And early to rise
Makes a man
Healthy, wealthy and wise

Fig. 3.3.10 Alignment of Text

→ Hold ⌈Ctrl⌉ and press **A** to select all text.

→ On the *Home Tab*, in the *Paragraph group*,

Unit - 3

3.3.11 Changing Case of Text

We can change the selected text to UPPERCASE, lowercase or other cases. There are five case options available in **Word 2007**.

- Sentence Case   First character of the sentence is in uppercase and the rest are in lowercase.
- *lower case*   All characters are in lowercase (small letters).
- UPPERCASE   All characters are in uppercase (capital letters)
- *Title case*   First character of each word is capital and the rest are small
- tOGGLE cASE   First character of each word is small and the rest are capital.
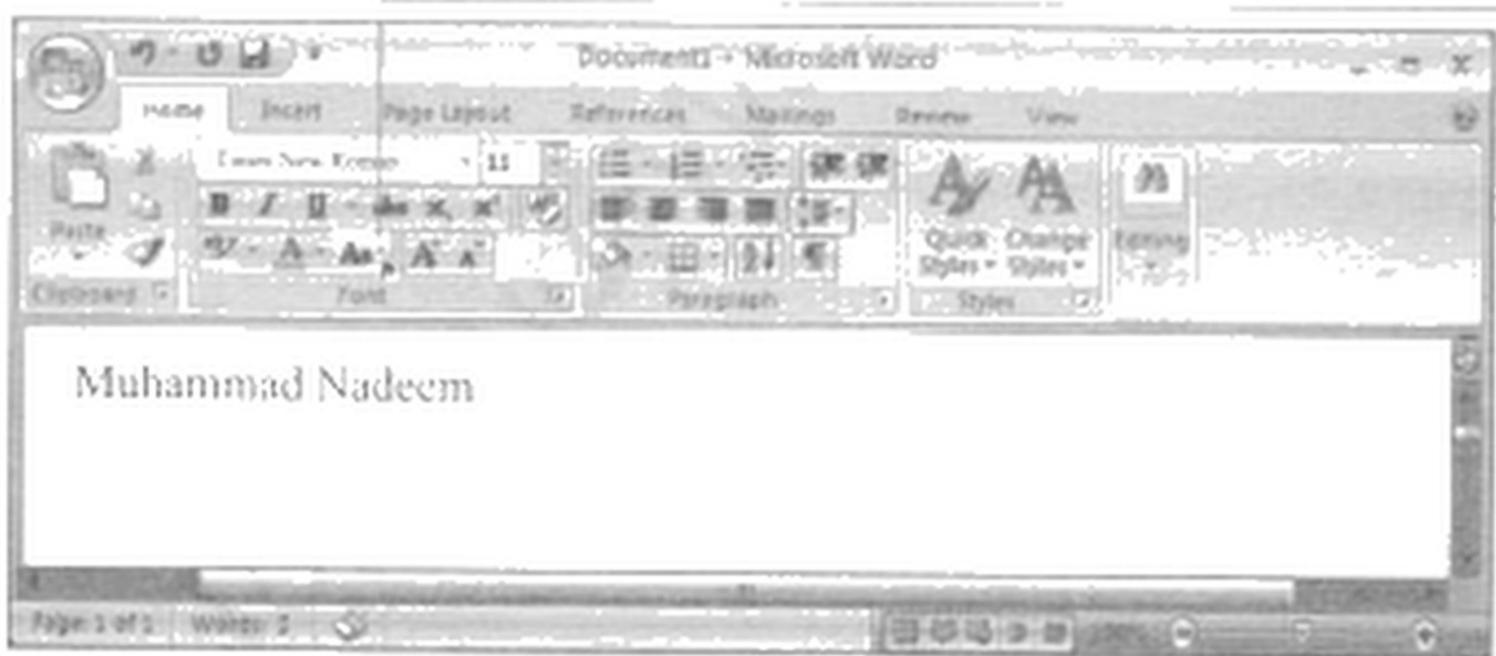
Changing Text to Upper Case

➡ Type your name.

Fig. 3.3.11 Changing Case of Text

➡ Select your name.

➡ On the *Home Tab*, in the *Font group*, click *Change case* icon.

➡ Change case menu appears.

➡ Now select the UPPERCASE option.

➡ Your name changes to the new case style.

MUHAMMAD NADEEM

Working With Word   Unit - 3

3.3.12 Check Spelling and Grammar

Word underlines possible spelling and grammatical errors in the document. Words that are not in **Word's dictionary** are underlined with a red wavy line. Grammatical errors are underlined with a green wavy line.

Spelling and Grammar Check
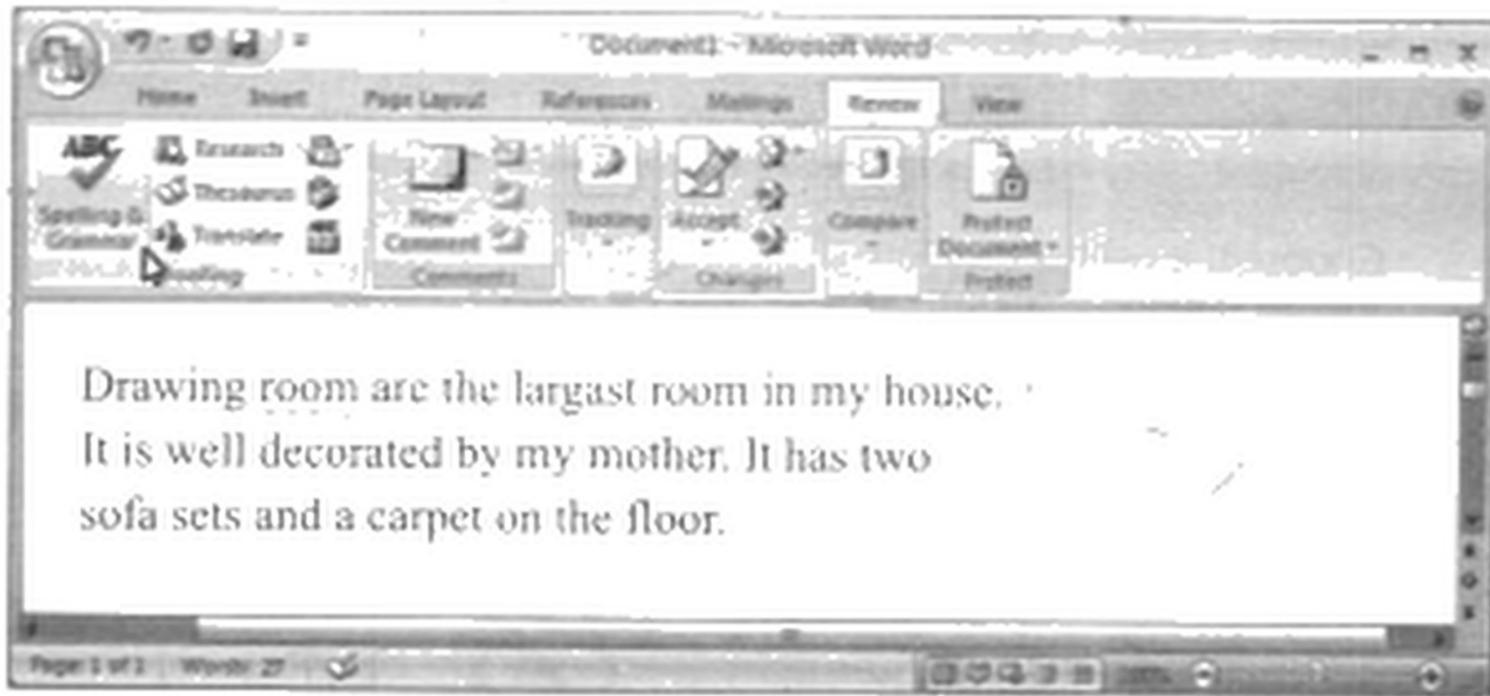
➡ Type the following paragraph.

Fig. 3.3.12a Spelling and Grammar Check

➡ On the **Review Tab**, in the **Proofing** group, click **Spelling & Grammar** icon.

➡ **Spelling & Grammar** dialogue box appears if **Word** finds an error in the document.

MS Word underlines mis-spelled words in red and grammar errors in green. The underlines will not appear when you print your document.

This area displays the mis-spelled word

This area displays suggestions for correcting the errors.

Fig. 3.3.12b Spelling and Grammar Dialogue Box

➡ In the beginning, **Word** displays the spelling errors.

⇒ Similarly, correct all spelling errors.

⇒ Next, a window appears showing the grammar errors.

This area displays the grammar error.

This area displays suggestion for correcting the errors.

Fig. 3.3.12c Spelling and Grammar Dialogue Box

⇒ Choose the right suggestion.

⇒ Click **Change** to correct error in the document.

⇒ Similarly, correct all spelling and grammatical errors until this dialogue box appears.
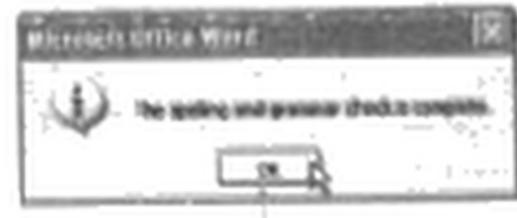
⇒ Click **OK** to close the dialogue box.

3.3.13 Saving a Document

After completing the work, the user can save the document for future use. To save the document the user has to give it a name.

Following steps are used to save a document.

⇒ Open a blank document.

⇒ Type your name, class and school's name.

⇒ Click **Save** button 💾 or press Ctrl+S to save the

Document1 - Microsoft Wor

Home   Insert   Page Layout   References   Mail
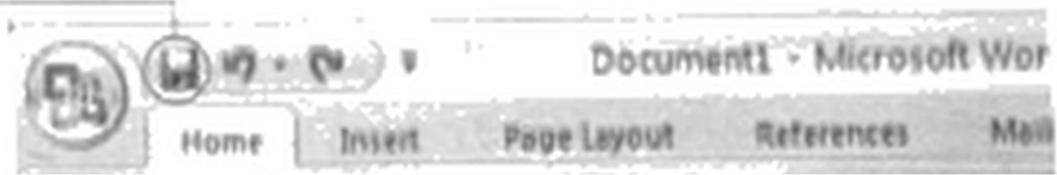
➡ The *Save As dialogue box* appears.

➡ Save in
   My Documents.

➡ Type a name of
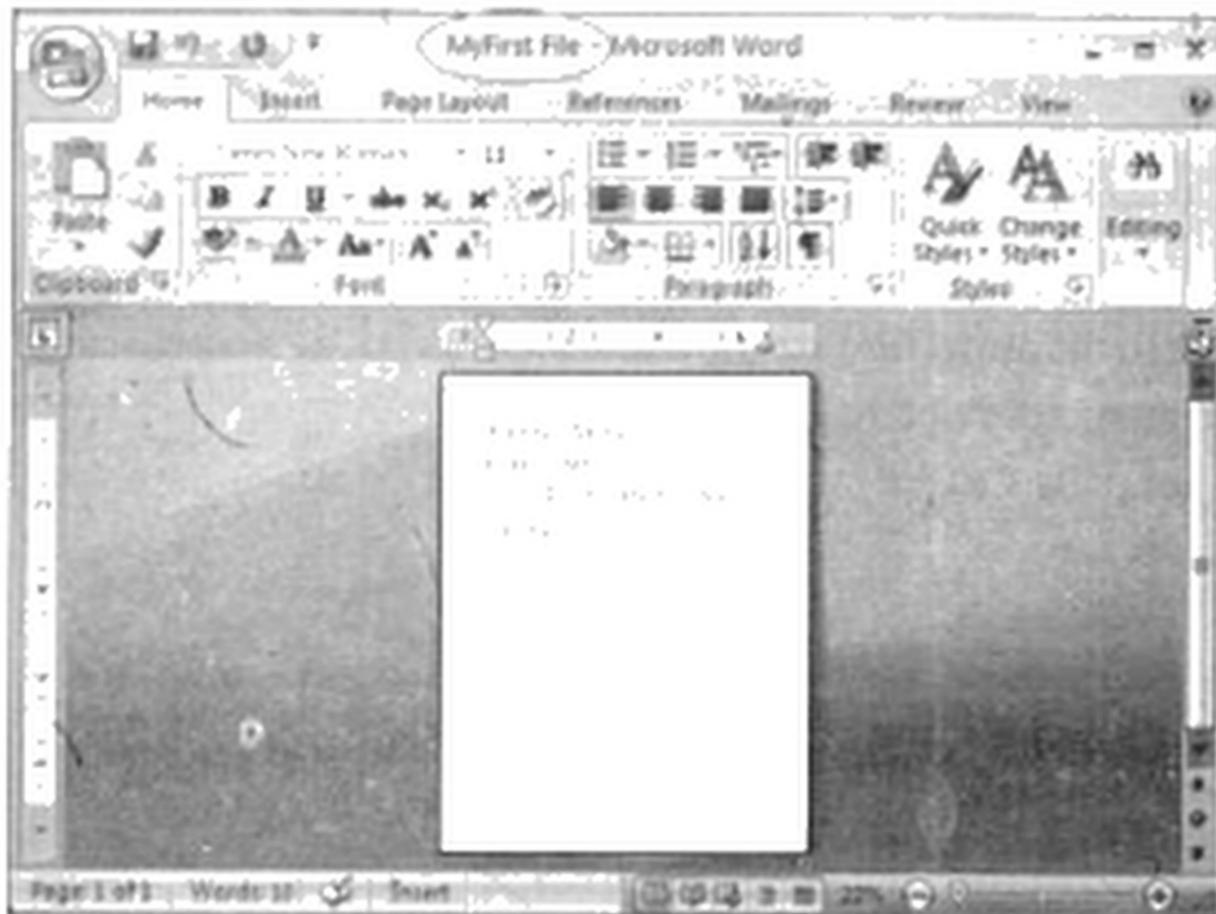   your work here.

Fig. 3.3.13a Save As Dialogue Box

➡ Click *Save*.
   This will save your document with the name *My First File*
   in the folder of *My Documents*.

To exit the program
click here

Unit - 3

3.3.14 Printing a *Full Document*

A user can easily produce a hard copy (paper copy) of the document. A user can print a single page, specific pages or the entire document.

➡ Open the document "My First File.docx"

Fig. 3.3.14a Word Document

➡ Click the **Office Button**.

➡ Point to the arrow next to *Print* and then click *Print* or just press **Ctrl + P**.

Before printing the document, make sure that the printer is ON and it contains paper.

Using Media Player   Unit - 3

3.4 Using Media Player

Media Player is a software which plays video and audio files. In *Microsoft Windows* this software comes with the name *Windows Media Player*. In this player, we can watch movies and listen to songs from CD/DVD or from already stored video and audio files in the computer.

Opening Windows Media Player

➡ Click *Start*.

➡ Point to *All Programs* ➡ *Accessories* ➡ *Entertainment*.

➡ Click *Windows Media Player*.
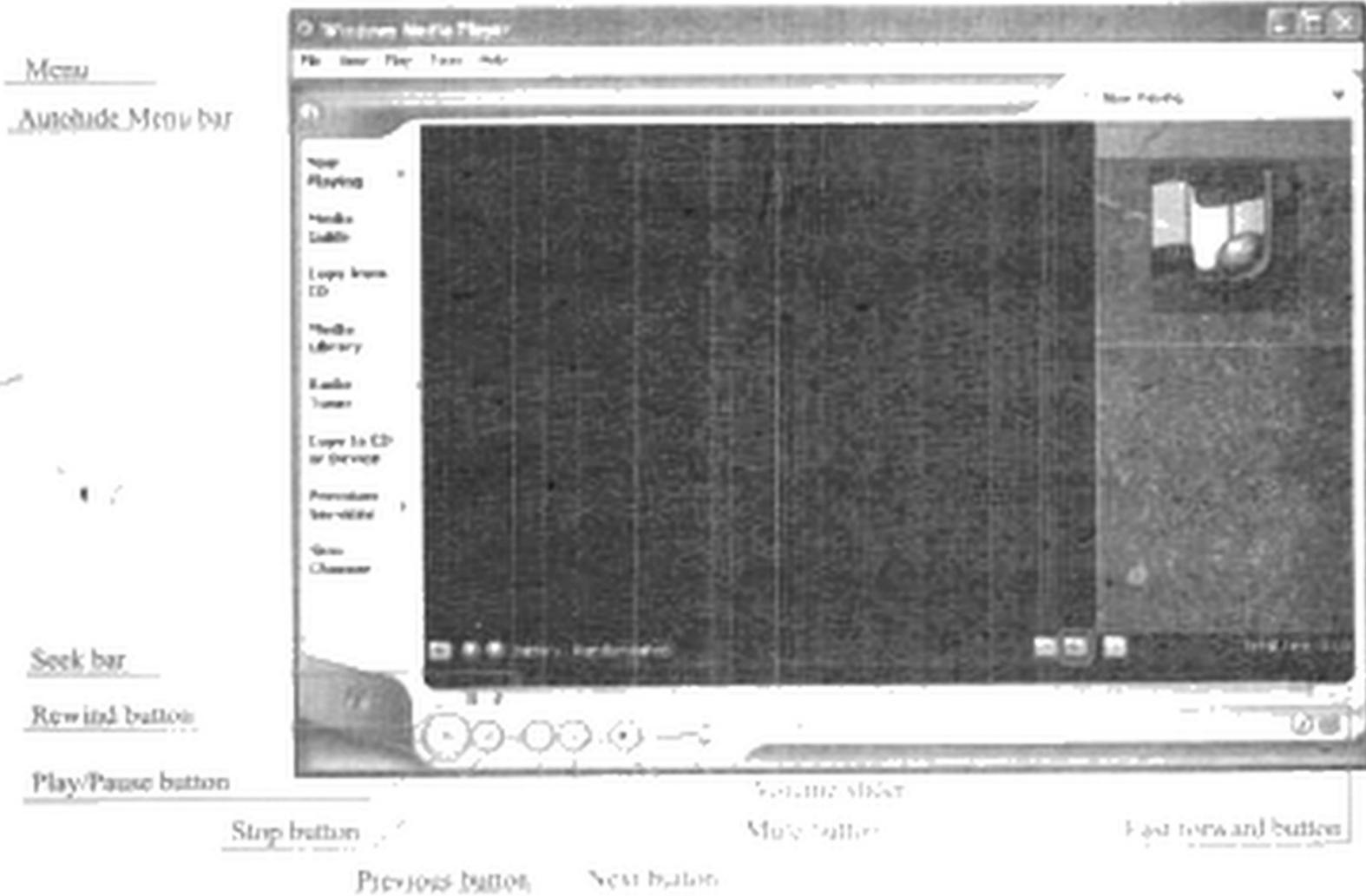
➡ Windows Media Player appears

Fig. 3.4a Windows Media Player

3.4.1 Using Playback Controls

The buttons which are used to control an audio/video file are known as *playback controls*. There are several playback controls in media player. Some of the most important playback controls are discussed below.

Play/Pause

This button is used to play and pause any audio/video file. When a file is playing, it turns into pause button and when a user pause a file it turns into play button.

Stop

Unit - 3

Fast Forward/Rewind   ◀◀   ▶▶

These buttons are used to control the speed of the file. A user can increase the file speed by clicking the fast forward button and decrease the speed of the playing file by clicking the rewind button.

Adjust Volume and Mute   🔊

The volume slider is used to control the volume level of the file. A user can move the slider right to increase the volume and left to decrease it. You can also turn off the volume of the file by clicking the *"Mute"* button.

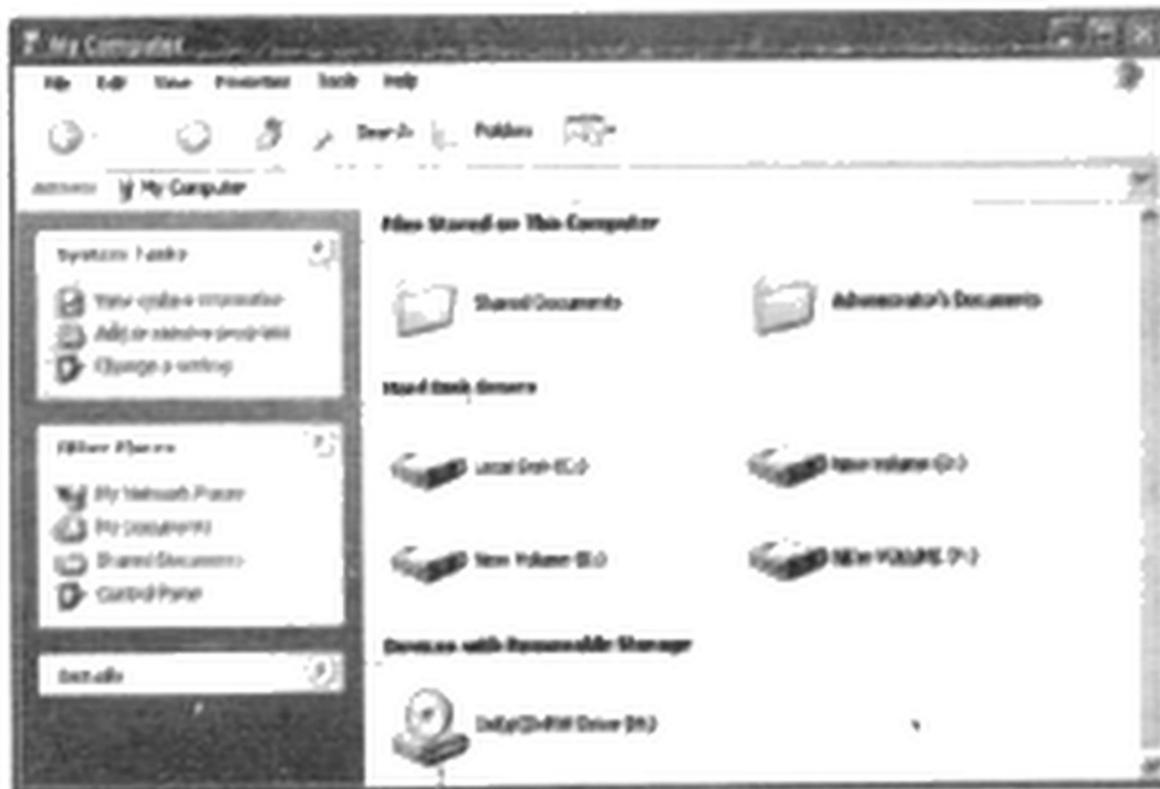# 3.4.2 Playing a Recorded Clip From CD/DVD

➡ Insert a video CD in the CD drive.

Fig. 3.4.1a My Computer Window

➡ Double click *CD drive icon* in the *My Computer.*

Using Media Player

Unit - 3

➡️ A window with contents of the CD appears.

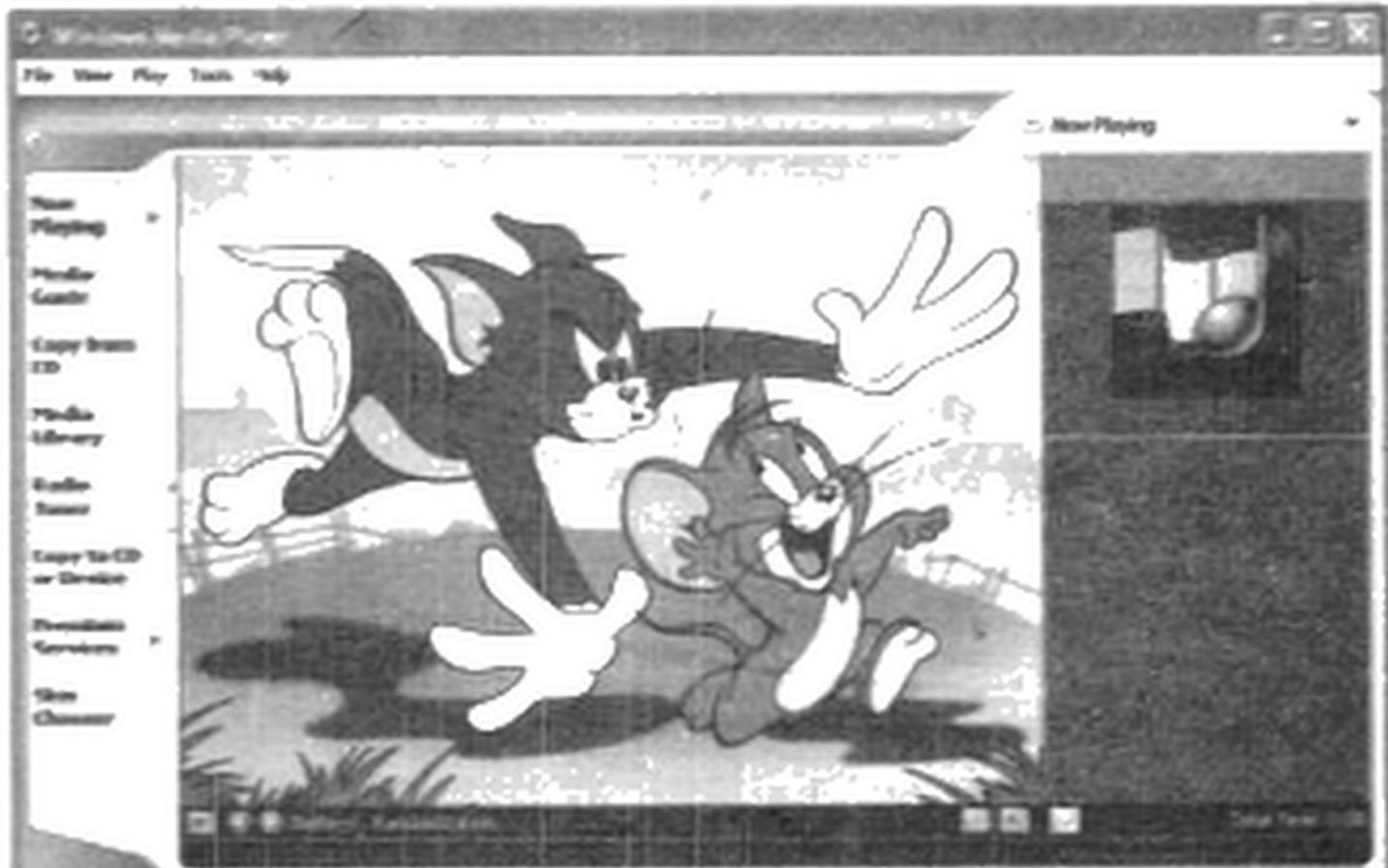In a CD, this MPEGAV folder always contains video files.

Fig. 3.4.1b Contents of CD

➡️ Double click the MPEGAV folder

➡️ Double click the AVSEQ01 video file.

➡️ The video file starts playing in the Media Player.

Commonly Used Software

Unit - 3

Summary

- *Microsoft Paint* is a graphics software. It is used to draw and edit images.
- *Brush tool* is used to draw lines with different thickness.
- *Rectangle tool* is used to make rectangles.
- *Ellipse tool* is used to make ellipses.
- *Line tool* is used to draw straight lines of different colors and thickness.
- *Curve tool* is used to draw curved lines of different colors and thickness.
- *Fill with color tool* fills the screen or an enclosed shape with a color.
- *Airbrush tool* creates a spray pattern.
- The *color palette* consists of two rows of colored boxes. To set the foreground color, click on any colored box.
- The *foreground color* is the color that the pencil draws with.
- The *background color* is the color of the background.
- *Pencil tool* is used to draw freehand. However, you cannot adjust the thickness of the line with this tool.
- *Text tool* creates a text frame in which a user can choose the font, size, and style to type.
- *Typing Tutor* is a software which helps a user to learn and improve typing skills.
- *A S D F* and *J K L ;* are called *home keys*.
- *Speed in typing* is defined as the number of words typed in one minute counting every 5 strokes (punctuation marks, spaces or letters) as one word.
- The software used to produce documents is called *Word Processor.*
- *Microsoft Office Button* provides fast access to files and frequently used commands.
- *Quick Access Toolbar* holds the commands which are frequently used.
- *Ribbon* presents commands organized into a set of tabs.
- Adding, removing and re-arranging text in the document is called *text editing.*

Unit - 3

- The **Cut** command moves the selected text from its original location.
- The **Paste** command pastes the copied and cut text at the insertion point.
- **Font** is a set of letters, numbers and symbols of a specific design that may be displayed or printed.
- **Font size** means the height of the letters or other characters.
- To emphasize information in a document, a user can make the text **bold**, *italicized* or underlined.
- User can change the selected text to UPPERCASE, lowercase or other common capitalizations.
- Word underlines possible spelling and grammatical errors in the document.
- **Media Player** is a software which plays video and audio files.
- **Play/Pause** is used to play and pause audio/video file.
- **Stop button** is used to stop any file playing in the media player.
- **Fast forward and rewind buttons** are used to control the speed of the file.
- **The Volume Slider** is used to control the volume level of the file.

Exercise

Q. 1 Tick the right choice.

I) Paint is a _____ software.

a) Graphics   b) Typing
c) Word Processing   d) Mathematical

ii) A user can draw perfect circle by ellipse tool using _____ key while dragging the Mouse.

a) Ctrl   b) Shift
c) Caps Lock   d) Alt

iii) _____ tool is used to write text in the drawing.

a) Shift   b) Text
c) Pencil   d) Curve

iv) Airbrush tool creates a _____ pattern.

v)_____ tool is used to fill the screen or a closed shape.

a) Eraser   b) Text
c) Line   c) Fill with color

vi) _____ tool is used to zoom in the drawing.

a) Line   b) Magnifier
c) Brush   d) Curve

vii)_____ keys are called home keys.

a) A S D F and J K L ;   b) Q W E R T Y
c) Z X C V B   d) F G H J K L

viii)_____ is defined as the number of words typed in one minute.

a) Typing tutor   b) Typing skill
c) Typing timing   c) Typing speed

ix) _____ are the keys settings for the left hand.

a) A S D F   b) Q W E R
c) Z X C V   d) D F G H

x)_____is the most popular word processing software.

a) Word   b) Excel
c) Paint   d) Notepad

xi)_____ button is located on the top left corner of Word 2007.

a) Microsoft Office button   b) Ribbons
c) Microsoft Home   d) Save

xii) The_____ is the panel at the top of the document.

a) Ribbons   b) Office button
c) Tab   d) Quick Access Toolbar

viii) Delete key deletes the characters from the _____ side of the cursor.

Commonly Used Software   **Unit - 3**

xiv)_____ is a software which is used to play audio and video files.

    a) Media player   b) Typing Tutor

    c) Word   d) Paint

xv) Mute button is used to _____ the volume .

    a) Turn on   b) Increase

    c) Turn off   d) Decrease

Q. 2 Fill in the blanks.

I) Pencil tool is used to draw_____ .

ii) Airbrush tool creates a _____pattern.

iii) The home keys consists of_____ keys.

iv) _____ is used to press Space bar

v) Word is a_____ processing software.

vi) _____ show similar commands together.

vii) Adding, removing and re-arranging text in Word document is known as

_____

viii)_____ is the shortcut key to bold the text.

ix) _____ errors are underlined by green wavy line.

x) _____button is used to stop any file in the Media player.

Q.3 Define the followings.

I) Text Editing   ii) Ribbon

Commonly Used Software   Unit - 3

Q.4 Differentiate between the following.

I) Brush tool and Pencil tool   ii) Delete key and Backspace key

iii) Foreground and Background color boxes   iv) Pause button and Stop button

v) Cut text and Copy text

Q.5 Give brief answers to the following questions.

I) What are the uses of Paint?

ii) How can a user draw a freehand drawing in Paint?

iii) Explain the importance of home keys in typing.

iv) Write the steps to create new Word document.

v) Write the names of different case options in Word 2007.

vi) Define the font and write the names of three famous fonts.

vii) Explain text alignment and its different types.

viii) Write down the steps to access Media player in the Windows?

ix) Write name of the tool used to draw curves.

x) How can we draw a circle in Paint?

Q.6 Match column A with column B and write the numbers of matching pairs in column C.

A	B	C
I) A S D F J K L ;	a) Fill the closed shape	_____
ii) Brush tool	b) Spray	_____
iii) Text tool	c) Brush strokes	_____
iv) Line tool	d) Home keys	_____
v) J K L ;	e) Right hand keys	_____
vi) Fill with color	f) Text frame	_____
vii) Eraser tool	g) Straight line	_____
viii) Airbrush tool	h) Erase a picture	_____
	I) Left hand keys	

Commonly Used Software   Unit - 3

Q.7 Match column A with column B and write the numbers of matching pairs in column C.

A	B	C
I) Word processing	a) Ctrl + X	_____
ii) Media player	c) Times New Roman	_____
iii) Increase playback speed	d) Turn off volume	_____
iv) New document	e) Ctrl + P	_____
v) Font	f) Fast forward	_____
vi) Cut Text	g) Windows Media Player	_____
vii) Print	h) Ctrl + N	_____
ix) Font Style	I) Italic	_____
x) Mute	j) MS Word	_____
	k) Ctrl + C	_____
	l) Ctrl + N	_____

Q.8 Label the following diagram.

a)

Commonly Used Software

Unit - 3

b)
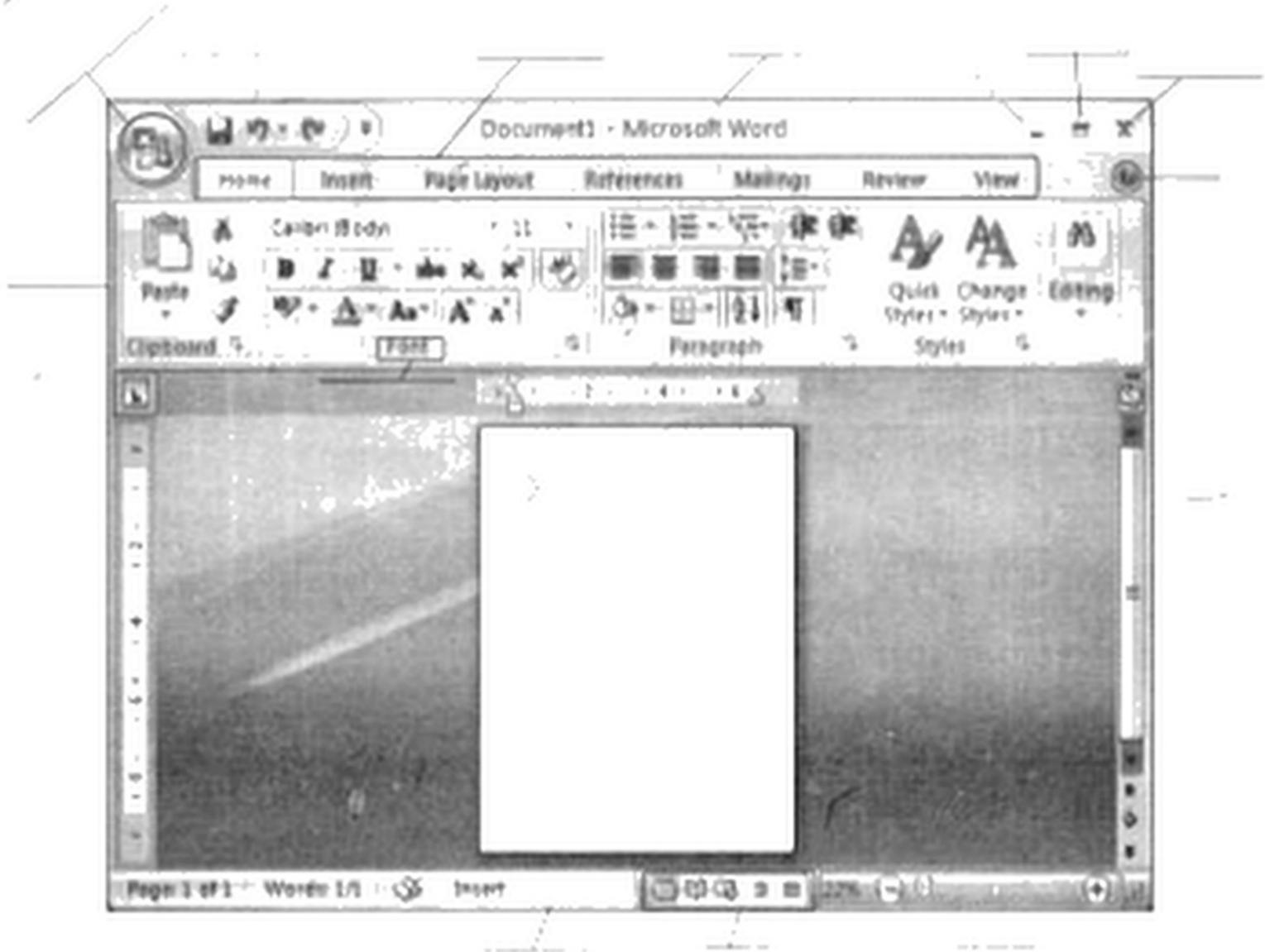
c)
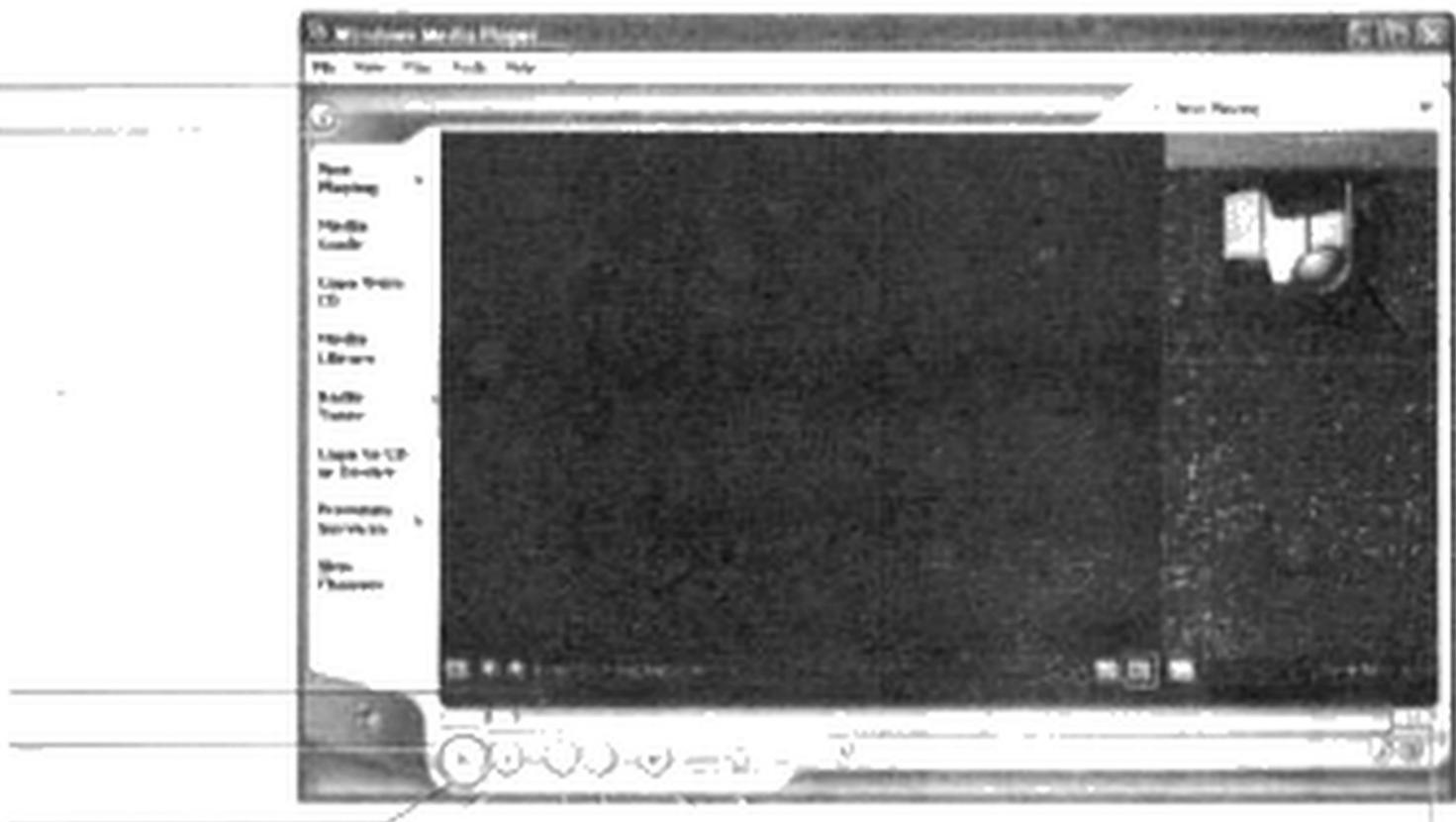
Commonly Used Software   Unit - 3

Lab Activity (Using Shape Tools)

➡ Select the rectangle tool ▭.

➡ Draw two rectangles like this.

➡ Using bucket tool color them gray.

➡ Draw a rounded rectangle inside the big triangle and color it white.

Lab Activity (To Draw a Tree)

➡ Select brown color from the color box.

➡ Click brush tool and use thick brush to draw stem and branches.

➡ Now select green color from the color box.

➡ Draw leaves using brush tool.

Activity (Using Brush Tool)

➡ Click brush tool and draw a heart with blue color.

➡ Select another color and write some message.

T ♥ PAKISTAN

Commonly Used Software

Lab Activity (Spray Tool)

➡ Spray tool can also be used for the leaves of a tree.

➡ Click and move the *spray can* quickly to make the leaves.

➡ You can also change the size of the spray.

Lab Activity (Face)

➡ Use brush tool for the face and spray tool for hair.

➡ Chang the hair style.

Lab Activity (Brinjal)

➡ Using *ellipse* tool draw an oval.

➡ Use *magnifier* tool to make it big.

➡ Using *brush* tool draw upper portion of a brinjal.

Commonly Used Software   **Unit - 3**

Lab Activity (Changing Font Size and Color)

➡ Type your first name.

Arif

➡ Double click to select it.

➡ Click Copy ⧉ or Press Ctrl + C.

➡ De-select the word.

➡ Click paste ⧉ or Press Ctrl + V.

ArifArif

➡ Now similarly paste your name six times.

➡ Put two spaces between each one.

Arif Arif Arif Arif Arif Arif

➡ Now make each name bigger than the last one.

Arif Arif Arif Arif Arif Arif

➡ Color each name a different color.

➡ You can do this by selecting a word
and choosing color from here
on the *Home Tab* and in the
Font group.
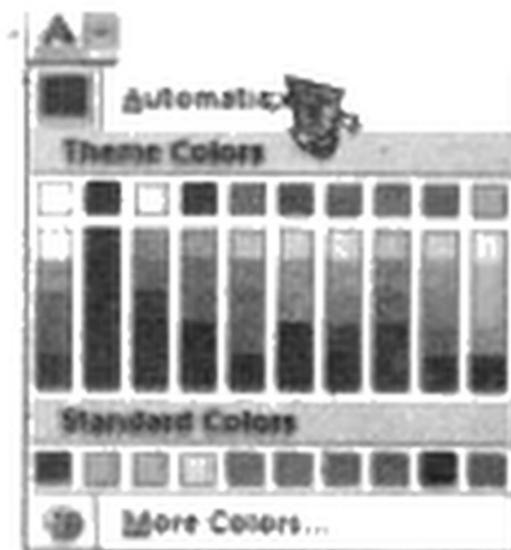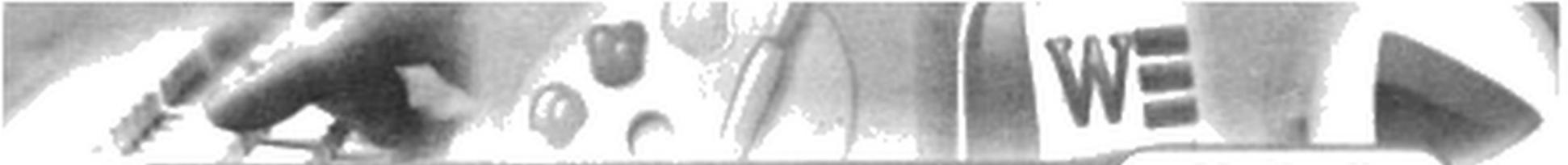
Commonly Used Software   Unit - 3

Lab Activity (Font Chart)

➡ Type capital alphabet.

ABCDEFGHIJKLMNOPQRSTUVWXYZ

➡ Select it.

➡ Copy and paste it nine times.

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ABCDEFGHIJKLMNOPQRSTUVWXYZ

....
....
....

➡ Now select one line at a time and give each line a different font and color.

➡ Write the font name after each line.

ABCDEFGHIJKLMNOPQRSTUVWXYZ..................(Arial)

ABCDEFGHIJKLMNOPQRSTUVWXYZ....................(Chiller)

ABCDEFGHIJKLMNOPQRSTUVWXYZ................(Comic Sans MS)

ABCDEFGHIJKLMNOPQRSTUVWXYZ................(Calligraphia)

ABCDEFGHIJKLMNOPQRSTUVWXYZ............(Cooper Black)

ABCDEFGHIJKLMNOPQRSTUVWXYZ...................(STENCIL)

〄〄〄〄〄〄〄................(Wingdings)

Commonly Used Software   **Unit - 3**

Lab Activity (Editing)

➡ Open a new document and save it as "Application".

➡ Type the following text.

➡ Use the Arial font.

➡ Perform the editing and formatting as shown.

b) Place a Comma here.

a) Replace with: Headmaster

To
The Principal,
Govt. Islamia High School,
Multan

Sir
    Respectfully, I beg to state that I am sick. Therefore, I cannot come to school. Kindly grant me a leave for two days. I shall be very thankful to you.

c) Justify this paragraph

d) bold

Yours obediently,
Shahzad Khan
Class 6th, A.
Roll No. 15

f) Right Align

e) Italicize

Lab Activity (Top Ten TV Programs)

➡ Make a list of ten TV programs.

POGO
Thunder Cats
National Geography
....
....

UNIT 4

THE INTERNET AND WORLD WIDE WEB
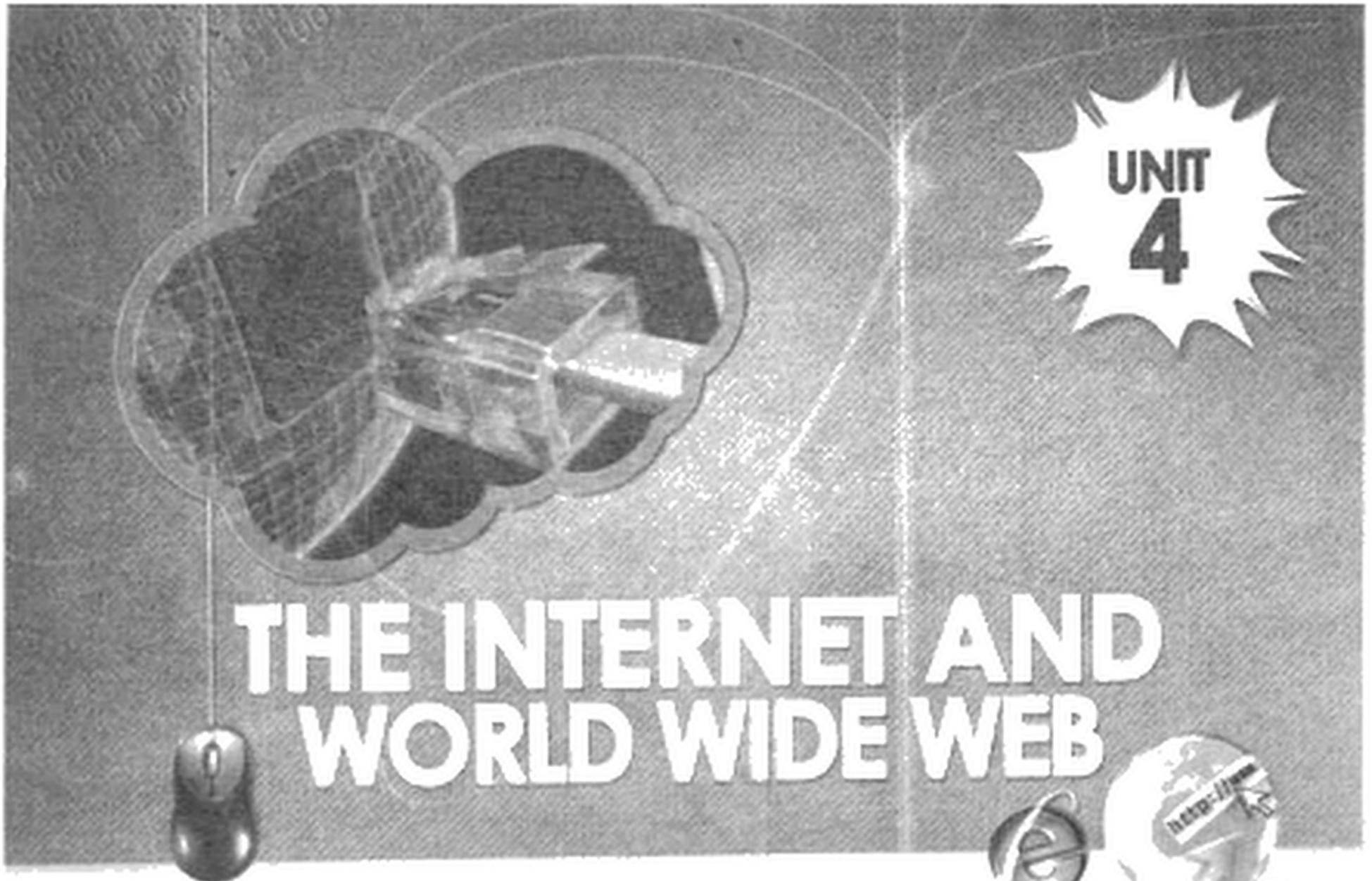
The Internet is the collection of a large number of computers connected together all over the world. By using Internet we can look up information on any subject or send and receive messages through e-mail.

In this unit, we will also discuss the World Wide Web - the fastest growing area of the Internet made up of millions of web sites.

Learning Outcomes:

After completing this unit, students will be able to:

- define Internet
- know what Internet offers
- know the means of connecting to the Internet
  - Telephone (dial up) modem
  - DSL
  - Cable modem connection

- know the World Wide Web
- know web page
- know web site
- know the URL
- know a web browser
- use of Internet Explorer
- know the search engines
  - Google

4.1 Introduction to the Internet

Today billions of users around the world access the services of the Internet. We can exchange messages, share information, buy and sell things and communicate with each other while using the Internet.
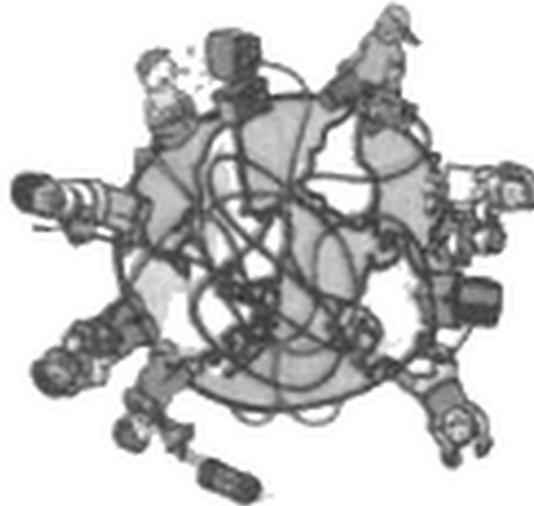
4.1.1 Internet

The Internet is the largest network of computers around the world. It connects many smaller networks together and allows all the computers to exchange information with each other.

A **network** is a system of interconnected computers that communicate with one another and share application, data and hardware components.

4.1.2 Internet Services

The Internet has become so important that its use is considered as the essential part of computer use. The most commonly used internet services are shown below.
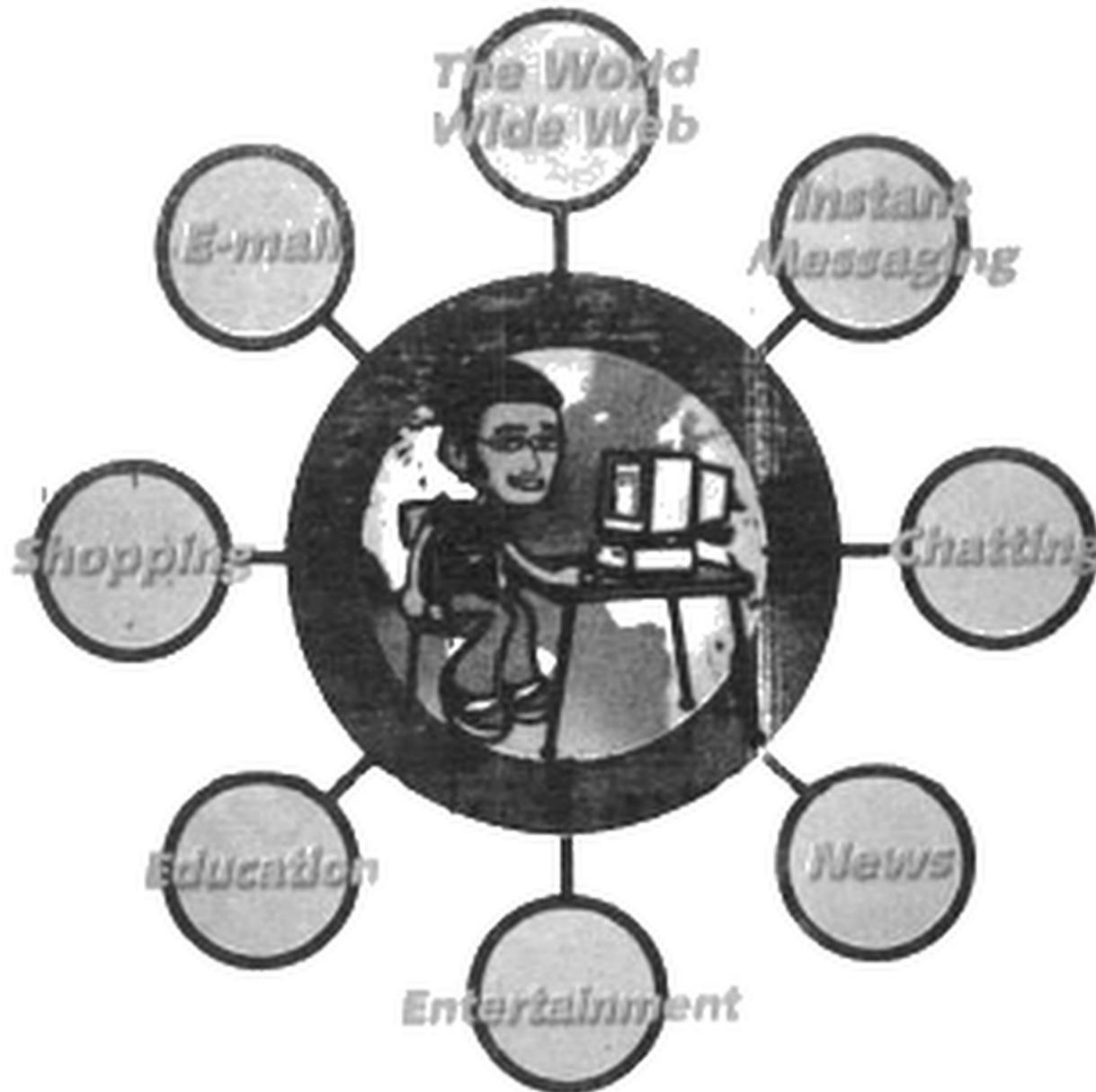
Fig. 4.1.2 Internet Services

The World Wide Web

World Wide Web is a collection of web pages on the Internet which provide a variety of information that can be accessed by people all over the world.

E-mail (Electronic Mail)

A user can send and receive electronic messages and files to anyone in the world using E-mail service.

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Chatting

A user can chat with anyone using this service. Chat room is a location on Internet that allows users to chat and share ideas with one another.

Instant Messaging (IM)

A user can chat with his/her online friends using the service of instant messaging. Some IM services also provide audio and video conversation.

News

A user can read a newspaper online. A user can access web sites of different news channels to keep themself update.

Entertainment

A user can access unlimited range of pictures, music and videos using Internet. A user can also play online computer games.

Education

A user can access books and articles of any subject on the Internet. A user can take online lectures and training on different subjects.

4.1.3 Means of Connecting to the Internet

When a user wants to access Internet, first of all he/she has to establish a connection of the computer to the Internet. This connection is provided by a company which is known as Internet Service Provider (ISP). These ISPs offer different types of connections.

- Telephone (dial-up) modem

- Cable modem

Telephone (Dial-up) Modems

Dial-up connection is a technology that helps a user to connect to the Internet using standard telephone lines. A user can access Internet by plugging in telephone line in the modem. It is a slow speed and inexpensive technology. In this type of connection telephone line remains busy, one cannot make calls.
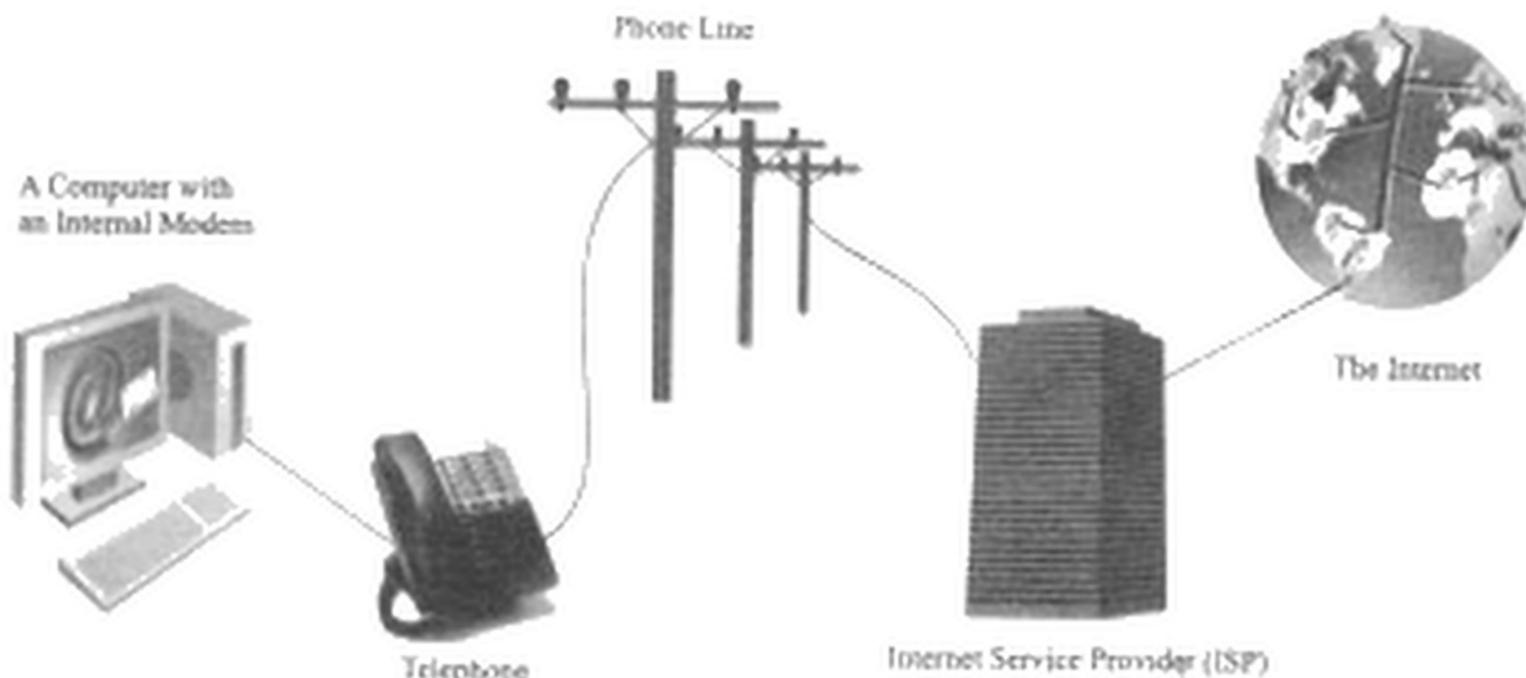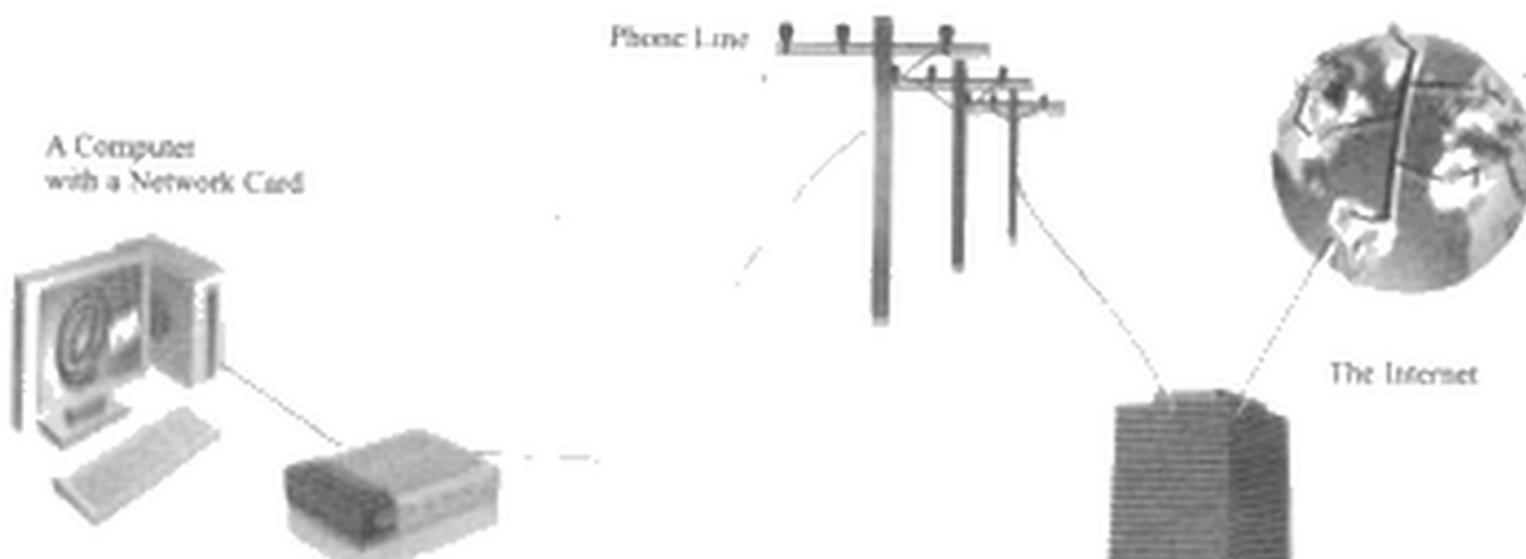

Fig. 4.1.3a Dial up Connection

Digital Subscriber Line (DSL) Modem Connection

DSL is a high speed Internet technology that runs over standard phone lines. It is one of the fastest and affordable Internet connection. A DSL modem is connected to the computer with a network Card. In DSL connection, telephone line remains free to make calls.

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Cable Modem Connection

Cable modem service is a technology that helps users to connect to the Internet using their cable TV wire. It provides a high speed connection as compared to the dial-up modems. It provides an "always ON" connection. It means whenever a computer is powered on the connection is "ON". Cable modem can be connected to the computer with the network card.
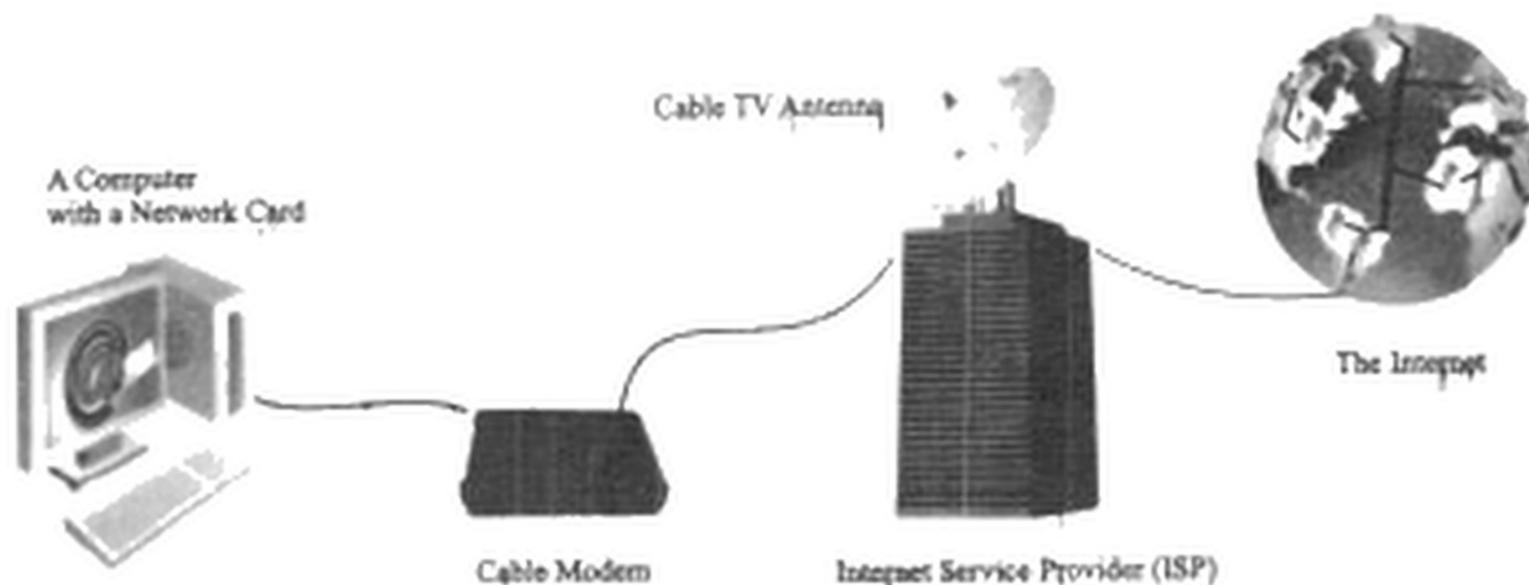
Fig. 4.1.3c Cable Modem Connection

4.1.4 Connecting to the Internet

Following are the requirements to access the Internet.

1. Computer
2. Modem
3. Telephone/Cable TV Line
4. ISP (Internet Service Provider)
5. Web Browser

1. Computer

Computer is the most essential part to access the Internet. We cannot access

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2. Modem

A **Modem** is a device which is used to connect and communicate with other computers. There are two types of modems:

Internal Modem

Placed inside sytem unit, used for dial-up connection

External Modem

Placed outside system unit, used for DSL and Cable modem connection

3. Telephone/Cable TV Line

A telephone line is required for Dial-up and DSL connections.
A Cable TV line is required for Cable modem connection.
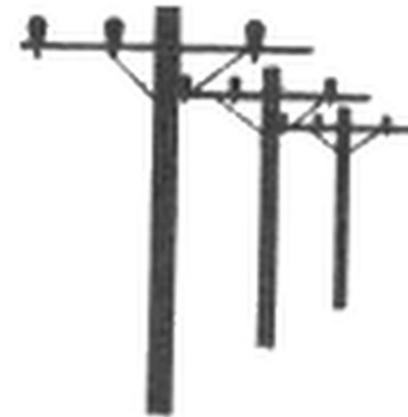
4. Internet Service Provider (ISP)

A company which provides an Internet connection is known as Internet Service Provider (ISP). Some of the leading ISPs in Pakistan are:

- Pakistan Telecommunication Limited
- Wateen Telecom
- World Call Telecom
- wi-tribe

5. Web Browser

A **web browser** is a software which is used to access and view different websites. Some popular web browsers are:

- Microsoft Internet Explorer
- Mozilla Firefox

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4.2 World Wide Web (The Web)

The World Wide Web is the most popular service provided by the Internet. It is also known as "The Web". The Web is the collection of web pages on the Internet. It contains a variety of information that can be accessed by the people all over the world.

4.2.1 Web Page

A Web page is a document on the World Wide Web. It can contain text, graphics, audio, videos and links to other pages.

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4.2.2 Website

A *Website* is a collection of related Web pages. Each website contains a number of documents and files.

The very first page of the Website is known as Home Page. It serves as an introduction of the entire website. A user can access any website in the world by writing its address in the address bar of the Web Browser. He/she can move from one page to another page of the website.

This is the home page of the Pakistan Air Force website.

You can access other pages of this website by clicking these links.

If you click the introduction link of this website, a new page with the name Introduction opens.

Fig. 4.2.2 Website

4.2.3 URL (Uniform Resource Locator)

URL (Uniform Resource Locator) is an address of a web page on the Every web page has a unique address. A web page can only be

Fig. 4.2.3 Google Home Page

4.2.4 Web Browser

Web browser is a software that is used to access the World Wide Web. We can access and view different web pages or websites using a web browser.

It is a user-friendly software. We can type URL of any website on its address bar, and the browser will show that particular website.

Some of the most popular browsers are Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, Opera and Safari.

Opera

Firefox

Google Chrome
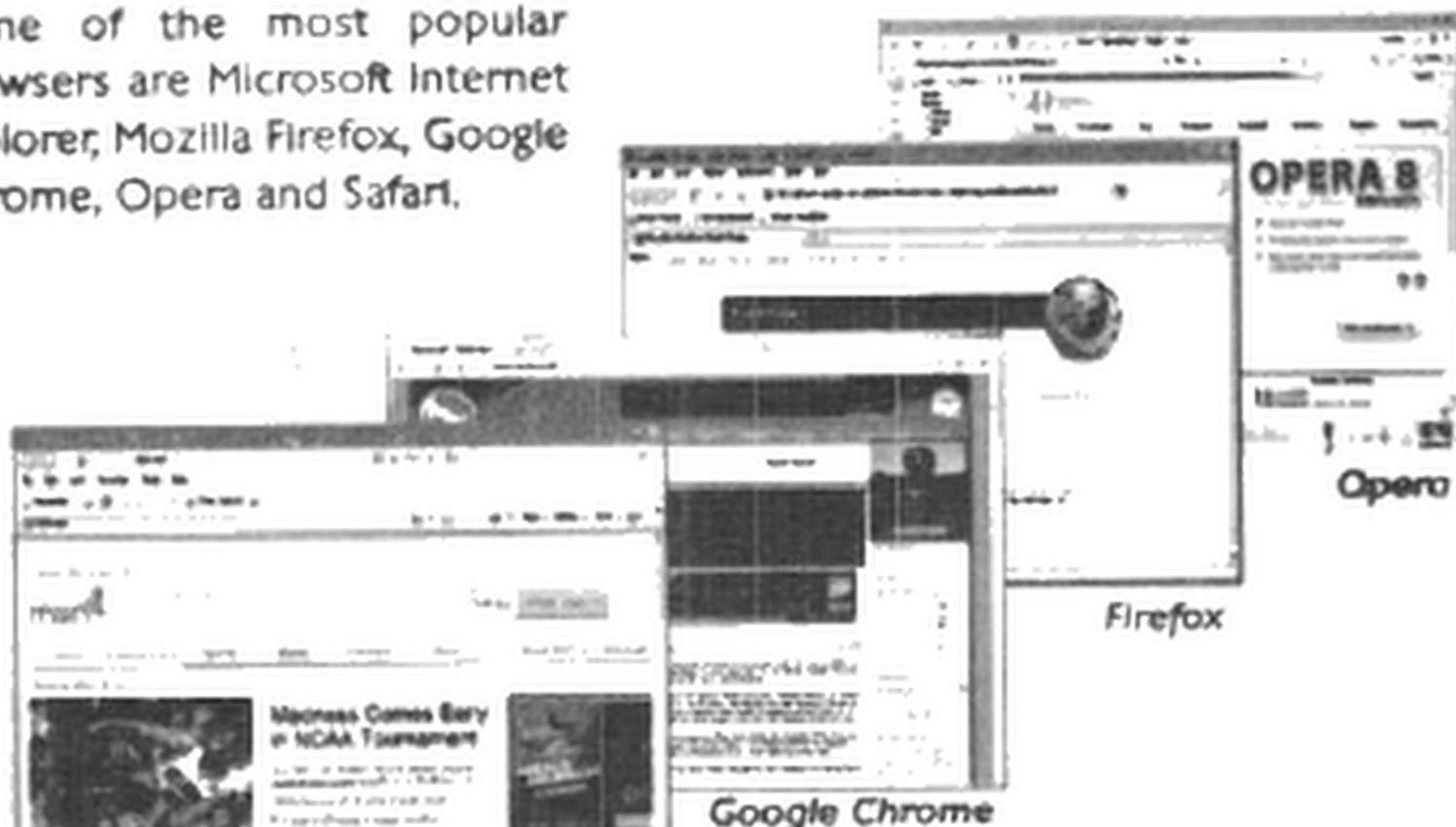
4.2.5 Internet Explorer

In Windows, the software which serves as a web browser is known as *Internet Explorer*. It has different menus, buttons and icons to help a user to access different websites and webpages.

Fig. 4.2.5 Internet Explorer

Address Bar

You can type the URL of the desired web site here.

Refresh Button

A web page is re-loaded by clicking this button.

Stop

You can stop the browsing of a web page by clicking this button.

Back and Forward Buttons

These buttons are used to go back and forth among pages of a website or multiple websites. These buttons enable only when user visits more than one page.

Menus

You can use different menu options by using these menus.

4.2.6 Accessing Different Web Pages Using Internet Explorer

➡ Open Internet Explorer

➡ Type the URL
www.google.com
in the address bar.

➡ Press Enter key.

Fig. 4.2.6a Internet Explorer (home page)

➡ The web page of Google appears.

Fig. 4.2.6b Internet Explorer (Google)

➡ Now, one by one, type the following URLs in address bar of Internet Explorer.

1) www.yahoo.com

2) www.bing.com

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4.2.7 Search Engines

Search Engine is a program that is used to find web pages and websites on the Internet. When we type a word or a phrase, the search engine will show a list of websites with related information.

Some of the most popular search engines are listed below.

MSN   (www.msn.com)

Yahoo   (www.yahoo.com)

Google   (www.google.com)

AltaVista   (www.altavista.com)

Ask   (www.ask.com)

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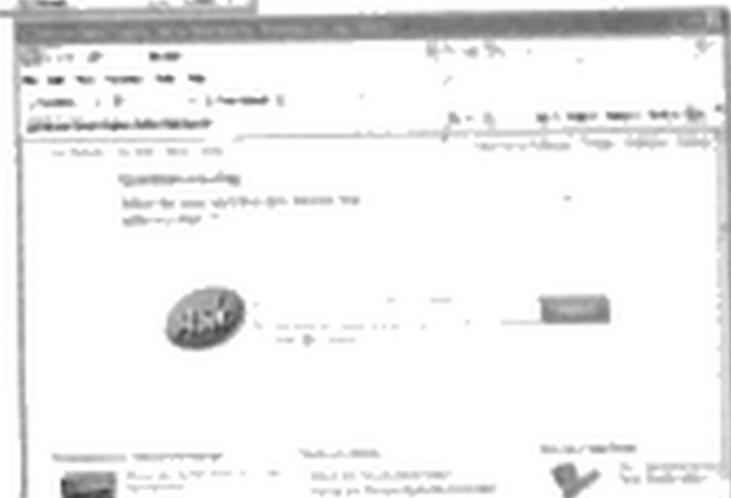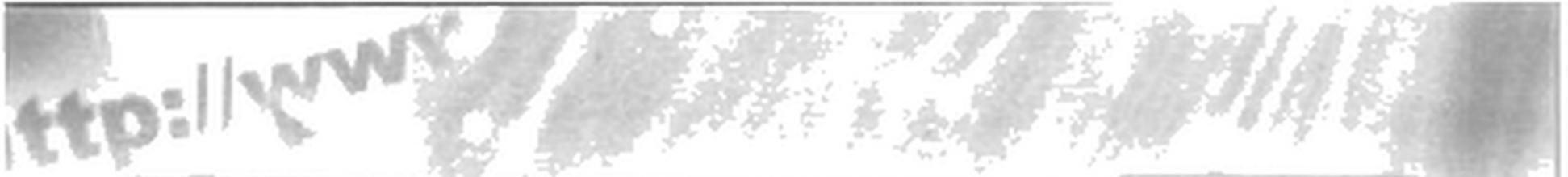
Using MSN Search Engine

➡ Open Internet Explorer.

➡ The home page of the browser opens.

   By default MSN is set as home page of Internet Explorer.

➡ If MSN is not your home page, type the URL

   www.msn.com

   in the address bar
   and press Enter key.

➡ The web page of
   MSN appears.
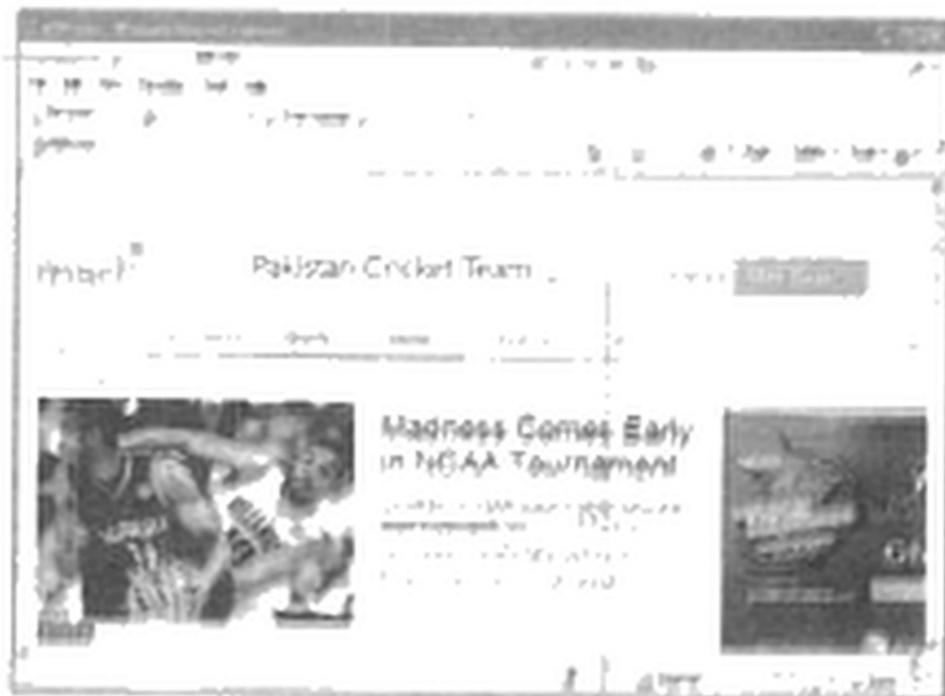
Fig. 4.2.7b Internet Explorer (MSN home page)

➡ Type "Pakistan Cricket Team" in the search bar
   and Click search button.

➡ List of related web pages
   or web sites appears.

Using Yahoo Search Engine

➡ Open Internet Explorer.

➡ The home page of the browser opens.
   By default MSN is set as home page of Internet Explorer.

➡ Type the URL www.yahoo.com in the address bar
   and press Enter key.

➡ The web page of
   Yahoo appears.

Fig. 4.2.7d Internet Explorer (Yahoo web page)

➡ Type "Pakistan Cricket Team" in the search bar
   and Click search button.

➡ List of related web pages
   or web sites appears.

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Using Google Search Engine

➡ Open Internet Explorer.

➡ The home page of the browser opens.
   By default MSN is set as home page of Internet Explorer.

➡ Type the URL www.google.com in the address bar
   and press Enter key.

➡ The web page of
   Google appears.

Fig. 4.2.7f Internet Explorer
(Google web page)

➡ Type "Pakistan Cricket Team" in the search bar
   and Click search button.

➡ List of related web pages
   or web sites appears.

The Internet and World Wide Web   Unit - 4

Summary

- **The Internet** is the largest network of computers around the world.

- A company which provides an Internet connection is called **ISP**.

- **Dial-up connection** is a technology that helps a user to connect to the Internet using standard telephone lines.

- **DSL** is a high speed, digital, always-ON Internet technology that runs over standard phone lines.

- **Cable modem service** is a technology that helps users to connect to the Internet using their cable TV wire.

- **A modem** is a device which is used to connect and communicate with other computers.

- **A web browser** is a software that is used to access and view different websites.

- **The World Wide Web** is the collection of web pages and websites on the Internet.

- **A Web page** is a document on the World Wide Web. It can contain text, graphics, audio, videos and links to other pages.

- **A Website** is a collection of related web pages. Each website contains a number of documents and files.

- **URL (Uniform Resource Locator)** is the address of a web page on the Internet.

- In Microsoft Windows, the software which serves as a web browser is known as **Microsoft Internet Explorer**.

- **A Search Engine** is a program that is used to find web pages and websites.

Exercise

Q.1 Tick the right choice.

I) The largest network of computers around the world is known as _____

    a) Internet   b) Network
    c) Intranet   d) Group

II) IM stands for _____

The Internet and World Wide Web   Unit - 4

iii) ISP stands for_____ .

    a)   b)
    c)   d)

iv) DSL stands for _____ .

    a) Digital Subscriber Line   b) Digital Super Line
    c) Data Subscriber Line   d) Digital Subscriber Lane

v) There are _____ types of modems.

    a) Two   b) Three
    c) Four   d) Five

vi) Which of the following is an Internet Service Provider?

    a) PLTC   b) FLCI
    c) PCTI   d)

vii) The software that is used to access and view web pages is called_____ .

    a) Web Server   b) Web Browser
    c) Web Explorer   d) Web User

viii) WWW stands for_____ .

    a) World Wide West   b) World Was Web
    c) World Wide Work   d) World Wide Web

ix) Collection of different web pages and sites on the internet is also called_____ .

    a) WAE   b) The Web
    c) Web Link   d) The Way

x) A single document on the world wide web is known as _____ .

    a) Web page   b) Website
    c) Web link   d) Web cam

xi) A _____ is a collection of related web pages.

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xiii) The web address of the web page is known as _____ .

xiv) _____ is the home page of the Internet Explorer.

a) NSN   b) MSN
c) MNS   d) NSM

xv) _____ is a program that is used to find web pages and websites.

a) Find and Search   b) Explore Engine
c) Search browser   d) Search Engine

Q.2 Fill in the blanks.

i) A _____ is a system of interconnected computers.

ii) A user can send to and receive a message from any one in the world through _____ service.

iii) We can buy or sell things sitting at our home using Internet is known as _____ shopping.

iv) Internal Modem is placed inside the _____ .

v) The company that provides Internet connection is known as _____ .

vi) A DSL modem connection uses _____ lines.

vii) In Windows, the software that serves as a web browser is called _____ .

viii) We can access any website by writing its URL in the _____ of the web browser.

ix) The very first page of the website is called _____ page.

x) _____ is the most popular search engine in the world.

Q.3 Define the following.

The Internet and World Wide Web   Unit - 4

Q.4 Give brief answers to the following questions.

i) List five uses of the Internet.

ii) Write steps to connecting to the internet.

iii) Define Modem and its types.

iv) Write names of some popular web browsers.

v) What are the major differences between Dial-up and DSL connections?

vi) How can we access websites in Microsoft Windows?

vii) Describe Cable Modem Internet connection.

viii) Describe the function of Refresh, Stop, Next, Back and Stop buttons in Internet Explorer.

ix) How can we search a web page using Search Engine?

x) Write names and URLs of some popular search engines.

Q.5 Differentiate between the following.

i) Internet and World Wide Web

ii) Chatting and Instant Messaging

iii) Web page and Website

iv) Telephone Modems and Cable Modems

v) Web Browser and Search Engine

Q.6 Label the following diagram.
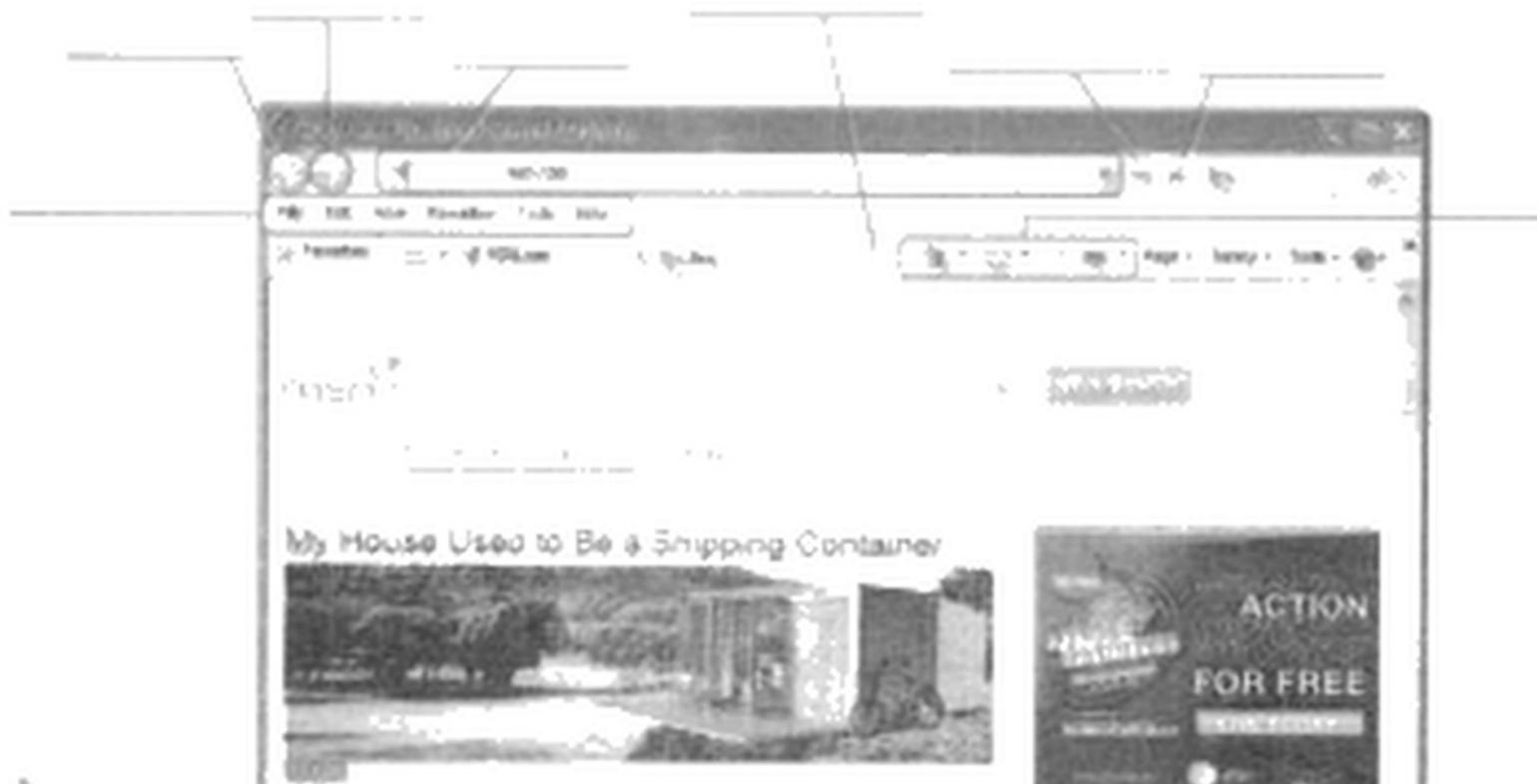
The Internet and World Wide Web   Unit - 4

Q.7 Label the following diagram.

_____

_____

_____

_____
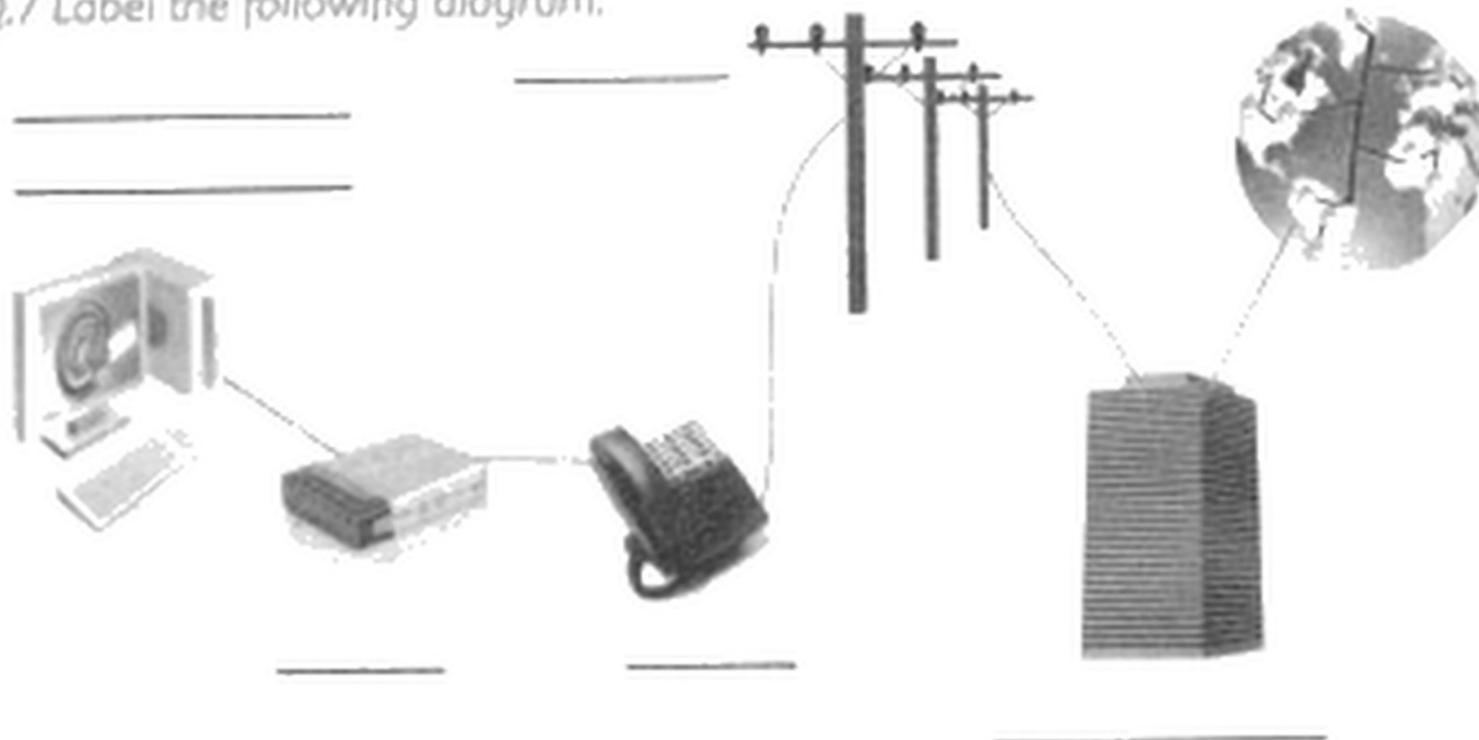
Explain the Internet connection with the help of the above diagram.

_____

_____

Q.8 Match column A with column B and write the numbers of matching pairs in column C.

A	B	C
i) URL	a) Related web pages	_____
ii) Web Browser	b) Largest network	_____
iii) Website	c) Digital Subscriber Line	_____
iv) Search Engine	d) Cable TV wire	_____
v) Internet Service	e) E-mail	_____
vi) DSL	f) Yahoo	_____
vii) Dial-up Connection	g) Internal Modem	_____
viii) www	h) PTCL	_____
ix) Internet	i) Mozilla Firefox	_____
x) ISP	j) World Wide Web	_____

Answers

Unit 1 Introduction to Computers

Q.1 Tick the right choice.

i. (a) Data	ii. (b) Information	iii. (b) Physical
iv. (c) Microsoft Windows	v. (c) QWERTY	vi. (b) Input
vii. (a) System unit	viii. (c) Digital Camera	ix. (a) Microphone
x. (d) Printer	xi. (b) Central Processing Unit	xii. (b) Permanent
xiii.(b) Output	xiv. (d) Printer	xv.(c) Four

Q.2 Fill in the blanks.

i. Instructions	ii. Facts and Figures	iii. Software
iv. Single	v. Input	vi. System mainboard
vii. Floppy	viii. Versatile	ix. Output
x. Processing		

Q.6 Match Columns.

i f   ii a,   iii b,   iv j,   v k,   vi h,   vii c,   viii i,   ix e,   x d

Unit 2 Introduction to Windows

Q.1 Tick the right choice

i. (a) Microsoft Windows	ii. (c) Desktop	iii. (c) Start Menu
iv. (d) Bottom	v. (c) Recycle Bin	vi. (c) Notification Area
vii. (d) My Computer	viii. (b) Window	ix. (c) Title
x. (a) Status	xi. (c) File	xii. (a) Envelopes
xiii. (a) Copy	xiv. (b) Shift	xv. (c) Drive

Q.2 Fill in the blanks.

i. Icons	ii. Internet Explorer	iii. Menu
iv. Restore	v. Scroll	vi. Maximize
vii Taskbar	viii. Three	ix. Extension
x. Folders		

Q.6 Match Columns.

i j,   ii e,   iii f,   iv i,   v c,   vi a,   vii g,   viii d,   ix b,   x h

Unit 3 Commonly Used Software

Q.1 Tick the right choice.

i. (a) Graphics	ii. (b) Shift	iii. (b) Text
iv. (a) Spray	v. (d) Fill with color	vi. (b) Magnifier
vii. (a) ASDF and JKL;	viii. (d) Typing Speed	ix. (a) ASDF
x. (a) MS Word	xi. (a) Microsoft Office Button	xii. (a) Ribbons
xiii. (b) Right	xiv. (a) Media Player	xv. (c) Turn Off

Q.2 Fill in the blanks.

i. Freehand	ii. Spray	iii. ASDF and JKL;
iv. Thumb	v. Word	vi. Groups
vii. Text editing	viii. Ctrl+B	ix. Grammatical
x. Stop		

Q.6 Match the columns.

i. d, ii. c, iii. f, iv. g, v. e, vi. a, vii. h, viii. b

Q.7 Match the columns.

i. f, ii. g, iii. f, iv. h, vi. c, vii. a, viii. e, ix. L, x. d

Unit 4 The Internet and World Wide Web

Q.1 Pick the right choice

i. (a) Internet	ii. (c) Instant Messaging	iii. (b) Internet Service Provider
iv. (a) Digital Subscriber Line	v. (a) Two	vi. (d) PTCL
vii. (b) Web Browser	viii. (d) World Wide Web	ix. (b) The Web
x. (a) Web Page	xi. (a) Website	xii. (b) Cable TV
xiii. (a) URL	xiv. (b) MSN	xv. (d) Search Engine

Q.2 Fill in the blanks.

i. Network	ii. E-mail	iii. Online
iv. System Unit	v. ISP	vi. Telephone
vii. Internet Explorer	viii. Address bar	ix. Home
x. Google		

Q.8 Match the columns.

i. k, ii. f, iii. a, iv. f, v. e, vi. c, vii. g, viii. j, ix. b, x. h

Glossary

Advantages of using computers are speed, accuracy, reliability, storage and versatility.

Airbrush tool creates a spray pattern.

Background color is the color of the background.

Brush tool is used to make different types of brush strokes.

Cable modem service is a technology that helps users to connect to the internet using Cable TV wire.

CD/DVD is a portable, inexpensive and comparatively less reliable storage device.

Click: Quickly pressing and releasing the mouse button once is called click.

Close button is used to close an open window.

Color palette consists of two rows of colored boxes.

Communication devices are used to communicate and connect a computer with other computers.

Computer is an electronic machine which processes raw data (input) into meaningful information (output), and also stores output for later use.

Copy command creates a duplicate of the selected text, leaving the original text unchanged.

Curve tool is used to draw curved lines of different colors and

Cut command deletes the selected text from its original location.

Data: Collection of facts and figures (unprocessed items) are known as data.

Desktop: The main screen of the Microsoft Windows is known as desktop.

Dial up connection is a technology that helps a user to connect to the internet using standard telephone lines.

Digital camera allows a user to take pictures and store them into the computer instead of a traditional film.

Double click: Quickly pressing and releasing the left mouse button twice is called double click.

Dragging: To press and continue to hold the left mouse button as you move the mouse is called dragging.

Drive: A storage area in any storage device is known as drive.

Drop: After dragging, releasing the left mouse button to move an object is called Drop.

DSL is a high speed, digital, always-on Internet technology that runs over standard phone lines.

DVD stands for digital versatile disc. It is a storage device.

Ellipse enables a user to make ellipses.

Fast forward and rewind buttons are used to control the speed of

File is a collection of data that is stored on a computer.

Floppy disk is a portable and inexpensive storage device.

Folders are like envelops or drawers in which a user can place files and folders.

Fonts: The set of letters, numbers or symbols of a specific design which can be displayed or printed.

Foreground color is the color that the pencil draws with.

Hard disk is a permanent storage device of the computer. It is an inexpensive, reliable and durable storage device. It is fixed inside the system unit.

Hardware refers to all physical parts of a computer that a user can see and touch.

Home keys: A S D F and J K L ; are called home keys.

Home Page: The very first page of the Web site is known as **Home Page.**

Icons are small images that represent different types of programs and files.

Information: Data after processing is called **information.**

Input devices: Devices that are used to enter data into a computer are called input devices.

Input Operation: The operation in which a computer accepts data and instructions for processing from input devices is known as

Internet is the largest network of computers around the world.

ISP: A company which provides an Internet connection is called ISP.

Keyboard is most commonly used input device. It allows user to type words, numbers or symbols into a computer.

Line tool is used to draw straight lines of different colors and thickness.

Maximize button is used to enlarge a window to full screen.

Media Player is a software which plays audio and video files.

Memory is the electronic holding place. It stores instructions and data that the computer's processor can access.

Menu bar of a window contains different menus such as File, Edit, View, Favorites, Tools and Help.

Microphone is an input device. It is used to record voice in the computer.

Microsoft Office Button provides fast access to files and frequently used commands.

Microsoft Internet Explorer: In Windows, the software which serves as a web browser is known as Microsoft Internet Explorer.

Microsoft Paint is a graphics software. It is used to draw and edit images.

Microsoft windows is the software which provides a platform to work on a computer.

Minimize button reduces a window to a button on the task bar.

Modem is a device which is used to connect and communicate with other computers.

Monitor is an output device. It displays information on the screen.

Motherboard is the largest circuit board in the computer. All the computer components are plugged or connected with it.

Mouse is an input device that enables a user select commands quickly and perform tasks.

My Computer Icon gives access to all disk drives and other hardware connected to the computer.

My Documents folder is used to save documents such as letters, reports, pictures and media files.

Notification Area: The area at the bottom right on the screen is known as notification area.

Output devices: Devices that show output are called output devices.

Output operation: In this operation, the computer uses output devices to produce the results of the processing (information).

Pencil tool is used to draw freehand drawing. However, the thickness of the line cannot be adjusted with this tool.

Printer is an output device. It gives

Processing operation: The operation in which a computer performs some action on the data according to the instructions is known as processing operation.

Processor is the brain of the computer. It is made of the silicon chips fixed on the motherboard. It converts data into information. It is also known as CPU.

Quick Access Toolbar holds the commands which are frequently used.

QWERTY row: the row above the home row is called QWERTY row.

Rectangle tool is used to make rectangles.

Recycle Bin is the place where Windows stores deleted files.

Ribbon presents commands organized into a set of tabs.

Scanner is used to scan text and images into a computer.

Scroll bar is used to view all contents of a window vertically and horizontally.

Search Engine is a program that is used to find web pages and websites.

Software is the set of instructions given to the computer to perform a specific task.

Speakers are output devices. They allow a user to hear sounds from the computer.

Start button displays a list of items called Start Menu.

Status bar gives information about the window and its

Stop button is used to stop any file playing in media player.

Storage devices hold data, instructions and information permanently.

Storage operation: In this step, the computer stores the output permanently on different storage devices such as Hard Disk, Floppy disk, CD\DVD and USB Flash drive.

System unit is a box where processing takes place. It consists of main circuit board, processor, power supply and storage devices.

Taskbar is placed at the bottom of the screen in the Microsoft Windows. It includes Start button, Quick launch toolbar, Task bar buttons and Notification area.

Text case: A user can change the selected text to UPPERCASE, lowercase or other common capitalizations.

Text editing: Adding, removing and re-arranging text in the document is called text editing.

Text tool creates a text frame in which a user can choose the font, size and style to type.

Text Style: To emphasize information in the document, a user can make the text bold, italicized or underlined.

Title bar: Horizontal bar at the top of a window is known as **Title bar.**

Toolbar contains different command buttons with their icons so a user can easily access these commands.

Typing Tutor is a software that helps a user to learn and improve typing skills.

USB Flash memory is a storage device. It is a portable, expensive, reliable and durable storage device.

URL (Uniform Resource Locator) is the address of a web page on the Internet.

Volume slider is used to control volume level of the audio\video file.

Web browser is a software which is used to access and view different websites.

Web page is a document on the World Wide Web. It can contain text, graphics, audio, videos and links to other pages.

Window is a rectangular area on the computer in which applications or documents are viewed.

Website is a collection of related Web pages. Each website contains a number of documents and files.

World Wide Web is the collection of web pages on the Internet.

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HowStuffWorks	www.howstuffworks.com	Computer Basics for Kids	Usman Mushtaq
Hotmail	www.hotmail.com	Computing Studies	G. K. Powers
Google	www.google.com		

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Exercise is essential for the body; it makes us feel good all through the day.

Clip your nails on time so that dust does not get stuck in them.
Also, wash your hands and feet regularly.

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