

Computer Science

NOTES

STD - II

(2019 – 20)

Ln:1 - Revision of level I

I. Dictation words:

1. Central
2. Monitor
3. Mouse
4. Double click
5. Processing
6. Key board
7. Space bar
8. Desktop

II .Fill in the blanks:

1. A printer helps you to print what you see on the monitor
2. The top bar of a window is called the title bar.
3. The small pictures that we see on the screen are called icons
4. A keyboard is used to write on the computer.

III. Answer in One word:

1. It is used to select an item shown on the monitor – mouse
2. It is the longest key – space bar
3. We use it to move to the next line – enter key
4. The brain of the computer – C PU
5. It looks like a television screen – Monitor
6. To turn off the volume we use – Mute

IV. Answer the following:

1. How does the computer work?
Ans: Computer works on electricity
2. What is Task bar?
Ans: The bar at the bottom of the desktop is called task bar.
3. What is title bar?
Ans: The top bar of the window is called the title bar.

V. Draw and name the parts of a computer:



MONITOR



KEY BOARD



CPU



MOUSE

Ln:2 - Input and Output Devices

I. Dictation words:

- | | |
|---------------|-------------|
| 1. Input | 6. Output |
| 2. Processing | 7. Speakers |
| 3. Printer | |
| 4. Control | |
| 5. Send | |

II. One word:

1. Any one input devices – keyboard, mouse
2. Any one output devices – monitor, speaker, printer
3. The device that is neither an input nor an output device – CPU

III. Answer the following:

1. Define input devices?

Ans: The device which allow us to send information to the computer is called Input device

2. Define output devices?

Ans: The device which allow us to receive information from the computer is called output device

3. What is the use of CPU?

Ans: CPU is a processing device that controls all the connected input and output devices.

Ln:3 - Healthy Computer Practices

I. Fill in the blanks:

1. Computers are both fun and helpful.
2. Children should not use the computers for more than one hour per day.
3. Do the exercise regularly to keep your body fit and healthy.
4. Do not insert objects into any sockets on the CPU.
5. A damaged power cable can give an electric shock.

II. Match the dialogues:

- | | | |
|-----------------------|---|------------------------|
| 1. Do not touch | - | any power cables |
| 2. Use a clean | - | dry soft clothe |
| 3. Our eyes may hurt | - | if we sit near monitor |
| 4. We should exercise | - | before using computer |

III. Match the following:

- | | | |
|----------------------|----|----------------|
| 1. Mustika Bandhana | -- | Hand Clenching |
| 2. Kehuni Naman | -- | Elbow bending |
| 3. Exercise | -- | To Keep fit |
| 4. Greeva sanchalana | -- | Neck Exercise |
| 5. Blinking | -- | Eye exercise |

IV. Short Answer:

1. Tina's computer has become dirty due to dust what she should do?

Clean it with clean, dry soft cloth.

Ln:4 - Files And Folders

I. Fill in the blanks:

1. Files are used to store the pictures, songs, etc...
2. A folder helps to organize files on a computer.
3. Mouse is also known as pointing device.
4. Name of the folder indicates the type of the file.
5. Folders help us to locate important files quickly and easily.
6. Folders help us to keep related files together.

II. Answer the following:

1. Explain the uses of mouse.
 - a) Single click is used to select an item.
 - b) Double click is used to open an activity
 - c) Drag and drop to move files and folders.

Ln:5 - Activities using a Keyboard

I. Fill in the blanks:

1. Mouse pointer in the text editor is also called a cursor .
2. Pressing on the caps lock key allow us to type capital letters .
3. Backspace key erases the letter or number before the cursor.
4. Delete key erases the letter or number after the cursor.
5. Cursor is a small blinking vertical Line.

II. Give one word answers:

1. Which key helps to move to the next line?

Ans. Enter Key

2. How many arrow keys are there?

Ans. 4

3. Which key helps to move to the next page?

Ans. Pagedown

III. Answer the following:

1. Define cursor?

Ans: A small blinking line on the screen is called a cursor.

2. Define editing?

Ans: Making changes to the written text is called as editing.

3. What are navigation keys?

Ans: The arrow keys , page up and page down keys are called navigation keys.

IV. Draw and name the keys:

1. - space bar key

2.  - Backspace Key

3.  - Enter key

4.  - Arrow keys

5.

DEL

 - Delete key
6.

A	B	C
---	---	---

 - Alphabet keys
7.

1	2	3
---	---	---

 - Number keys
8.

Ctrl

 - Control key
9.

Alt

 - Alter key
10.

Esc

 - Escape key
11.

Home

 - Home key
12.

Caps lock

 - Caps lock key

Ln:6 - Activities using paint

I. Fill in the blanks:

1. To use mosaic effect we need magic tools.
2. Readily available pictures of cake, balloon, etc are in the stamp tools.
3. We use text tool to type words.
4. Line tool is used to draw the borders.

II. Match the following:

1. Quit - To close the file
2. New - To open a new file
3. Save - To store the file
4. Erase - To erase the drawing
5. Stamps - To insert readily available stamps
6. Shapes - To draw shapes

III. Answer the Following:

1. Rani wants to colour the house she has drawn in Tux Paint.
Which tool can she use?

Ans. Select Magic Tool and click on Fill option.

2. Ram wants to make a garden with flowers , Rainbow, butterfly in Tux paint. Which tools he can use to draw it?

Ans. Stamp Tool

3. Anu wants to write her name in the painting she made in Tux paint.
Which tool will she use?

Ans. Text tool

Ln : 7 - Basic features of Text Editor

I. Fill in the blanks:

1. Copy is used to copy the word.
2. Cut is used to remove the word.
3. Drag the mouse pointer to select the word
4. The Title bar of the window has the name of the file.
5. If we use cut option, the selected word disappears .

II. Write true or False:

1. We can use Paint command to save the file. -False
2. I can stick a stamp on an envelope using glue. - True
3. I can save the file using Save option. True
4. In Copy and Paste, the word that is copied remains. - True
5. In Cut and Paste, the word that is cut disappears. -True

III. Answer the following:

1. How will you select the word?

- Ans:(a) Move the cursor to the beginning of the word
(b) Press the left mouse button and drag the word
(c) Release the button at the end of the word







2. Define undo?

Ans : Undo will go back without the changes.

3. Why do we need to save the file?

Ans: It is essential to save the file, to ensure that the changes are recorded.

IV. Name the icons:

1.  - Copy
2.  - Save
3.  - Cut
4.  - Paste
5.  - Undo
6.  - Menu bar

Ln:8 - Computer Start Up And Shutdown

I. Fill in the blanks:

1. Computer is a machine that works on electricity
2. Button on the monitor is called a toggle switch
3. Start up is the sequence of action done by the computer when it is switched on.
4. Login is the permission to use the computer.
5. The secret key is also known as Password.

II. Find Who am I ?

- 1) I am also called as Booting. Ans. Start up
- 2) I am used to turn off the computer. Ans. Shut down
- 3) I am also called as user name. Ans. Login
- 4) I am the action of closing one's access to the computer. Ans. Log out

III. Answer the following:

1. Define Booting?

Ans: Booting is the sequence of actions done by the computer when it is switched on.

2. Define password?

Ans: The password is the secret word, letters, or numbers known only to us and the computer .

3. Define shut down?

Ans: Shut down is the action of closing all the activities and turning the computer off.

IV. Identify the icons:



Restart



Shutdown



Hibernate



Lock Screen



Log Out



Switch User

Shutdown Dialog Box

