

CORDOVA 24x7

FREE
SOFTWARE
WITH WEB SUPPORT
For Teachers Only

Real-Time

COMPUTERS

Based on
Windows 10
MS Office 2013

2



CORDOVA®



Introduction To Computers

LEARNER'S OUTCOMES

After completing this chapter, you will be able to :

- ❖ know the features of a computer
- ❖ list the differences between computer and a human being
- ❖ identify the parts connected to a computer
- ❖ recognise different types of computers

Use Cordova Smart Class Software on the smart board in class to learn about the parts and types of a computer.

We see so many machines everyday like a television, a CD player and a tablet. All these are **electronic** machines.



television



CD player



tablet

A **computer** is also an electronic machine which is used to do different kinds of work. We play games, watch movies, send and receive messages, draw pictures and solve sums with the help of this machine.

WHAT A COMPUTER DOES

- ❖ A computer works continuously.
- ❖ A computer works very fast and can do large number of calculations in seconds.
- ❖ A computer never makes mistakes.
- ❖ A computer can do many things at the same time.



computer

Let us see the difference between a computer and a human being

A computer	A human being
works very fast.	is slow in doing calculations.
does not need rest.	needs rest after work.
never makes mistakes.	makes mistakes.
has no feelings.	has emotions and feelings.
works on the instructions given by human beings.	can think and take decisions.

Do You Know

The word computer comes from the word 'compute' which means 'to calculate'.

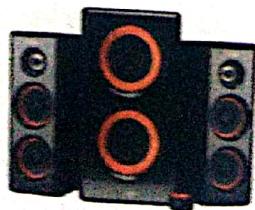
❏ PARTS CONNECTED TO A COMPUTER

CPU, monitor, keyboard and mouse are the main parts of a computer. Let us learn about some other parts that are connected to a computer.

- ❏ **Printer** helps you to take your work on the paper. It means, the printer prints on the paper, the same work that is shown on the monitor.
- ❏ **Speakers and headphone** are used to listen recorded songs, voice, speech and other types of sounds from a computer.
- ❏ **Scanner** is used to put your pictures into the computer.
- ❏ **UPS (Uninterrupted Power Supply)** is used to keep the computer **ON** for sometime, when the electricity goes **OFF**.



printer



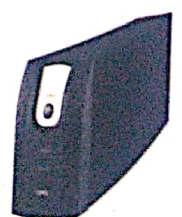
speakers



headphone



scanner




UPS


Inserting and removing a pen drive from the computer. (Take the help of your teacher)

Guidelines:

Step-1: Insert the pen drive into the USB port of the CPU box.

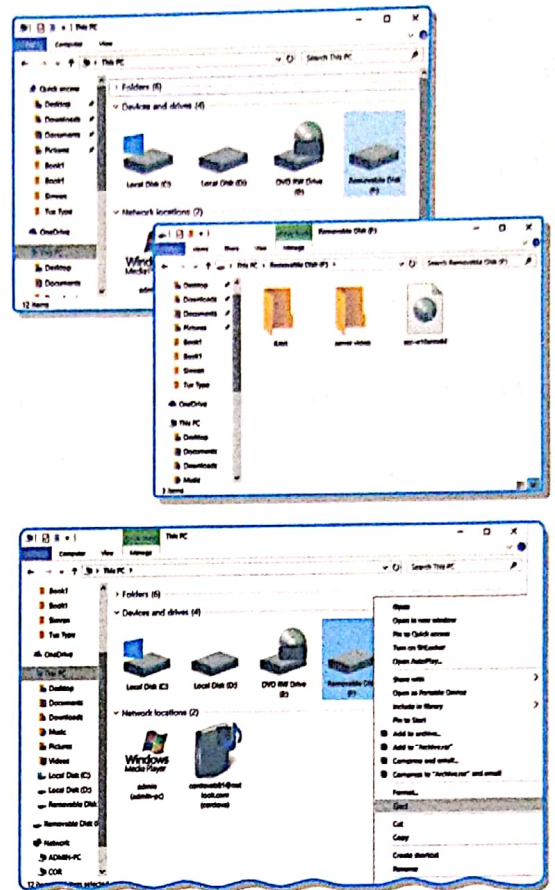
Step-2: Double-click **This PC**  icon on the Desktop. The **This PC** window appears.

Step-3: Double-click the **Removable Disk (F:)**  icon. The **Removable Disk (F:)** window appears displaying the content stored in the pen drive.

Step-4: Now, click **Up**  button on the **Removable Disk (F:)** window. The **This PC** window appears.

Step-5: Right-click the **Removable Disk (F:)** icon.

Step-6: Click the **Eject** option to remove the pen drive.

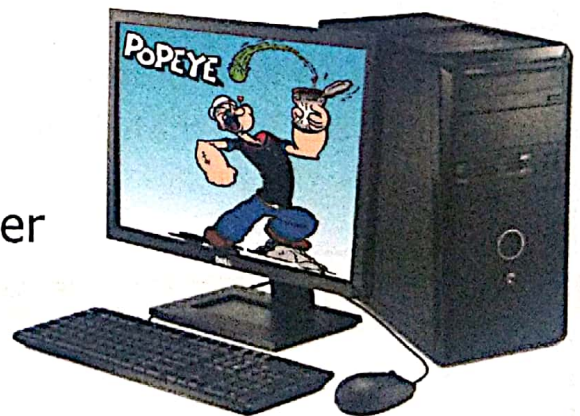


TYPES OF COMPUTERS

Computers are of different shapes and sizes. Some are big while others are small. Let us learn about the different types of computers.

Desktop Computer

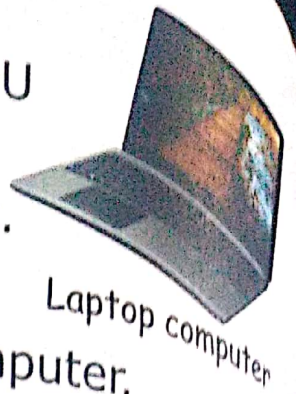
- It has a keyboard, mouse, monitor and CPU that are connected together using wires.
- It is kept on a desk or a table.
- It works on electricity.
- It is big and heavy. So, you cannot move it easily from one place to another.



Desktop computer

Laptop Computer

- It has a keyboard, mouse, monitor and CPU in it.
- You keep it on your lap, while working on it.
- It works on battery.
- It is smaller and lighter than a desktop computer. So, you can carry it easily from one place to another.



Laptop computer

Tablet And Smartphone

- These are touchscreen computers.
- They work on battery.
- They are smaller and lighter than a laptop computer. So, you can carry them in your pocket or handbag.



Tablet

Smartphone

Do You Know

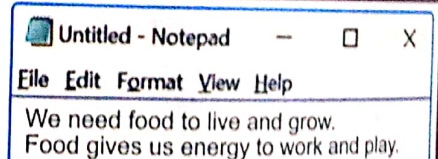
- Desktop computer, laptop computer, tablet and smartphone are also called **Personal Computers (PCs)** as they are used by only one person at a time.
- Rolltop computer** has a screen which can be rolled. You can use it as a desktop computer, laptop computer and tablet.



Practical In Computer Lab

Type the given lines on the importance of food using Notepad. (Take the help of your teacher)

Cross Curricular - Science



Multiple Choice Questions

Tick (✓) the correct option.

- A computer cannot
(a) do calculations ☐ (b) draw pictures ☐ (c) think ☐
- A laptop computer works on
(a) fuel ☐ (b) electricity ☐ (c) battery ☐

Note For The Teacher

- ❖ Take students to the computer lab. Ask them to identify printer, scanner, headphone, speakers and UPS.
- ❖ Give demonstration on the working of Notepad.

More Fun In Lab

Visit your computer lab. Write the names of all the parts of a computer that you see there in your notebook.

Read Aloud

headphone laptop printer scanner smartphone tablet

Use Cordova Smart Class Software on the smart board in class to do these exercises.

EXERCISES

Section-A

A Quiz

1. Name any two electronic machines.
2. Name the type of computer which is smaller than a laptop computer.

B Multiple Choice Questions

Tick (✓) the correct option.

1. keeps the computer ON for sometime, when the electricity goes OFF.
(a) CPU ☐ (b) UPS ☐ (c) VDU ☐
2. A computer very fast.
(a) walks ☐ (b) sleeps ☐ (c) works ☐
3. is used to put your pictures into the computer.
(a) Speaker ☐ (b) Printer ☐ (c) Scanner ☐
4. You can carry in your pocket or handbag.
(a) tablet ☐ (b) smartphone ☐ (c) both(a)and(b) ☐

C**Write T for true statement and F for false statement**

1. A computer is an electronic machine.
2. A computer cannot work continuously.
3. A human being needs rest after work.

Section-B**Answer the following**

1. What is the use of a printer?
.....
2. Write one difference between a computer and a human being.
.....
.....
3. Write two things that a computer does.
.....
.....

Fun Zone**A****Project**

Insert and remove a pen drive from a laptop computer. Check whether the steps are the same as followed in a computer.

B**Activity**

Complete the names of the parts connected to a computer.



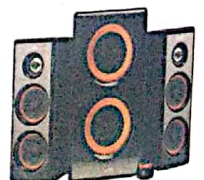
P _ _ T _ _



S _ _ N _ _



H _ _ P _ _ _



S _ _ K _ _

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