



Based on Windows 7  
& MS-Office 2007

A HAND BOOK OF

# ICT CONNECT

Computer and Information  
Technology now enhanced  
to ICT (Information and  
Communications Technology)



**Teacher's Book 1**

# ICT CONNECT – BOOK 1

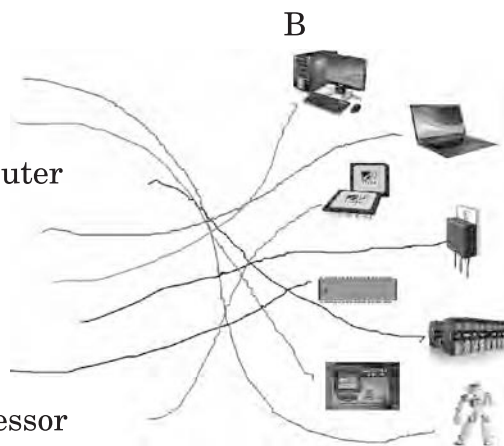
## Chapter - 1

### A. Answer the following questions.

1. A machine is a man-made thing which helps to do different types of work.
2. ❖ A machine helps us to work faster.  
❖ A machine saves our energy and time.  
❖ A machine gives us accurate results.
3. Television, Electric Iron, Mixer Grinder
4. We use machines  
❖ do work faster ❖ get accurate results easily  
❖ save our energy and time
5. The thing which we give to the machine for processing is called input.
6. The thing which a machine gives us after processing is called output.
7. Personal Computer.

### B. Match the following:

- A
1. Robot
  2. ATM
  3. Supercomputer
  4. Laptop
  5. Desktop
  6. Transistor
  7. Chip
  8. Microprocessor



**C. Fill up the blanks with the following words:**

1. machine                      2. eye                      3. Robot  
 4. Electricity                      5. hidden

**Multiple Choice Question**

**D. Tick (✓) the correct option.**

1. Man                      2. Machine    3. Time  
 4. Faster                      5. Accurate    6. Electric  
 7. Calculation                      8. Human brain  
 9. Output                      10. Money

**Activity Time**

**A. Mini is in a maze. Help her to get the CD first and then insert it in the laptop.**

Cross the things which are not machines :



**B. Complete the crossword.**

1. An electronic machine.
2. A device that helps us to do our work easily.
3. A part of a machine.
4. Information given to a machine.
5. Result given by the machine.

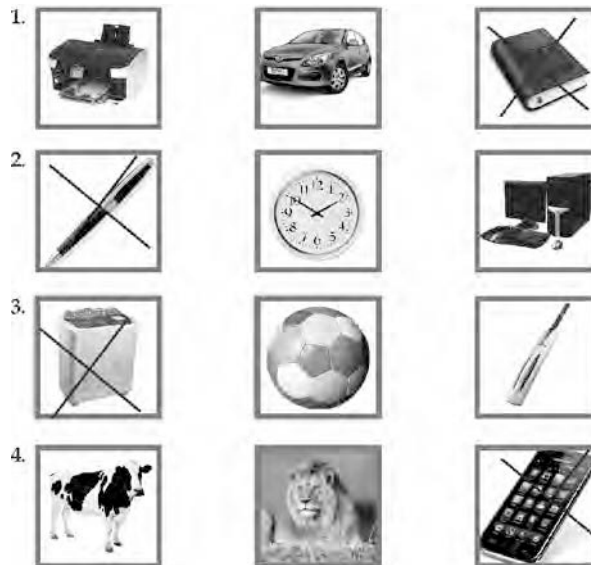
C														
O								I						
M	A	C	H	I	N	E								
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## Projects



## Problem Solving

Cross the odd one out in each row.



## Chapter - 2

### A. Answer the following questions :

1. A computer is a machine.
2. We use a keyboard to input words, numbers and commands into the computer.
3. A keyboard is connected with the system unit of a computer.
4. The system unit is also called CPU or the central processing unit.
5. Describe the work of the following devices :

**Microphone** - A microphone is used for sending any voice or sound into the computer.

**Speakers** - By using speakers, you can listen to any sound or music stored in the computer.

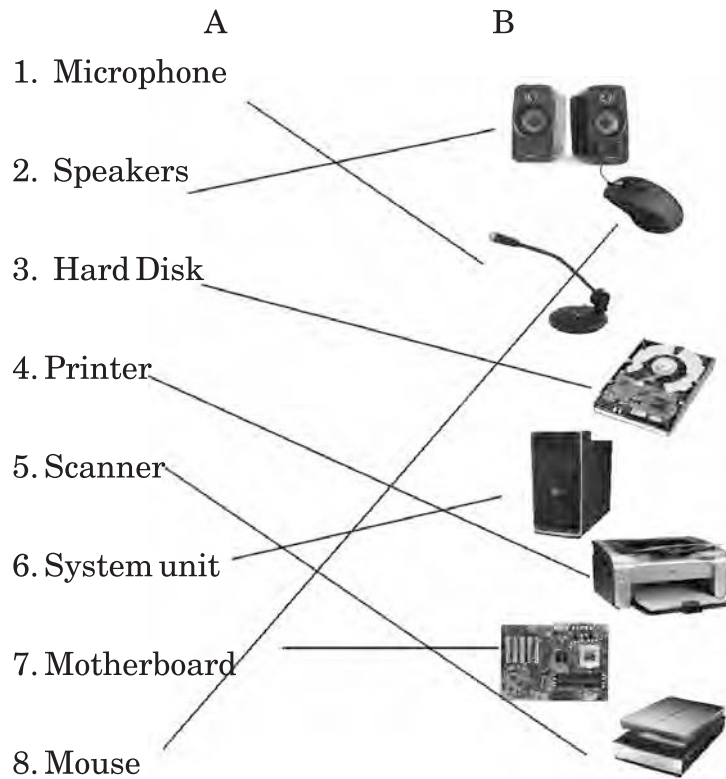
**Scanner** - By using a scanner, you can scan a photograph or picture and send it into the computer.

**Printer** - A printer is used for printing the output (text or picture) on a sheet of paper.

**Hard Disk** - A hard disk is a permanent storage part of the computer. It is fixed in the system unit.

**Microprocessor** - Thinking work or processing of input is performed here. It is fixed in the system unit.

**B. Match the following:**



**H. O. T. S.**

Compare a computer to yourself. Think that your brain

is like a system unit. Now find the body parts that work like computer parts to help you think. Write their names below.

**Input** - Ears (hear), Eyes (see), Nose (Smell), Skin (touch)

**Output** - Mouth (speak), Hands (write), Face (expression)

**Multiple Choice Question**

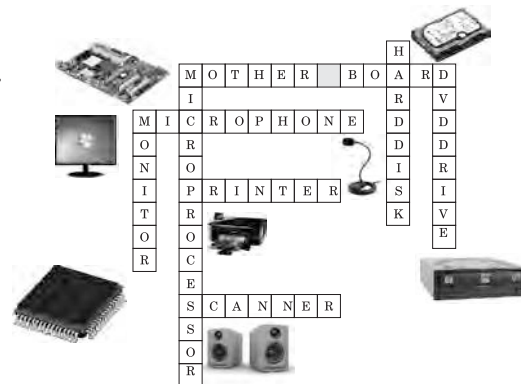
**C. Tick (✓) the correct option :**

- 1. Machine      2. Mental      3. Results
- 4. Numbers      5. Keyboard      6. Brain
- 7. Central Processing Unit      8. Keyboard
- 9. CPU      10. Output device

**Activity Time**

Do it yourself

**Problem Solving**



**B. Rearrange the jumbled words:**

- 1. SCANNER      2. PRINTER
- 3. SPEAKERS      4. MOTHERBOARD
- 5. KEYBOARD      6. COMPUTER

## Chapter - 3

### A. Answer the following questions:

1. Students use computers to do their homework. They study Science, G.K., History, English and other subjects, available in a CD or on the Internet.
2. A doctor uses a computer to keep the records of his patients.
3. A bank manager keeps the accounts of his bank customers on the computer.
4. An engineer makes the drawings of buildings, bridges and towers on the computer and makes changes in them from time to time, as per the requirement.
5. A cartoonist makes cartoons and animation films on the computer.

### B. Match the following:

- | A               | B                                   |
|-----------------|-------------------------------------|
| 1. Bank Manager | computes lengthy calculations.      |
| 2. Scientist    | makes cartoons and animation films. |
| 3. Cartoonist   | remixes and edits sounds and films. |
| 4. Film Editor  | reads subjects on a CD.             |
| 5. Student      | keeps records of his staff.         |
| 6. Businessman  | makes drawings of buildings.        |
| 7. Engineer     | keeps accounts of bank customers.   |

### Multiple Choice Questions

#### A. Tick (✓) the correct option.

- |              |             |             |
|--------------|-------------|-------------|
| 1. Computer  | 2. Movie    | 3. Computer |
| 4. Friends   | 5. Computer | 6. Hospital |
| 7. Computers | 8. Schools  | 9. Tickets  |
| 10. Homes    |             |             |

#### Problem Solving

Do it yourself.

## Chapter - 4

#### A. Answer the following questions :

1. Take off your shoes outside the computer room and keep them in the rack.
2. Do not carry water or any liquid in the computer room.
3. Do not make a noise inside the computer room. It will help you to hear the computer sounds.
4. Sit at an arm's length from the computer screen while working on it.
5. Cover the computer with a dust-cover after you have shut down.

#### B. Write down the steps of Turning On the PC and Shutting down the PC in the space given below.

##### Turning ON

**Step 1** - Ensure that the power switch on the switch board is turned ON.

**Step 2** - Ensure that the power switch on the UPS is turned ON.

**Step 3** - Ensure that the power switch of the system unit is turned ON.



**Step 4** - Ensure that the power switch of the monitor is turned ON.

### **Turning OFF**

**Step 1** - Click on the Start button.

**Step 2** - Click on Shut Down.

**Step 3** - Choose Shut Down option and click on OK.

**Step 4** - Switch off the power switch of the monitor.

**Step 5** - Switch off the power switch of the system unit if there is any display on it.

**Step 6** - Switch off the power switch on the UPS.

**Step 7** - Switch off the power switch on the switch board.

### **Activity Time**



## **Chapter - 5**

### **A. Answer the followings questions:**

1. You should hold the mouse in the following ways:

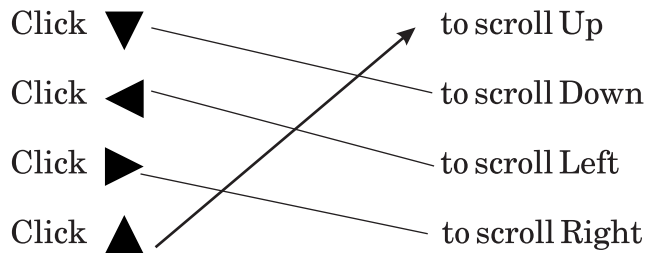
- ▶ Use the thumb to support the mouse from the left side.
- ▶ Use the little finger and the ring finger to support the mouse from the right side.
- ▶ Use the index finger to press the left button.
- ▶ Use the middle finger to press the right button.

2. Click means pressing and releasing the left button.
3. Right click means pressing and releasing the right button once.
4. Dragging means pointing to an item and holding down the left button, and at the same time, moving the mouse on the mouse pad.
5. Double click means pressing and releasing the left button twice Quickly.

**B. Fill up the blanks with the following words:**

- a. Buttons
- b. Right click
- c. Pointer
- d. Mouse

**C. Match the following:**



**D. Write the names of the following Paint tools:**



Pencil



Eye Dropper



Zoom



Eraser



Text

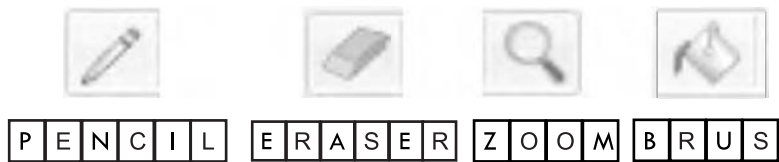


Fill

**E. Tick (✓) the correct option :**

1. Pointer
2. Mouse
3. Left click
4. Right click
5. Double Click

**Activity Time**



**B. Encircle the buttons of different mouses in the following pictures.**



**Chapter - 6**

**A. Answer the following questions :**

1. The keyboard is used for inputting words, numbers and commands into the computer.
2. When you are in typing mode, a small blinking line leads. This line is called the cursor.

3. (a) Enter key is used for entering the input into the system unit for processing.  
 (b) Enter key is used for changing the paragraph while typing the text.
4. (a) Cursor control keys are used for moving a cursor in four directions.  
 (b) Cursor control keys help you to move objects when you play computer games.
5. Backspace key removes the character and moves the cursor one space backward.

**B. Fill up the blanks with the following words:** 1. input 2. alphabet keys 3 . spacebar

4. 104, keys

**C. Rearrange the jumbled words:**

1. TYPNGI 

T	Y	P	I	N	G
---	---	---	---	---	---
2. SCEPARBA 

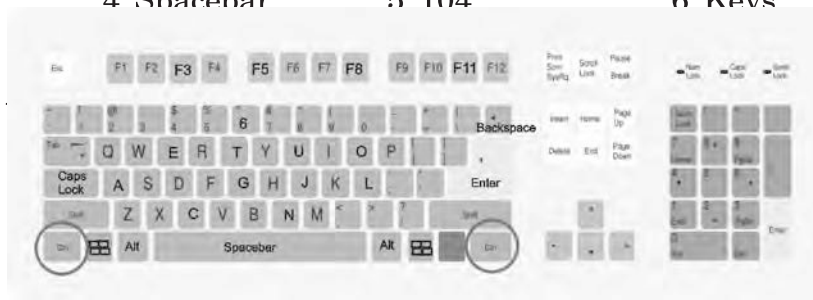
S	P	A	C	E	B	A	R
---	---	---	---	---	---	---	---
3. KEYBAORD 

K	E	Y	B	O	A	R	D
---	---	---	---	---	---	---	---
4. NMRUEIC 

N	U	M	E	R	I	C
---	---	---	---	---	---	---

**D. Tick(✓) the correct option.**

1. Numbers                      2. Letters                      3. Arrows
4. Spacebar                      5. 104                              6. Keys



**J**

