



While holding the mouse with the right hand the index finger is placed on the left button and the middle finger on the right button. While holding the mouse with the left hand, the index finger is placed on the right button and the middle finger is placed on the left button of the mouse.



The rest of the fingers are placed on the sides to help us move the mouse.

If we are using a touchpad, we can use our index finger to move the mouse pointer.

Demonstrate the correct way to hold the mouse. Emphasize the importance of gently pressing the mouse buttons.

Key points

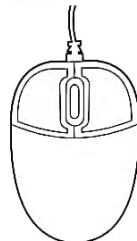
- The keys with the letters A–Z are called alphabet keys.
- The keys with the numbers 0–9 are called number keys.
- A mouse has two buttons: the left button and the right button.
- Left-click, right-click and double-click are the three types of mouse clicks.
- The mouse is kept on a flat surface called the mouse pad.
- The mouse pad helps the mouse cursor move smoothly across the computer screen.

Worksheet

1. On the keyboard below, colour the Enter key red, the alphabet keys green and the number keys yellow.



2. In the picture of the mouse shown here, colour the left button red and mark it as 'L', right button green and mark it as 'R', scroll button blue and the remaining part of the mouse yellow.



3. Circle the words related to a computer mouse.

- | | | | |
|-------------|--------------|-----------|---------------|
| right-click | left-click | mouse pad | scroll button |
| rat tail | double-click | arrow | photo-click |
| touchpad | Enter key | | |



1 Input And Output Devices

Hey Aditi, what are these devices connected to your computer?

These help me tell the computer what I want it to do, and get what I need from it.

Yes! Like we use our eyes and ears to understand and mouth and hands to convey information.

Ah! So these devices help us send messages IN and OUT of the computer!

Topics covered in this chapter:

- Input devices – Keyboard, mouse, scanner, microphone, and web camera
- Output devices – Monitor, printer, speaker, and projector
- IPO Cycle

Information Technology 1


A computer is an electronic machine. It has different parts like monitor, keyboard, mouse, CPU cabinet, etc. Based on their function, the parts of a computer are divided into two types: input devices and output devices.

Input devices

The parts that allow us to give input to the computer are called input devices. A few examples of input devices are keyboard, mouse, scanner, microphone, web camera, etc.





<p>Keyboard:</p> <p>(a) It has many buttons called keys on it. (b) It is used to type on the computer.</p>	
<p>Mouse:</p> <p>(a) A mouse is used to draw pictures. (b) It is used to point and select things on the monitor.</p>	
<p>Microphone:</p> <p>(a) A microphone is used to record our voice into the computer.</p>	
<p>Scanner:</p> <p>(a) When we place a paper with text or pictures inside a scanner, it takes an exact copy of it and stores it in the computer.</p>	
<p>Web Camera:</p> <p>(a) A web camera is used to capture a picture or record a video.</p>	



 The leading computer peripherals manufacturing company HP was started in a garage at Palo Alto in the year 1939.

Output devices

The output devices show us the final result of the work done. For example: monitor, printer, speaker and projector.

<p>Monitor:</p> <p>(a) It looks like a T.V. screen. All the work we do on the computer is displayed on the monitor.</p>	
<p>Printer:</p> <p>(a) A printer prints out the text or images on a paper.</p>	
<p>Speaker:</p> <p>(a) We can hear sounds or music on the computer through the speakers.</p>	
<p>Projector:</p> <p>(a) A projector shows videos, images or computer data on a bigger screen so that many people can see it together.</p>	

 Take the students to the computer lab and show them the input and output devices.

All the input and output devices are connected to a CPU cabinet.



As you know, the computer is a machine similar to an iron, washing machine, refrigerator etc.



Iron



Washing machine



Refrigerator

Machines cannot work on their own. Humans have to give instructions or commands to these to make them work.

Most of the machines work on an IPO (input-process-output) model. Let us understand this model with a few real-life examples.

Input-process-output model of a computer

Input - Process - Output

All the work we do using computers is carried out in three simple steps:

Input-Process-Output where,

Input is the information which we provide to the computer to work on,

Process is the work done by the CPU (Central Processing Unit) on the

information given by us and



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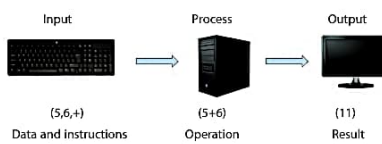
Input-process-output model of a computer

Input - Process - Output

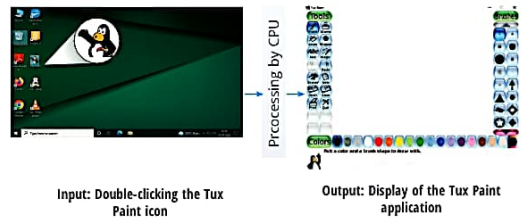
All the work we do using computers is carried out in three simple steps: Input-Process-Output where, Input is the information which we provide to the computer to work on, Process is the work done by the CPU (Central Processing Unit) on the information given by us and



Output is the final result we get after processing.

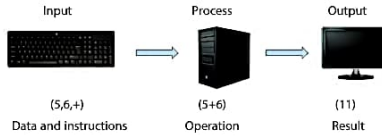


For example- Double-click the Tux Paint icon to open the application. The CPU understands this instruction given through the mouse and processes it. It then displays the Tux Paint application on the monitor.





Output is the final result we get after processing.



For example-

Double-click the Tux Paint icon to open the application. The CPU understands this instruction given through the mouse and processes it. It then displays the Tux Paint application on the monitor.



Input: Double-clicking the Tux Paint icon

Output: Display of the Tux Paint application

Key points

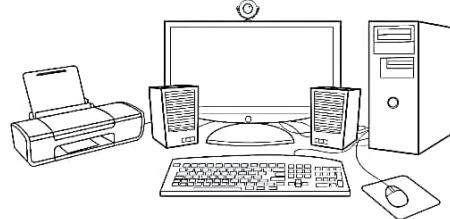
A computer is an electronic device.

- Parts of a computer that help us give input to the computer are called input devices. Keyboard, mouse, scanner, microphone, and web camera are a few examples of input devices.
- Parts of a computer that gives the output are called output devices. Monitors, printers, speakers, and projectors are a few examples of output devices.
- The act of changing the input to output is called processing.
- The processing of instructions takes place in the CPU.
- The input when processed in a certain way changes to output.

Worksheet


1. Colour the parts of the drawing as per the codes given below.


- | | | | | | |
|---------------|---|--------------|---|---------------|--|
| (i) Mouse |  | (ii) Monitor |  | (iii) Printer |  |
| (iv) Keyboard |  | (v) Speakers |  | | |






2. Fill in the missing letters to complete the words.

(a)  K _ _ _ B _ _ _ _ D

(b)  _ P _ _ _ K _ _ _ _

(c)  _ R _ _ _ T _ _ R

3. Fill in the blanks.

(a) The act of changing the input to output is called _____.

(b) Computer receives data with the help of _____ devices.

(c) When Chetan presses keys on the keyboard, the _____ detects this and displays text on the monitor.

4. Choose the correct answer.

(a) CPU stands for _____.

(a) Control Processing Unit (b) Central Processing Unit
(c) Central Production Unit (d) Central Processing Undo

(b) Meenal presses keys on the keyboard to type her name. She sees the letters on the _____.

(a) monitor (b) printer
(c) mouse (d) notebook

(c) The CPU can be compared to the _____ of human beings.

(i) eyes (ii) nose
(iii) brain (iv) hands

(d) Cooked rice can be compared as _____.

(i) Input (ii) Processing
(iii) Output (iv) None of these

(e) Which of the following is a machine?

(i) Juicer (ii) Pen
(iii) Pencil (iv) Eraser

5. Choose the correct option.

(a) The computer is a machine. (True/False)

(b) The CPU processes instructions provided by human beings. (True/False)

(c) The computer can act on its own. (True/False)

(d) IPO stands for Input Processing Order. (True/False)

(e) The act of changing the input to output is called processing. (True/False)

6. Let's colour and learn!

(a) Choose any drawing in your favourite colouring book and colour it.
Answer the following questions using the clues given in brackets.
[Colouring, Colour pencils, Colourful drawing]

(i) What helped you colour the drawing?
_____ - Inputs

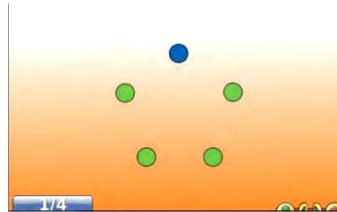
(ii) Which act changed a plain sketch to a colourful drawing?
_____ - Process

(iii) What is the outcome of this activity?
_____ - Output



In the Lab

1. Play the Click and draw game in GCompris.
You can find this game in GCompris → Discover the computer → Mouse manipulation activities → Click and draw.



Note: Draw the picture by clicking on each blue point in the sequence.



Project

Using a calculator, perform an addition problem. Enter the first number (for example, 5), the second number (for example, 9) and press the + symbol. What answer do you get?

[Skills: Digital Literacy]

Use the link given below to use the calculator:

<https://bit.ly/3FtWw26>



Self-Assessment

I can	On my own (✓)	With help (✓)
identify the input and output devices.		
differentiate between input and output devices based on their functions.		
identify Input, Process, and Output devices.		
differentiate between the sections of input, process, and output respectively.		

Beyond the classroom

<https://tinyurl.com/CMGrade3Ch3InputOutput>



<https://tinyurl.com/NextTGr2Ch2IPOcycle>





2 Keyboard – Special Keys



- Topics covered in this chapter:
- Quick review of alphabet keys, number keys, Enter, Caps Lock, Backspace and Space bar keys
 - Shift, Ctrl, Delete and arrow keys
 - Select, cut, copy, paste and delete text

A computer keyboard is one of the main input devices used with a computer. With the help of a computer keyboard, we input letters, numbers and other symbols that can serve as commands or be used to type text.

A computer keyboard has keys marked with the alphabet, numbers and other symbols.

Alphabet keys

The keys on which we see the letters A to Z are called alphabet keys. These are used to write words.



Number keys

The keys on which we see the numbers from 0 to 9 are called number keys. These are used to type numbers.

We find another set of keys marked with numbers on the right side of the keyboard. This is called the number pad.



Apart from the alphabet keys and number keys, the keyboard also has some special keys. Each special key has its own function.



Enter

The Enter key is used to go to the next line while typing paragraphs or poems. A keyboard usually has two Enter keys.



To go to the next line press Enter key. → Press Enter key here

To go to the next line press Enter key.

→ The cursor or insertion point goes to the next line



A cursor or insertion point is the place on the monitor where we can see what is typed on the keyboard.

Caps Lock

The Caps Lock key, when pressed, causes all the letters to be typed in upper-case. You need to press it again to continue typing in lower-case letters.



Caps Lock key switches or toggles between upper-case and lower-case letters.



When the Caps Lock key is pressed, a light glows and we can type upper-case letters.

CAPS LOCK KEY IS ON NOW. → Caps lock key is on

When we press the Caps Lock key again, the light is switched off and we can type lower-case letters.


caps lock key is off → Caps lock key is off

Space bar

The Space bar is the longest key on the keyboard. It is used to insert spaces between words.



Backspace

The Backspace key  is like an eraser. It is used to erase the mistakes made while typing. It erases anything that is on the left side of the cursor.



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Press Backspace to delete 's'

Delete


The Delete key is also used to erase text. It erases anything that is on the right side of the cursor.



computer sciences

Press Delete key to erase 's'

Shift

A keyboard usually has keys marked with two symbols one below the other, as shown in the figure.

When we press , we can see the number 1 displayed on the monitor.

To type an exclamation mark (!), we need to press  along with the special key, Shift. 

A keyboard has two Shift keys.



Pressing the Shift key and an alphabet key together will type the upper-case letter.

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Ctrl


A special key marked 'Ctrl' is called the control key. It is always used in combination with other keys to do certain tasks.


For example, pressing  and  keys together saves a file in Notepad or Tux Paint.


Arrow keys

Arrow keys are used to move the cursor through the text typed.

Press  to move the cursor to the left.

Press  to move the cursor to the line above.

Press  to move the cursor to the line below.

Press  to move the cursor to the right.

Select, cut, copy, paste and delete text

We often need to copy or move a piece of text from one location to another. To copy or move a piece of text, we have to select it first. To select the text using keyboard keys, follow the steps given below.

To select	Shortcut
The character on the right side of the cursor	Shift and right arrow key



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









To select	Shortcut
The character on the right side of the cursor	Shift and right arrow key +

To select	Shortcut
The character on the left side of the cursor	Shift and left arrow key +
The text in the line above	Shift and up arrow key +
The text in the line below	Shift and down arrow key +
The text from the current location of the cursor to the beginning of the line	Shift and Home key +
The text from the current location of the cursor to the end of the line	Shift and End key +
The text from the current location to the page above	Shift and Page Up key +
The text from the current location to the page below	Shift and Page Down key +
The whole text	Ctrl and A key +

Commonly, the following three things are done when a piece of text is selected.

- Copy and paste the selected text – It duplicates the selected text in more than one place.
- Cut and paste the selected text – It moves the text from the original location to the new location.
- Delete the selected text.







To select	Shortcut
The character on the left side of the cursor	Shift and left arrow key  + 
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

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Copy and paste the selected text

- To copy the text selected, press  and  together.
- Now, use the arrow keys or the mouse to place the cursor at the location where the text is to be moved.
- Press  and  together. A copy of the text will be pasted here.



When we copy and paste text, it is present both in the original and the new location.


Cut and paste the selected text

- To move the text selected, press  and  together.
- Now, use the arrow keys or the mouse to place the cursor at the location where the text is to be copied.
- Press  and  together. The text is now moved.

Cut and paste is used to delete the text from its original location and move it to a new location.

Delete the selected text

We can delete the selected text by pressing  or .

 Type the sentence 'The quick brown fox jumps over the lazy dog.' to practise the position of all the alphabet keys on the keyboard.

Key points

- A keyboard has keys marked with the alphabet, numbers and symbols.
- Shift and Ctrl keys are used in combination with other keys.
- The Delete key is used to delete characters on the right of the cursor.
- The Backspace key is used to delete characters on the left of the cursor.



Copy and paste the selected text

- To copy the text selected, press and together.
 - Now, use the arrow keys or the mouse to place the cursor at the location where the text is to be moved.
 - Press and together. A copy of the text will be pasted here.
- When we copy and paste text, it is present both in the original and the new location.

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- Shift and Ctrl keys are used in combination with other keys.
- The Delete key is used to delete characters on the right of the cursor.
- The Backspace key is used to delete characters on the left of the cursor.

- Arrow keys (up, down, right, left) are used to move through the text typed.
- Select a piece of text to copy or move it.
- The text that is copied or cut can be pasted at a new location.
- The copy operation keeps the text in its original location besides duplicating it at a new location when pasted.
- The cut operation deletes the text from its original location and moves it to a new location when pasted.

Worksheet

1. Tick (✓) the correct answer.

(a) Which key will you press to delete the character to the left of the cursor?

- i) ii) iii) iv)

(b) Which key will you press to delete the character to the right of the cursor?

- i) ii) iii) iv)

(c) Which key will you press to move the cursor to the line below the current location?

- i) ii) iii) iv)

(d) Which key is pressed to start typing from a new line?

- i) ii) iii) iv)

(e) To save a drawing in Tux Paint, press _____ key and .

- i) ii) iii) iv)



- (f) Pressing Ctrl and C keys together.
- i) moves the text
 - ii) copies the text
 - iii) deletes the text
 - iv) jumps the text
- (g) Deepak wants to move a piece of text. Which of the following instructions should he follow?
- i) Select the piece of text and press Ctrl+M and Ctrl+V.
 - ii) Select the piece of text and press Ctrl+C and Ctrl+V.
 - iii) Select the piece of text and press Ctrl+K and Ctrl+V.
 - iv) Select the piece of text and press Ctrl+X and Ctrl+V.
- (h) Chetan wants to type 'Mahatma Gandhi' and the keyboard's Caps Lock is off. What should he do to type upper-case letters?
- i) He should use the Shift key.
 - ii) He should use the Ctrl key.
 - iii) He should use the Enter key.
 - iv) He should use the right arrow key.
- (i) Gurpreet wants to type '%'. To his surprise, when he presses the key marked '%', he types '5'. What should he do?
- i) He should press the Enter and % keys simultaneously.
 - ii) He should press the Shift and % keys simultaneously.
 - iii) He should press the Ctrl and % keys simultaneously.
 - iv) He should press the Delete and % keys simultaneously.
- (j) Bindu wants to move through the text she has typed. She should use
- i) arrow keys
 - ii) alphabet keys
 - iii) number keys
 - iv) symbol keys

2. Read the following statements and state whether they are true or false.
- (a) Pressing Ctrl and A keys simultaneously will select the whole line in the text.
 - (b) The function of Copy and Cut is the same. They duplicate the text.
 - (c) To copy or move a piece of text, we need to select it first.
 - (d) To shift to the next line while typing, press the Enter key.
 - (e) The Delete and Backspace keys delete characters.
3. Fill in the blanks.
- (a) _____ keys are used to move the cursor through the text typed.
 - (b) A special key marked ctrl is called the _____ key.
 - (c) _____ key erases anything on the right side of the cursor.
 - (d) A _____ is the place where the text is inserted.
 - (e) The keys that have their own function are called _____ keys.
4. Find all six names of the special keys in the following grid and circle them.

X	S	P	A	C	E	B	A	R	O
C	H	A	S	A	N	F	Q	W	P
V	I	S	D	P	T	M	N	C	D
F	F	E	R	S	E	Z	I	T	E
T	T	R	E	L	R	G	P	O	L
Y	E	T	O	O	A	J	K	V	E
H	R	Y	X	C	T	R	L	F	T
J	B	A	C	K	S	P	A	C	E



In the Lab

1. Open Notepad and type the following poem.

1, 2, 3, 4, 5!
 Once I caught a fish alive;
 6, 7, 8, 9, 10!
 Then I let it go again.
 Why did you let it go?
 Because it bit my finger so.
 Which finger did it bite?
 This little finger on my right.



Help students understand the usage of Shift and Ctrl keys. (Shift key is used while typing '!', '?' and so on, and to save the file, Ctrl and S keys should be pressed together.)

2. Type the following in Notepad, except the text that is highlighted in green. Then copy and paste the text.

This is the way we wash our face,
 wash our face,
 wash our face.
 This is the way we wash our face, early in the morning.
 Wash wash wash. Wash wash wash.
 This is the way we comb our hair,
 comb our hair,
 comb our hair.
 This is the way we comb our hair, early in the morning.
 Comb comb comb. Comb comb comb.

3. Play the falling words game. Type the falling letters before they reach the ground.

To play the game, go to

GCompris → Discover the Computer → Keyboard Manipulation → Simple Letter



Help the students open the game. This game will help them learn the position of alphabet keys on the keyboard.



Project

Imagine you are designing a new keyboard where you can put three special keys of your choice. What will these keys be? Draw them in your notebook and colour them using your favourite colours. Write a line each explaining the functions of the three keys.

[Skill(s): Critical Thinking]

Self-Assessment

I can	On my own (✓)	With help (✓)
Identify different keys of the keyboard.		
Use special keys of the keyboard effectively.		
Differentiate between the three types of keys of the keyboard.		

Beyond the classroom

<https://tinyurl.com/nextITG2Ch3keyboards1>



<https://tinyurl.com/nextITG2Ch3keyboards2>





Scrolling

The scroll button is used to move up or down a page. The action of moving up or down a page is called scrolling.

Correct way to hold a mouse

Place your right hand on the mouse and put your index finger on the left button and the middle finger on the right button.

Place the rest of your fingers on the sides of the mouse to move it.

To hold the mouse with your left hand do vice-versa.

Using a mouse for a long time and not holding it properly may cause strain and damage to the muscles of the hand.



Drag and drop

The drag and drop operation lets us move items from one location to another.

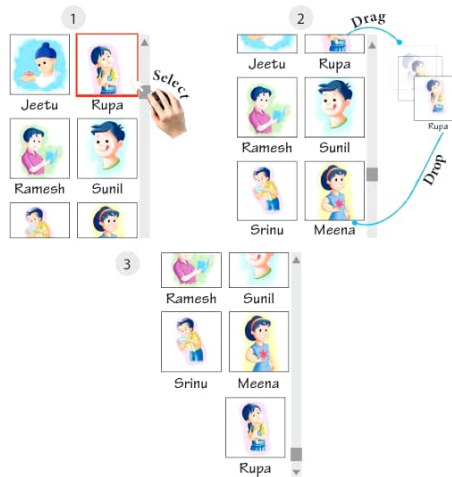
Let's look at the steps to move an image from one place to another using drag and drop operation.

1. Place the mouse pointer on the image.
2. Press the left mouse button and keep holding it while you drag the image to the desired location.
3. Once you place the image where you want it, lift your finger from the left button.

The image will be moved to the desired location. Similarly, you can move other items using the drag and drop operation.



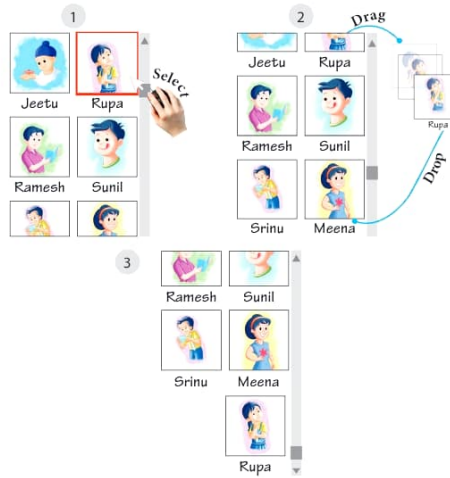
Evolution of the computer mouse



Demonstrate the actions of the mouse in the computer lab using Notepad.

Key points

- The various actions of the mouse are left-click, right-click, scroll and double-click.
- Items can be moved from one location to another using the drag and drop action of the mouse.



Demonstrate the actions of the mouse in the computer lab using Notepad.

Key points

- The various actions of the mouse are left-click, right-click, scroll and double-click.
- Items can be moved from one location to another using the drag and drop action of the mouse.

Worksheet

1. Ruby is using a mouse to do the following tasks. Tick (✓) the correct mouse action.

(a) She opens a folder named Games on her computer.



(b) She selects a game.



(c) She plays a game where she has to put scattered fruits into the correct baskets.



(d) She quits the game by choosing, 'Yes, I want to quit.'





(e) She goes down a list to find a song.



(f) She goes to the next page of a book without using keyboard keys.



(g) She moves all her drawings to the 'Drawings' folder.



2. Let's colour and learn

(a) Dharmesh is playing a game where objects appear. He has to use only a particular mouse action to score points. He will lose points for the wrong actions.

The object and the related mouse action are as follows.











Object	Mouse action
Car	Left-click
Candy	Right-click
Cap	Scroll
Animal	Double-click

Given below are scenes from the game. Colour the part of the mouse that has to be clicked.

Scene from the game	Part of the mouse



Given below are scenes from the game. Colour the part of the mouse that has to be clicked.

Scene from the game	Part of the mouse
	
	
	
	
	



Think Sheet

1. Fill the Sudoku with the following words

Scroll Wheel Drag - drop Right - click Left - click

Rules to fill the sudoku

- (a) All the rows and columns should have all four words.
- (b) All the sections (2x2) should have the four words.

[Skill(s): Critical Thinking and Problem Solving]

Drag - drop		Right - click	
			Left - click
Left - click			Right - click
	Right - click		

2. Sunita has created a folder in the wrong place on a computer. Can the folder be moved to the right location? If yes, select the correct option(s) for the action.

[Skill(s): Logical Thinking, Problem Solving]

Cut → Go to correct location → Paste

Select the folder → Cut → Go to correct location → Paste

Copy → Go to correct location → Paste

Select the folder → Copy → Go to correct location → Paste → Delete it from the wrong location

Cannot move to the right location.



In the Lab

- Go to:
 GCompris → Discover the Computer → Mouse Manipulation Activities → Control the Hose-pipe

Note: Move the mouse over the red part of the hose-pipe. This will move it and bring it part by part up to the flowers. Be careful; if you move off the hose, the red part will go back down.



- Open:
 GCompris → Puzzles → Simplified Tower of Hanoi

Note: Drag and Drop one piece at a time, from one peg to another, to reproduce the tower on the right in the empty space on the left.



- Let's play the game of Flappy bird. Use your mouse click to keep the bird flying.

Rules:

- Try to cross the obstacles to score a point.
- If the bird touches the obstacle the score gets to 0.
- If the bird touches the ground, you lose the game.

Use the link given below to play: <https://bit.ly/3smWjbB>



Project

Create a mouse using the waste materials and mark the two buttons and scroll wheel on it.

[Skills]: Creativity, Critical Thinking



Self-Assessment

I can	On my own (✓)	With help (✓)
hold the mouse in the correct way.		
identify the different mouse actions.		
differentiate between mouse actions based on their functionalities.		

Beyond the classroom

<https://tinyurl.com/NextTGz3CHmousepractice>



<https://tinyurl.com/NextTGz3CHMouseproblems>





4 Operating a Computer


Topics covered in this chapter:

- How to start a computer, wallpaper, icons
- Common icons – This PC, Recycle Bin
- Taskbar – Date and time, minimising applications
- Opening and closing an application
- Shutting down a computer

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How to start a computer

To start a computer, we need to press the power button on the CPU cabinet.



A computer takes only a few seconds to start.

The display on the opening screen of the computer is called the desktop.



Desktop - Windows

Wallpaper

The picture displayed in the background of the desktop is called the wallpaper.

Icons

The desktop displays several small pictures called icons. These represent files that contain songs, videos and applications such as Tux Paint and Notepad. Every icon has a name.




Common icons – This PC and Recycle Bin

This PC and Recycle Bin are common icons found on almost all desktops.

This PC

This icon indicates a folder containing the details of all the files stored in the computer system.

 Create the icons, This PC and Recycle Bin if the computers in the school lab do not display these.

 Files are created using applications such as Tux Paint, Notepad etc. For example, when you save a drawing in Tux Paint, it is saved as a file.


In real life, we generally keep things in an organised way. We keep our pens, pencils, erasers, sharpeners etc. in a pencil box, and books on a bookshelf. In the same way, the files in a computer are stored in separate folders and this helps us locate them easily.

A pencil box stores pens, pencils, erasers, sharpeners etc. A bookshelf stores books A folder stores files in a computer



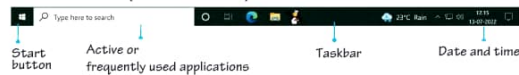
Each folder is given a suitable name that indicates the type of files stored in it. For example, we may store all drawings in a folder named 'My Drawings'.


Recycle Bin

The Recycle Bin is similar to the garbage bin  we use at home. When files are deleted from the computer, they are automatically moved to the Recycle Bin and are stored there. They can later be emptied from time to time.

Taskbar

The bottom-most part of the desktop is called the taskbar.

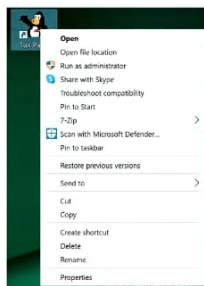


Icons of frequently used applications and applications that are already running on the computer are displayed on the taskbar. For example, in the image shown above, we can see  icons. The date and time are displayed on the right-hand side of the taskbar.

Opening and closing an application

To start an application, such as Tux Paint or Notepad, double-click the icon. Alternatively, you may right-click the icon. A menu with several options pops up. From these options, click Open.

For example, double-click the Tux Paint icon to start the application, The Tux Paint window will open.

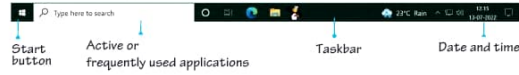


Right-click the icon



Taskbar

The bottom-most part of the desktop is called the taskbar.

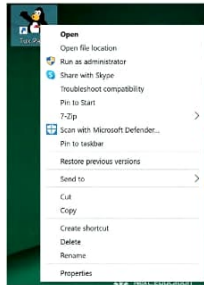


Icons of frequently used applications and applications that are already running on the computer are displayed on the taskbar. For example, in the image shown above, we can see [application icons] icons. The date and time are displayed on the right-hand side of the taskbar.

Opening and closing an application

To start an application, such as Tux Paint or Notepad, double-click the icon. Alternatively, you may right-click the icon. A menu with several options pops up. From these options, click Open.

For example, double-click the Tux Paint icon to start the application, The Tux Paint window will open.



Right-click the icon

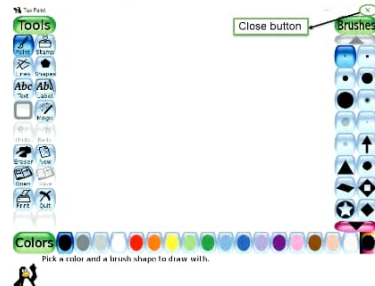


Active application



Observe that the taskbar now shows the Tux Paint icon, indicating it as an active application.

To close this application, we need to click the Close button [Close button icon] found in the top-right corner of the application window.





Active application

Observe that the taskbar now shows the Tux Paint icon, indicating it as an active application.

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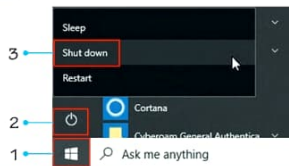
Information Technology 39

Shutting down a computer

On completing our work, we should shut down the computer properly. To shut it down, follow these steps.

For Windows system

1. Click Start button at the bottom left corner of the screen.
2. Click Power option from the menu.
3. Click Shut down.



To close or exit an active application: Alt + F4

To open the Start menu: Ctrl + Esc or press

Key points

- To start a computer system, press the power button on the CPU cabinet.
- The first display seen on the monitor when a computer starts is called the desktop.
- Small pictures called icons are seen on the desktop that represents songs, videos and applications.
- The taskbar is seen at the bottom of the desktop.
- We should always shut down the system properly.



In the Lab

1. Switch on the computer system in the lab. Observe the monitor coming alive with a colourful display.
2. Observe your friends' desktops. Is the display the same on everyone's desktop?
3. Find and open the Tux Paint application. Observe and draw the icon for this application and the other items you find on this window.
4. Shut down the system properly.



Project

Vipul wants to shut down his computer. Given below are the steps in the circles. Help him number the bubbles in the correct order to shut down the computer properly.

[Skill(s): Logical Thinking, Problem Solving]

Click Shut down

Click Power

Click Start

Self-Assessment

I can	On my own (✓)	With help (✓)
access Tux Paint.		
identify the different components of the Tux Paint window such as Toolbar, Drawing Canvas, etc.		
use the tools efficiently such as Paint tool, Eraser tool, etc.		

Beyond the classroom

<https://tinyurl.com/NextITGr1Ch1Computerfacts>





5
Introduction to MS Paint

I saw a beautiful hut in a village yesterday.

Did you take any pictures?

No, I didn't have a camera.

Sure!

Jai, let's try to draw that scene on the computer. With MS Paint, you can mix colours and use different brushes to recreate the scene.

Topics covered in this chapter:

- Opening MS Paint
- Exploring the Paint window
- Using pencil, eraser, fill and text tools

- Using shapes and colours
- Saving, opening and printing a picture

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Next Education

OS, CM, EE, Level 2, Chapter, 5.indd 46 12-09-2024 6:28:31 PM

Paint is a computer program that helps us create drawings and colour them. It has many tools that are necessary to make beautiful drawings.

Opening MS Paint

To open MS Paint, follow these steps

1. Click on the start button.
2. Type 'paint' in the search box on the taskbar. A list of available applications is displayed.
3. Click on Paint from this list. The Paint window opens.

Exploring the Paint window

Let us explore the components of the Paint window.

Title bar

The topmost part of the window is called the title bar. It displays the name of the drawing and the name of the application i.e., Paint.

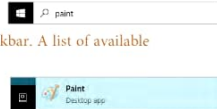


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Opening MS Paint

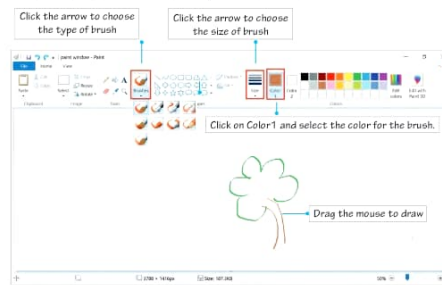
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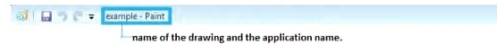
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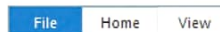
Title bar

The topmost part of the window is called the title bar. It displays the name of the drawing and the name of the application i.e., Paint.



Ribbon

Below the title bar is the Ribbon. It contains three tabs: File, Home and View. These tabs allow us to perform important tasks in Paint.



When we open the Paint window, the Home tab is already selected.



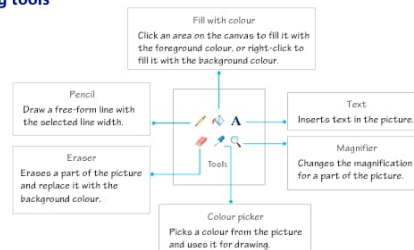
Group

A group contains related commands arranged together. We find Clipboard, Image, Tools, Shapes and Colors groups in the Home tab.

Drawing area

The portion of the window in white where we can draw and colour is called the drawing area or canvas.

Using tools



The Tools group in the home tab consists of various tools that help us to



Ribbon

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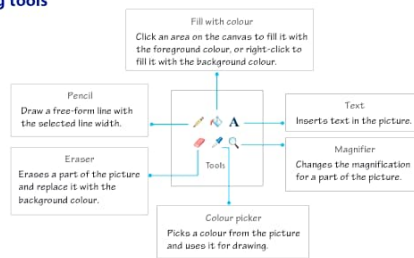
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Using tools



The Tools group in the home tab consists of various tools that help us to draw. The tools available in the Tools group are:



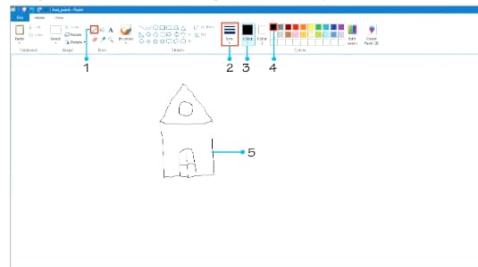
- Pencil
- Fill with color
- Text
- Eraser
- Color Picker
- Magnifier

Pencil

The Pencil tool helps with free-hand drawing.

To create a drawing using the Pencil tool, follow these steps.

1. Click on the pencil tool.
2. Select the thickness of the tool.
3. Click on Color 1 to set the colour for the pencil.
4. Select the desired colour from Colors.
5. Drag the mouse on the drawing area to draw a picture.



Fill with color

The 'Fill with color' tool helps to fill colour in a drawing.

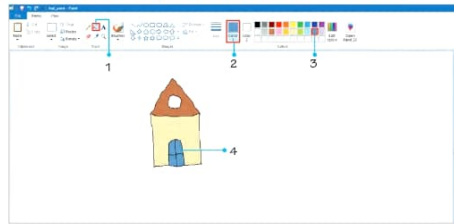
To fill with colour, follow these steps.

1. Select 'Fill with color'.
2. Click on Color 1 to set the colour to fill.
3. Select a colour from Colors.





4. Click on the part of the picture that you wish to fill with colour.

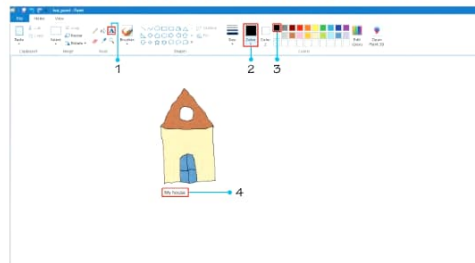


Text A

To insert text into the picture, select the Text tool.

To insert text in the drawing, follow these steps.

1. Click on the Text tool.
2. Click on Color 1 to set the colour of the text.
3. Select the colour of the text from Colors.
4. Click on the drawing area. A text box appears. Type the text in it.



Eraser

Like an actual eraser, this tool helps us erase any part of the drawing.

To erase, follow these steps.

1. Select the Eraser tool. The mouse pointer changes to the Eraser tool.
2. Drag the mouse on the picture to erase.

Notice that the erased part of the picture is replaced with the background colour (Color 2).



Color Picker

The Color Picker tool is used to pick a colour from one part of a picture and use it to fill another part.

To pick a colour, follow these steps.

1. Select 'Fill with color'.
2. Select Color Picker.
3. Click on the part of the picture to pick the colour. Observe Color 1, changing to the colour selected from the picture.
4. Click on the new portion of the picture to fill it with this colour.



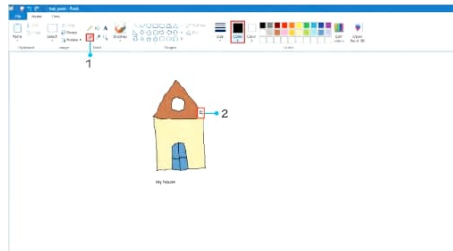
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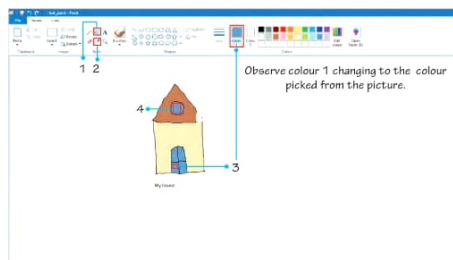


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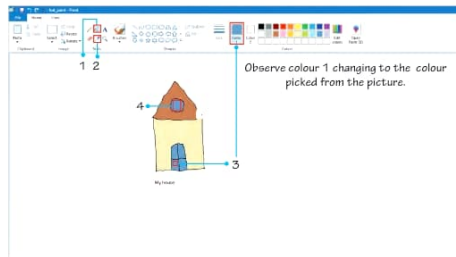
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Magnifier 

The Magnifier tool is used to zoom into a specific part of the picture on the canvas area. Left-click the mouse button to zoom into the picture and right-click to zoom out.





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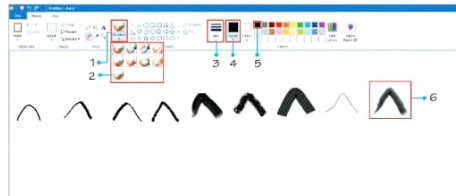


Brushes

The Brushes tool is used to draw brush strokes on the canvas area.

To draw using a brush, follow these steps

1. Click on the Brushes option.
2. Select the type of brush you want to use from the list of brushes displayed.
3. Select the thickness for the brush.
4. Click on Color 1.
5. Pick a colour from the Color palette for Color 1.
6. Drag the mouse on the drawing area to create a brush stroke.



Shapes

The Shapes tool is used to draw certain shapes easily.

To draw a shape, follow these steps.

1. Select the shape from the Shapes group.
2. Select the thickness for the outline of the shape.
3. Click on Color 1.
4. Select the colour for the shape outline from the Colors palette.
5. Click and drag the mouse on the canvas area to draw the shape of the desired size.

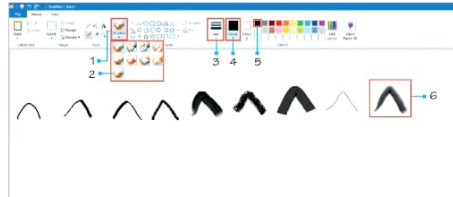


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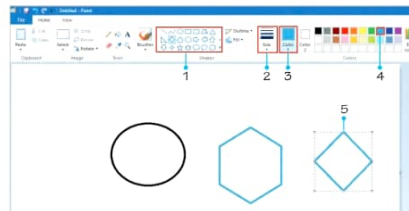


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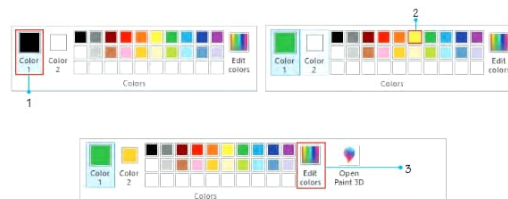
Colors

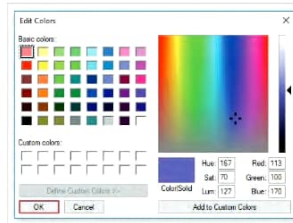
The Colors group is used to select the colour to be used in the canvas area.

There are two colour options. Color 1 shows the selected colour for the pencil, brush and shape outlines. Color 2 shows the colour that is selected to be filled inside a space on the canvas.

To select a colour, follow these steps.

1. Click on Color 1 for outlines or Color 2 for filling.
2. Click on a colour from the options displayed.
3. If the desired colour is not available, click on 'Edit colors' and choose the colour you wish to use and click on OK.





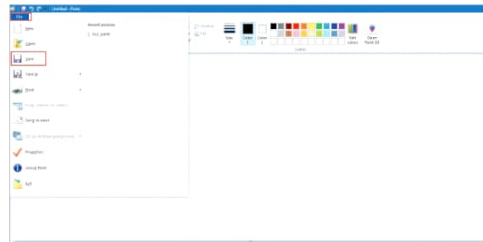
Saving, opening and printing a picture

Saving a file

It is very important to save your drawing after you have finished it. Once it is saved, we can open and make any changes at any time.

To save a file, follow these steps.

1. Click on the File tab. A menu list will open.
2. Click on Save.

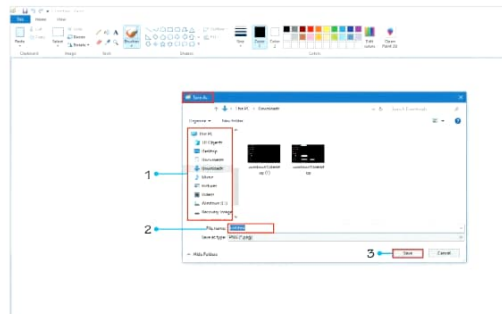


OR

3. Click on the Save icon on the Quick Access Toolbar.

2. The Save as dialog box is displayed.

1. Choose the location of the file to be saved.
2. Type the name for the file in the 'File name' text box.
3. Click Save.



Opening a file

If we want to work on a drawing saved earlier, it first needs to be opened.

To open a file, follow these steps.

1. Click on the File tab. A menu list will open.
2. Click on Open.



Description	Shortcut key
To save the current picture	Ctrl+S
To open an existing picture	Ctrl+O
To create a new picture	Ctrl+N
To print the current picture	Ctrl+P



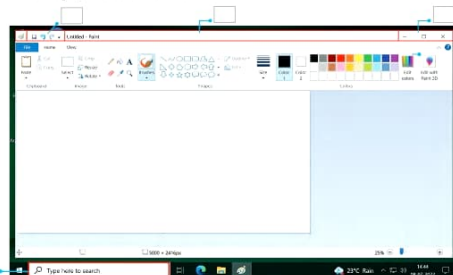
Key points

- The title bar of the Paint window contains the Quick Access Toolbar, file name and control buttons.
- The menu bar is found just below the title bar with options such as File, Home and View.
- A ribbon with various tools arranged in groups is found below the menu bar.
- The groups, Tools, Shapes and Colors have various options to choose from.
- To create a new picture, click on File from the menu bar and click on New.
- To save the current picture, click on File from the menu bar and click on Save.
- To print the current picture, click on File from the menu bar and click on Print.
- To save the picture as a new file, click on File from the menu bar and click on Save as.
- To close MS Paint, click on the close button from the control buttons on the title bar.



Worksheet

1. Look at the image and read the given clues. Write the clue number against the highlighted part.
 - (a) To open MS Paint, type 'paint' in the search box on the taskbar.
 - (b) This is the top-most bar of the Paint window.
 - (c) The title bar contains this toolbar in the left corner.
 - (d) These buttons found on the right side of the title bar help us manage the Paint window.




2. Choose the correct answer.
 - (a) The shortcut key to save the current picture is

(i) Ctrl+S	(ii) Ctrl+O	(iii) Ctrl+N	(iv) Ctrl+P
------------	-------------	--------------	-------------
 - (b) To close MS Paint, click

(i) <input type="button" value="+"/>	(ii) <input type="button" value="x"/>	(iii) <input type="button" value="-"/>	(iv) <input type="button" value="□"/>
--------------------------------------	---------------------------------------	--	---------------------------------------










- (c) Color 1 tool is used to:
- (i) Set the colour for the background of the picture
 - (ii) Set the background colour for the Fill tool
 - (iii) Set the foreground colour for the Pen tool
 - (iv) Set the colour for the Eraser tool
- (d) Save as option in the File menu is used:
- (i) To save the file with the same name
 - (ii) To save the file with a different name
 - (iii) To save the file with new changes
 - (iv) To save the file with old changes
- (e)  is used to
- (i) Insert Wordart in the picture
 - (ii) Insert rhymes in the picture
 - (iii) Insert numbers in the picture
 - (iv) Insert text in the picture
3. State whether true or false.
- (a) Microsoft Paint is a simple painting application that is available with Microsoft Windows. _____
 - (b) To save the current picture in a different location with a different name, click on Save from the File menu. _____
 - (c) To print the current picture, select Print from the File menu. _____

- (d) Eraser tool helps erase a part of the picture and replaces it with the foreground colour. _____
- (e) Noori wants to draw a hexagon. She will find this tool in the Tools group. _____

4. Tick (✓) the correct answers.

	 Start button
Title bar contains	 Quick Access Toolbar  control buttons
 is found in this group	Tools Stationery Shapes
 is a tool used to	fill with colour erase part of the picture pick a colour

5. The letters of the words are jumbled. Figure out the word and write it in the space provided.

- 1. I B B N O R _____
- 2. C E N I L P _____
- 3. R E A S E R _____
- 4. R M A G N I E F I _____
- 5. B R S H E S U _____



In the Lab

1. Create a drawing in Paint by following the instructions shown in the picture. After completing the drawing, save the picture and print it. Finally, close the Paint application.

1. Use a triangle from the Shapes group.
2. Drag the mouse on the drawing area to form a shape.
3. Click Fill with colour from Tools groups.
4. Select the colour shape from the colours group for colour 2.
5. Click on the closed area of the triangle.

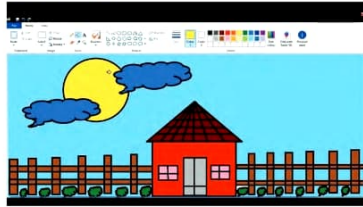
Use the line tool from Shapes group.

Use rectangle from Shapes group.

Use Air brush from Brushes.

Use the curve Tool from Shapes group.

2. Draw any object using the free-hand tool and the shape tool and analyse which one is better to use.



Demonstrate the tools discussed in the chapter in the computer lab.

Project

Many organisations in India and abroad work to solve social issues such as illiteracy, poverty, child labour etc.

Make groups of three students. Discuss and choose a social topic that you would like to bring to the notice of the school authorities. Create a poster using MS Paint and highlight the important points. Save the poster on the computer in your school lab and take a print-out. Paste the print-out on the class or school bulletin board.



[Skill(s): Creativity and Innovation, Logical Thinking]

Self-Assessment

I can	On my own (✓)	With help (✗)
use the MS Paint application effectively.		
use different tools such as pencil, fill with color etc.		
perform operations like save, print, open and close.		

Beyond the classroom

<https://tinyurl.com/NextITGr2Ch7LearnMSPaint>





5
Introduction to MS Paint

I saw a beautiful hut in a village yesterday.

Did you take any pictures?

No, I didn't have a camera.

Sure!

Jai, let's try to draw that scene on the computer. With MS Paint, you can mix colours and use different brushes to recreate the scene.

Topics covered in this chapter:

- Opening MS Paint
- Exploring the Paint window
- Using pencil, eraser, fill and text tools
- Using shapes and colours
- Saving, opening and printing a picture

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Next Education

OS, CM, EE, Level 2, Chapter, 5.indd 46 12-09-2024 6:28:31 PM

Paint is a computer program that helps us create drawings and colour them. It has many tools that are necessary to make beautiful drawings.

Opening MS Paint

To open MS Paint, follow these steps

1. Click on the start button.
2. Type 'paint' in the search box on the taskbar. A list of available applications is displayed.
3. Click on Paint from this list. The Paint window opens.

Exploring the Paint window

Let us explore the components of the Paint window.

Title bar

The topmost part of the window is called the title bar. It displays the name of the drawing and the name of the application i.e., Paint.



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name of the drawing and the application name.

Information Technology 47

Ribbon

Below the title bar is the Ribbon. It contains three tabs: File, Home and View. These tabs allow us to perform important tasks in Paint.

When we open the Paint window, the Home tab is already selected.

Group

A group contains related commands arranged together. We find Clipboard, Image, Tools, Shapes and Colors groups in the Home tab.

Drawing area

The portion of the window in white where we can draw and colour is called the drawing area or canvas.

Using tools

- Fill with colour**: Click an area on the canvas to fill it with the foreground colour, or right-click to fill it with the background colour.
- Pencil**: Draw a free-form line with the selected line width.
- Eraser**: Erases a part of the picture and replace it with the background colour.
- Colour picker**: Picks a colour from the picture and uses it for drawing.
- Text**: Inserts text in the picture.
- Magnifier**: Changes the magnification for a part of the picture.

The Tools group in the home tab consists of various tools that help us to draw. The tools available in the Tools group are:



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Below the title bar is the Ribbon. It contains three tabs: File, Home and View. These tabs allow us to perform important tasks in Paint.



When we open the Paint window, the Home tab is already selected.



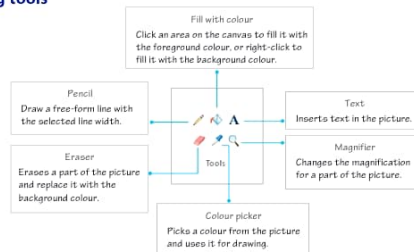
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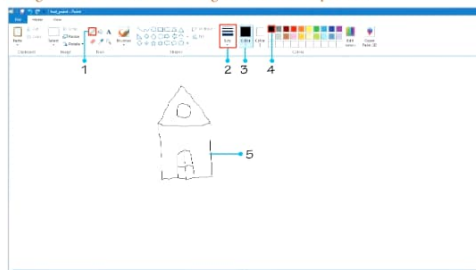
- Pencil
- Fill with color
- Text
- Eraser
- Color Picker
- Magnifier

Pencil

The Pencil tool helps with free-hand drawing.

To create a drawing using the Pencil tool, follow these steps.

1. Click on the pencil tool.
2. Select the thickness of the tool.
3. Click on Color 1 to set the colour for the pencil.
4. Select the desired colour from Colors.
5. Drag the mouse on the drawing area to draw a picture.



Fill with color

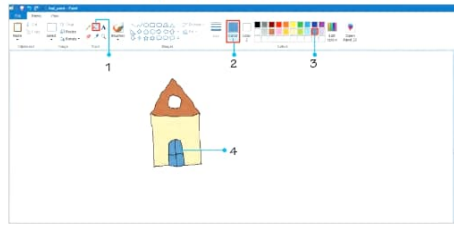
The 'Fill with color' tool helps to fill colour in a drawing.

To fill with colour, follow these steps.

1. Select 'Fill with color'.
2. Click on Color 1 to set the colour to fill.
3. Select a colour from Colors.



4. Click on the part of the picture that you wish to fill with colour.

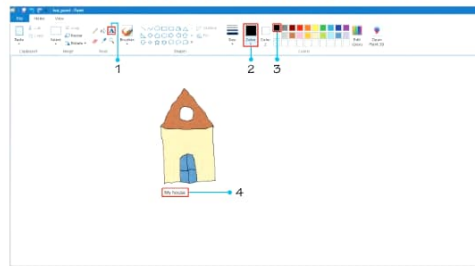


Text A

To insert text into the picture, select the Text tool.

To insert text in the drawing, follow these steps.

1. Click on the Text tool.
2. Click on Color 1 to set the colour of the text.
3. Select the colour of the text from Colors.
4. Click on the drawing area. A text box appears. Type the text in it.



Eraser 

Like an actual eraser, this tool helps us erase any part of the drawing.

To erase, follow these steps.

1. Select the Eraser tool. The mouse pointer changes to the Eraser tool.
2. Drag the mouse on the picture to erase.

Notice that the erased part of the picture is replaced with the background colour (Color 2).



Color Picker 

The Color Picker tool is used to pick a colour from one part of a picture and use it to fill another part.

To pick a colour, follow these steps.

1. Select 'Fill with color'.
2. Select Color Picker.
3. Click on the part of the picture to pick the colour. Observe Color 1, changing to the colour selected from the picture.
4. Click on the new portion of the picture to fill it with this colour.

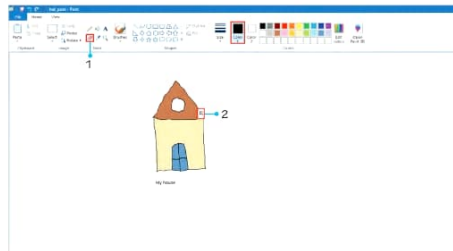


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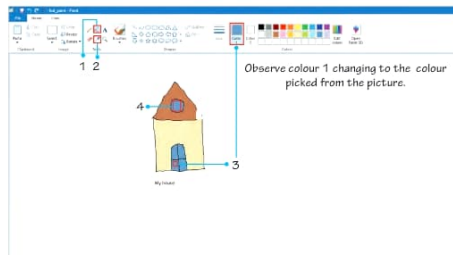


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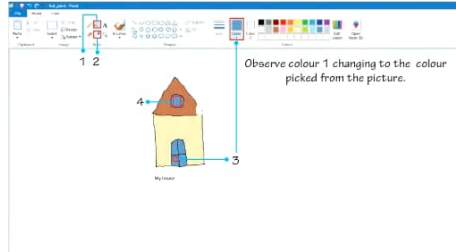
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Magnifier

The Magnifier tool is used to zoom into a specific part of the picture on the canvas area. Left-click the mouse button to zoom into the picture and right-click to zoom out.





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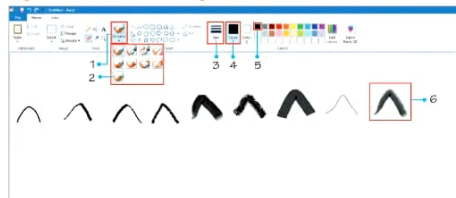


Brushes

The Brushes tool is used to draw brush strokes on the canvas area.

To draw using a brush, follow these steps

1. Click on the Brushes option.
2. Select the type of brush you want to use from the list of brushes displayed.
3. Select the thickness for the brush.
4. Click on Color 1.
5. Pick a colour from the Color palette for Color 1.
6. Drag the mouse on the drawing area to create a brush stroke.



Shapes

The Shapes tool is used to draw certain shapes easily.

To draw a shape, follow these steps.

1. Select the shape from the Shapes group.
2. Select the thickness for the outline of the shape.
3. Click on Color 1.
4. Select the colour for the shape outline from the Colors palette.
5. Click and drag the mouse on the canvas area to draw the shape of the desired size.

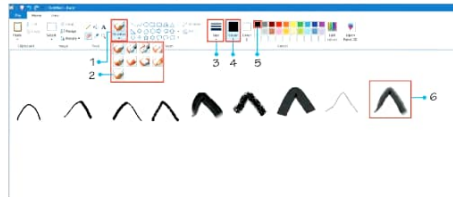


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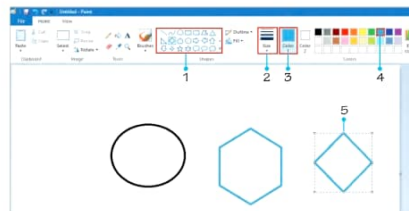


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Colors

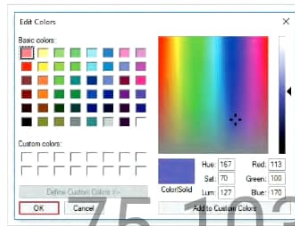
The Colors group is used to select the colour to be used in the canvas area.

There are two colour options. Color 1 shows the selected colour for the pencil, brush and shape outlines. Color 2 shows the colour that is selected to be filled inside a space on the canvas.

To select a colour, follow these steps.

1. Click on Color 1 for outlines or Color 2 for filling.
2. Click on a colour from the options displayed.
3. If the desired colour is not available, click on 'Edit colors' and choose the colour you wish to use and click on OK.





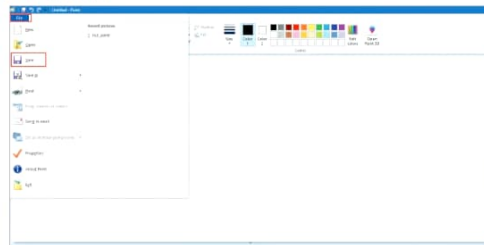
Saving, opening and printing a picture

Saving a file

It is very important to save your drawing after you have finished it. Once it is saved, we can open and make any changes at any time.

To save a file, follow these steps.

1. Click on the File tab. A menu list will open.
2. Click on Save.

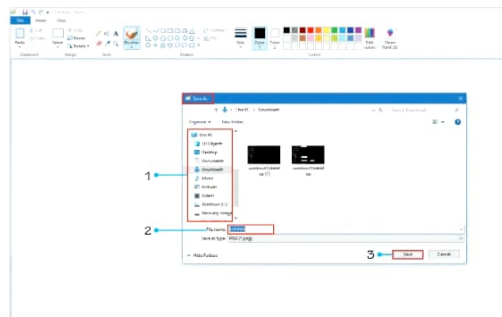


OR

3. Click on the Save icon on the Quick Access Toolbar.



2. The Save as dialog box is displayed.
 1. Choose the location of the file to be saved.
 2. Type the name for the file in the 'File name' text box.
 3. Click Save.

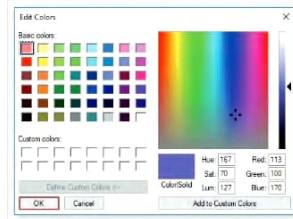


Opening a file

If we want to work on a drawing saved earlier, it first needs to be opened.

To open a file, follow these steps.

1. Click on the File tab. A menu list will open.
2. Click on Open.



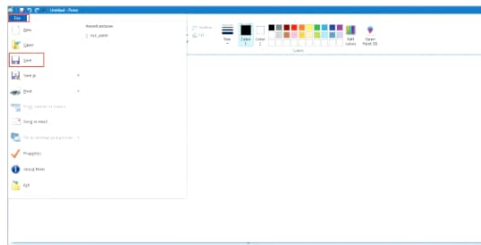
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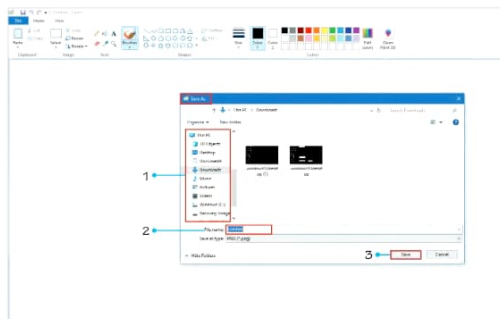


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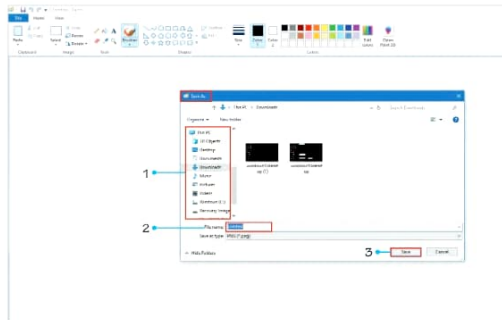
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3. Click on the Save icon on the Quick Access Toolbar.



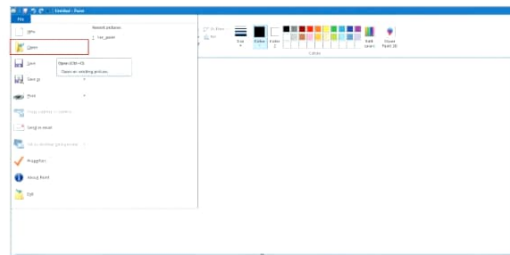
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- 2. Type the name for the file in the 'File name' text box.
- 3. Click Save.



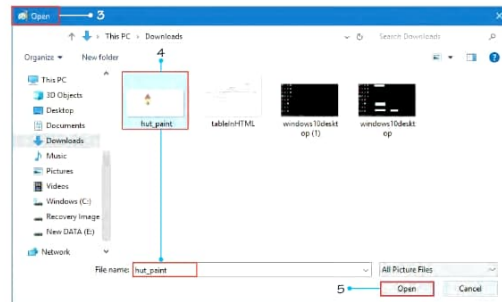
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- 2. Click on Open.



- 3. The Open dialog box will appear.
- 4. Select the file you want to open.
- 5. Click on Open.

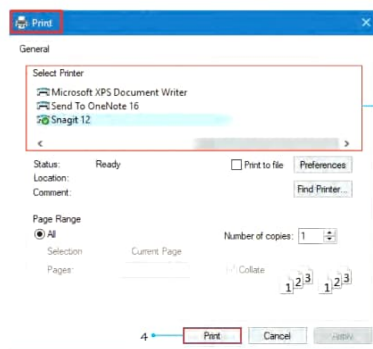
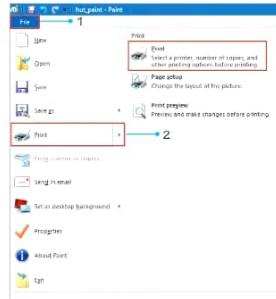




Printing a file

Sometimes, we need to take a print-out of the drawing on paper. To print a file, follow these steps:

1. Click on the File tab. A menu list will open.
2. Click on Print.
3. Select the printer to print the drawing.
4. Click on Print.



Description	Shortcut key
To save the current picture	Ctrl+S
To open an existing picture	Ctrl+O
To create a new picture	Ctrl+N
To print the current picture	Ctrl+P

Key points

- The title bar of the Paint window contains the Quick Access Toolbar, file name and control buttons.
- The menu bar is found just below the title bar with options such as File, Home and View.
- A ribbon with various tools arranged in groups is found below the menu bar.
- The groups, Tools, Shapes and Colors have various options to choose from.
- To create a new picture, click on File from the menu bar and click on New.
- To save the current picture, click on File from the menu bar and click on Save.
- To print the current picture, click on File from the menu bar and click on Print.
- To save the picture as a new file, click on File from the menu bar and click on Save as.
- To close MS Paint, click on the close button from the control buttons on the title bar.



In the Lab

1. Create a drawing in Paint by following the instructions shown in the picture. After completing the drawing, save the picture and print it. Finally, close the Paint application.
 1. Use a triangle from the Shapes group.
 2. Drag the mouse on the drawing area to form a shape.
 3. Click Fill with colour from Tools groups.
 4. Select the colour shape from the colours group for colour 2.
 5. Click on the closed area of the triangle.

2. Draw any object using the free-hand tool and the shape tool and analyse which one is better to use.

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Demonstrate the tools discussed in the chapter in the computer lab.

Project

Many organisations in India and abroad work to solve social issues such as illiteracy, poverty, child labour etc.

Make groups of three students. Discuss and choose a social topic that you would like to bring to the notice of the school authorities. Create a poster using MS Paint and highlight the important points. Save the poster on the computer in your school lab and take a print-out. Paste the print-out on the class or school bulletin board.

[Skill(s): Creativity and Innovation, Logical Thinking]

Self-Assessment

I can	On my own (✓)	With help (✓)
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Beyond the classroom

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6
Using MS Word 2016

Topics covered in this chapter:

- Introduction to Microsoft Word
- Starting Microsoft Word
- Creating a new document
- Basic introduction of Word interface
- Entering text in a document
- Saving, printing and opening a document

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Next Education

Introduction to Microsoft Word

Computers, in general, are widely used for processing text. Consider the following image.

1, 2, 3, 4, 5!
Once I caught a fish alive,
6, 7, 8, 9, 10!
Then I let it go again.
Why did you let it go?
Because it bit my finger so.
Which finger did it bite?
This little finger on my right.

Now observe the text of the image given below.

1, 2, 3, 4, 5!
*Once I caught a fish **alive**,*

6, 7, 8, 9, 10!
*Then I let it go **again**.*
*Why did you let it **go**?*
*Because it bit my finger **so**.*
*Which finger did it **bite**?*
*This little finger on my **right**.*

Text processing involves adding a variety of styles and colours and pictures to the text. A computer application that supports text processing and addition of pictures is called a word processor. Microsoft Word is one of the most popular word processing software.

Starting Microsoft Word

To start Microsoft Word, type 'word' in the search box of the taskbar.

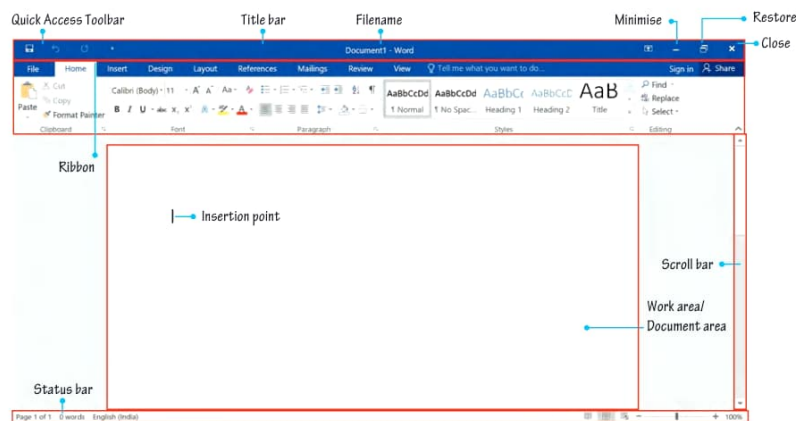


A list of applications that match 'word' will be displayed. Click Word 2016. Word 2016 will open.

Creating a new document

Select **Blank document** option from the given templates.

The following window will be displayed. Observe the components of the window.



Basic introduction of Word interface

Let's understand these one by one.

Title bar

- The topmost bar is known as the title bar.
- The Quick Access Toolbar is present on the top leftmost corner of the window. It contains buttons, such as Save, Undo, Redo, etc which are frequently used.
- The name of the current document is displayed in the middle of the title bar. The first new document is always named Document1. You can save it with any name of your choice later on.
- The title bar contains three buttons on the right corner: Minimise, Restore/Maximise and Close.





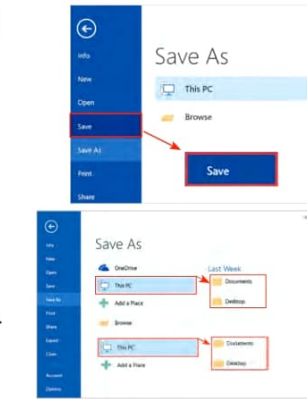
Saving, printing and opening a document

Saving a document

To save a file, follow these steps.

1. Click the File tab.
2. Click Save. The following screen will be displayed.
3. Click This PC.

Various options of folders where we can save our files, such as Documents, Desktop, etc. will be displayed. Choose the desired folder.

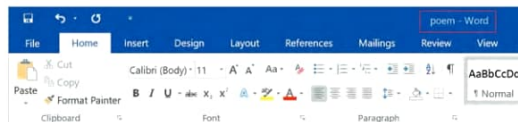


A Save As dialog box will be displayed.

4. Enter the name of the file; for example, 'poem' in the File name text box.
5. Click Save.

The file will be saved.

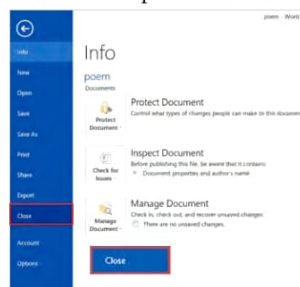
Observe that the file name is reflected in the title bar.



The Save option is used to save the file, whereas the Save As option lets us save the file with a new name. This option is useful when we want to make some changes to a file, but also want to retain the original file.

After saving the file, we can close it by following these steps.

1. Click the File tab.
2. Select the Close option.

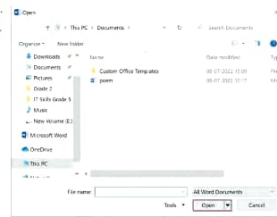
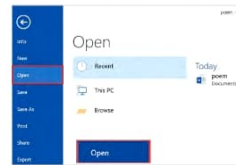




Opening a document

To open an existing file, follow these steps.

1. Click on the File tab.
2. Select Open.
3. Click on the file if it is placed in the Recent folder or This PC, else choose Browse. This displays the Open dialog box.
4. Select the file you want to open. The selected file will be opened.
5. Click the Open button.

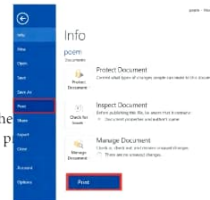


Printing a document

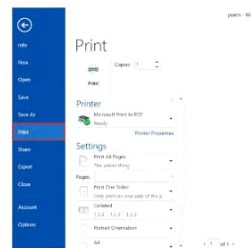
To print a file, follow these steps.

1. Click the File tab.
2. Select the Print option from the menu.

A preview of the document is displayed on the right, and you can specify the number of copies we want to print.



3. Click Print.



Give a demo of all the topics discussed in the lesson.

Task	Shortcut key
Open a new document	Ctrl+N
Open an existing document	Ctrl+O
Save the document	Ctrl+S
Print the document	Ctrl+P

Key points

- Text processing involves adding a variety of styles, colours and pictures to the text.
- A computer application that allows text processing is called a word processor.
- A Word window contains a title bar, a status bar and groups of commands arranged in the Ribbon.
- Horizontal and vertical rulers help in the spacing of text in a document.
- Vertical scroll bar allows to go up or down a document.
- Document area is the place where we type text.
- The small vertical bar (|) in the document area is called the insertion point.



In the Lab

1. Open a new document in MS Word and type the first five sentences of your favourite storybook. Save the file with the name 'My story' and then close it.
2. Open the file 'My story'. Type two more lines and save the file. Print the document and then close it.

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Project

1. Observe a newspaper carefully and answer the following questions.
 - (a) Do you find text in different sizes?
 - (b) Do you find text in different styles?
 - (c) Do you find text in different colours?
 - (d) Do you find text in boxes?
 - (e) Do you find the text darker at some places?
 - (f) Did the coloured text catch your attention first?
 - (g) Do you think different sizes, styles and colours of text and boxes make the text attractive?
 - (h) Which text attracts you first: coloured text, dark text or bigger text?



[Skill(s): Logical thinking, Problem Solving]



Check the answers given by the students and explain to them the importance of text

Self-Assessment

I can	On my own (✓)	With help (✓)
create a document.		
open and close the application.		
differentiate between the components of the window such as Ribbon, Rulers, etc based on their functionalities.		
save, open and print a document.		

Beyond the classroom

<https://tinyurl.com/NextITGr2Ch8stacktyping>



<https://tinyurl.com/NextITGr2Ch8typingpractice>

