



# In A Nutshell

- ◆ Monitor is used to display output.
- ◆ Keyboard is used to feed the data to the computer.
- ◆ Mouse is a pointing device.
- ◆ CPU is used to process the data.
- ◆ Speakers and headphones are used to produce the output in voice signals.
- ◆ Printer produces the hardcopy of output.
- ◆ Microphone is used to record sounds.
- ◆ Hard disk, CD, DVD and Pen drive are used to store the data.

## Answer Time

### A. Tick (✓) the right answer :

- Which of these is used to produce the output in voice signals ?  
 a. Speaker       b. Printer       c. Monitor
- A mouse should be used on mouse pad....  
 a. Lap       b. Mouse Pad       c. Carpet
- How many keys are there on a keyboard?  
 a. 108       b. 104       c. 100
- CPU is also called brain..... of computer.  
 a. Brain       b. Liver       c. Heart
- Which of these is a circular shiny plate used to store data ?  
 a. Pen Drive       b. Compact Disk       c. Hard Disk

### B. Fill in the blanks using given hints :

(3) Monitor      (2) Flash      (1) Two      (4) Keys      (2) Hard copy

- Do in Notebook
- A button mouse contains two..... buttons.
  - Printer produces the Hard copy..... of output.
  - Pen Drive is also known as a flash..... drive.



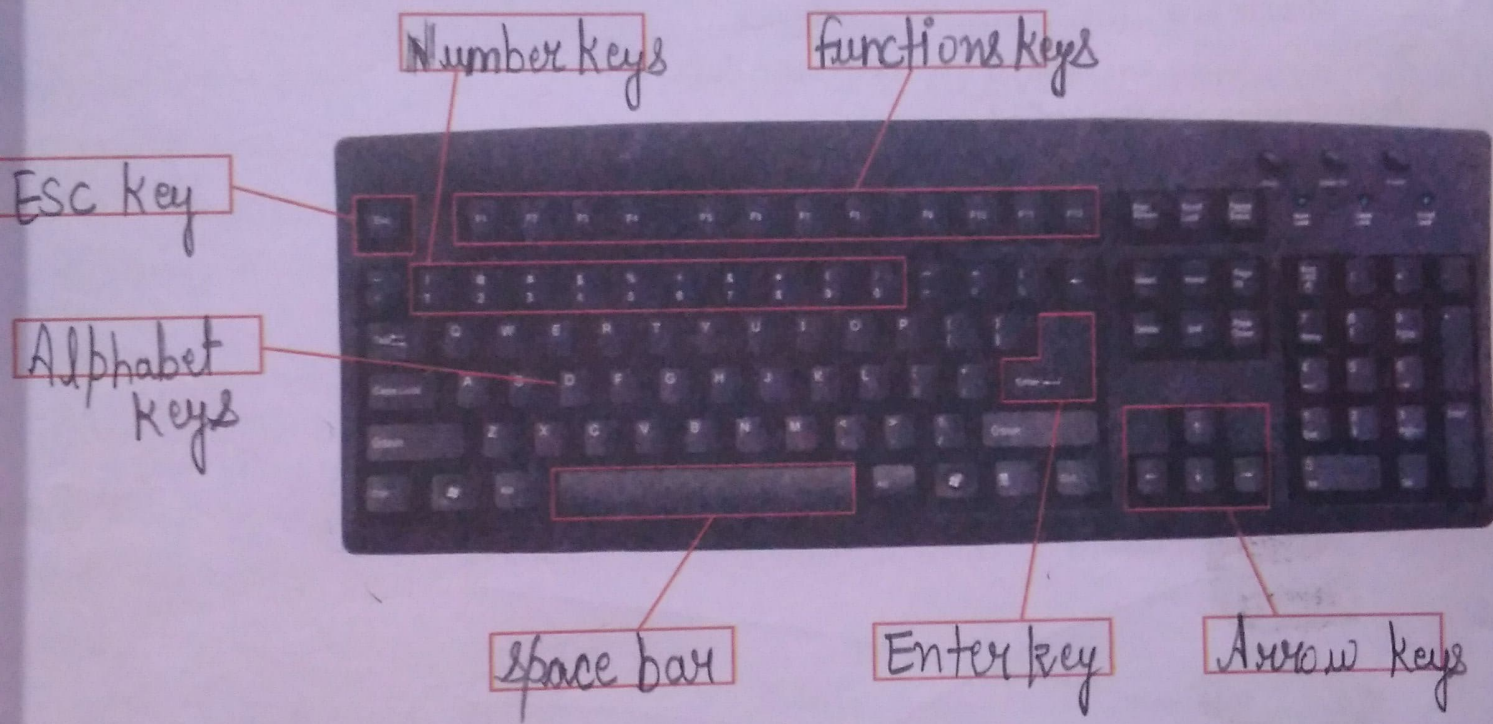
4. Keyboard consists of small buttons called ..*Keys*.....
5. ..*Monitor*... produces soft copy of output.

Write T for True and F for False :

1. Monitor is used to produce hard copy of output.
2. Microphone is used to record sound.
3. Pen Drive is used to store small amount of data.
4. Optical mouse uses a ball instead of light to move the pointer on the screen.
5. Printer is used to get a printout of our work.

F  
T  
T  
T  
T

Label the following figure :



Answer the following questions :

1. Name the four essential parts of a computer.
2. What is the use of a CPU ?
3. Name two devices which produce the output in the form of voice signals.
4. Name the various keys on the keyboard.
5. Name the various types of mouse.
6. What is the use of a mouse for a computer ?
7. Which device is used to store large amounts of data ?

## IN THE LAB :

### A. For Teachers :





- ❖ Go to the computer lab and show various parts of a computer to the students.
- ❖ Ask the function of each part from the students.
- ❖ Demonstrate the use of various keys on the keyboard and the functions of a mouse.

### B. For Students :

- ❖ Open the Notepad by clicking on **Start > All apps > Windows Accessories > Notepad**.
- ❖ Complete the following sentences and type them in the Notepad.
  1. Monitor looks like a ..... screen.
  2. Mouse is a ..... device.
  3. .... is used to process the data.
- ❖ Headphones are also called .....
- ❖ Save the file by clicking **File > Save As**.
- ❖ A **Save As** dialog box opens.
- ❖ Type the name of the file.
- ❖ Click the **Save** button.

## DO AND LEARN :

### A. Look at the figure in column A and match to the correct option in column B.

A	B
1. 	a) Hard disk
2. 	b) Microphone
3. 	c) Compact Disk
4. 	d) Printer

### B. Who am I ? (Get answers by rearranging the given letters)

1. I am the brain of a computer.
2. I am used to record sounds.
3. I produce the hard copy of an output.
4. I can store large amounts of data.

..... CPU ..... PCU  
 ..... MICROPHONE ..... ROMCIPOH  
 ..... PRINTER ..... RPNTIRE  
 ..... HARD DISK ..... RAHDDSKI

