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COMPUTER EDUCATION NOTES
Class: 6th

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Chapter No 01
Introduction to computers

Question No 01:   Define the following.

i.   **Computer ;**   Computer is an electronic machine which processes raw data **(Input)** into meaningful information **(output)** and also stores output for later use. It always performs according to the given instructions.

ii.   **Memory   ;**   Memory is an electronic holding place . it holds instructions and data that a computer's processor can access. Usually the term memory refers to the **RAM** (Random Access Memory).

iii.   **Software ;** Software is a set of instruction given to the computer to perform a specific task. For example , Windows XP , Microsoft Word , Microsoft Paint etc. are software.

iv.   **Hard Disk ;**   Hard disk is a permanent storage device of computer . It is also called a **Hard Disk Drive** Or **Hard Drive**. It is reliable and durable storage device .
It is fixed inside the System Unit.

v.   **Mother Board ;**   Motherboard is the largest circuit board in a computer. It is also known as the   **System Board**. All the computer components are plugged or connected with it**.**

vi.   **Processing Operation ;**   The operation in which a computer performs some action on the data according to the instructions is known as processing operation. The processing is done by the central processing unit **(CPU)**.

Q No 02 : Differentiate between the following.

i.   **Data And Information :**

Data	Information
i. A collection of facts and figures **(Unprocessed Items)** is known as Data	i. Data after processing is called Information.
ii. It has no meaning.	ii. Information is basically meaningful data.
iii. It is not easily understand by the people	iii. It is easily understand by the people.

ii.   **Single Click And Double Click :**

Single Click	Double Click
i. Quickly pressing and releasing the mouse button once is called click.	i. Quickly pressing and releasing the left mouse button twice is called double click.
ii. This method is used to highlight the icon Or display a shortcut or quick menu.	ii. This method is used to open a folder or run a program.

III.   **Hardware And Software :**

Hardware	Software
i. Hardware refers to all the physical parts of a computer that we can see and touch.	i. Software is the set of instructions given to the computer to perform a specific task.
ii. Hardware is like a human body	ii. Software is like a human soul.
iii. Some Examples of hardware are Monitor, Keyboard, Mouse, Printer, System Unit, Scanner, Motherboard, Speakers, etc.	iii. Some Examples of software are Microsoft Windows, MS Word, MS Paint, Media Player, Internet Explorer, etc.

IV. **CD And DVD :**

CD	DVD
i. CD stands for Compact Disk.	i. DVD stands for Digital Versatile Video etc.
ii. A CD can run in CD drive and DVD drive too.	ii. A DVD can run in a DVD drive.
iii. Quality of sounds and movies is low in a CD.	iii. Quality of sounds and movies is high in a DVD.

V. **Input devices and Output devices :**

Input Devices	Output Devices
i. Devices that are used to enter data into a computer are called input devices.	i. Devices that show/generate output are called Output devices.
ii. Examples : Keyboard, Mouse, Microphone, Scanner and digital camera.	ii. Example : Monitors, Printers and speakers.

VI. **Input operation and output operation :**

Input Operation	Output Operation
i. In this operation the computer accepts data and instructions from the input devices.	i. In this operation the computer uses output deices to produce results of the processing.
ii. The devices use for input operations are Keyboard , Mouse , Scanner , Digital Camera microphone etc.	ii. The devices used for output operation are Monitor , Printer, Speaker , etc.

Q No 03 : Give the brief answer of the following answers.

i.   Write the five advantages of using computers.

ANS :   Following are some advantages of using computer:

i.   Speed : Speed is the most important characteristic of a computer. The computer can perform billions of calculations in fraction of a second.

ii.   Accuracy : Computer is almost 100% accurate and it never makes mistakes. Computer gives wrong results only when defective data or instructions are given.

iii.   Diligence : Besides being fast a computer can do things over and over again. It never gets tired or bored.

iv.   Storage : Computers have large storage capacity. A computer can store very large amount of data.

v.   Versatility : Versatility is a key benefit of using computer. A user can perform variety of task with a computer like drawing pictures, Writing stories, Watching movies, Playing games, etc.

ii. What is hardware? Write the names of five hardware devices.

ANS : Hardware refers to all physical parts of computer that we can see and touch. It includes Input , Output devices as well as system unit.

Following are some hardware devices :
- Monitor
- Keyboard
- Printer
- Speaker
- Scanner

iii. Write the functions of the following hardware keys :

a) Tab b) Esc c) Enter d) Shift e) Caps Lock

ANS : a) Tab : Tab key lets you move the cursor more than one space at a time.

  b) Esc : Escape key is used to terminate any process in between.

  c) Enter : Enter key is used   i) To start a new line   ii) To execute a command.

  d) Shift : Shift keys are used   ii) To type capital letters   ii) To type symbols.

  e) Caps lock : Press the caps lock key when you want to write a word in capital letters.

iv. What does a processor do?

ANS : Processor is the brain of the computer.
- It is made of a silicon chip fixed on the mother board.
- Its primary job is to carry out a set of instructions and process data efficiently and accurately.
- It converts the data into information.
- It is also called CPU**(Central Processing Unit).**

v. What is memory ? Is it a temporary storage device ?

ANS : Memory is an electronic holding place .
- ✓ It holds instructions and data that a computer's processor can access.
- ✓ Usually the term memory refers to the RAM(Random Access Memory).
- ✓ RAM is temporary storage area for the data before and after it is processed.
- ✓ **Volatile Memory :** RAM is also known ass volatile memory. It means that RAM loses data when power is switched off.
- ✓ It is high speed memory.

vi. Write a short note on Hard Disk?

ANS : Hard disk is a permanent storage device. It is also called hard disk drive or Hard drive. It is reliable and durable storage device. It is fixed inside the system unit.

   Hard disk consists of several rotating disks called platters. Each platter stores data. They are sealed in an airtight case to keep them free from dust. It can store very large amount of data and information. Nowadays external hard disks are also available in the market.

vii.   Write the advantages of USB flash memory.

ANS : USB : USB flash memory is a storage device .It is plugged in the USB port of the computer.

 Advantages:
- ✓ It is a portable, expensive, reliable and durable storage device.
- ✓ Flash memory is small and light weight.
- ✓ It consists of a memory chip.
- ✓ We can read from and write data on the flash memory
- ✓ It is widely used to transfer data from one computer to another.

viii.   Explain different types of monitors.

ANS :   Monitor : Monitor is an output device, It displays information on the screen.
There are different types of monitors some of them are :

 CRT Monitor : CRT(Cathode Ray Tube) monitors are heavier, need more space and produce small amount of radiation.

LCD Monitor : LCD(Liquid Crystal Display) are light, flat and do not need much space. It does not produce radiation.

Plasma Monitor : Plasma monitors are recent development and show richer colors than LCD and CRT monitors.

ix.   What is modem? Explain different its types .

ANS :   Modem : Modem is a device which is used to connect and communicate with other computers on the internet. It sends and receives data.
There are two types of monitors **;**

Internal Modem : Placed inside the system unit.

External Modem : Placed inside the system unit.

x.   Explain the output operation of a computer.

ANS : In this operation the computer uses output devices to produce results of the processing(Information). It may be either displayed on the screen or printed on paper. Audio Output is produced by speakers of the computer.

Q No. 04 : Match column A with column B and Write matching pairs in C.

Column A		Column B		Column C
i.	Software	a)	Keyboard	**Windows XP**
ii.	Input devices	b)	Speakers	**Keyboard**
iii.	Audio Output	c)	Permanent Storage	**Speakers**
iv.	Monitor	d)	Produce results	**LCD**
v.	RAM	e)	Terminate the program	**Memory**
vi.	Modem	f)	Windows XP	**Communication devices**
vii.	Hard disk	g)	Physical Parts	**Permanent Storage**
viii.	Printer	h)	Communication devices	**Dot matrix**
ix.	Esc key	i)	Dot matrix	**Terminate the program**
x.	Output Operation	j)	LCD	**Produce results**
xi.		k)	Memory	
xii.		l)	Power Supply	

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Chapter No 02
Introduction to Windows

Question No 01:   Define the following.

i.   Desktop : The main screen of the windows is known as desktop. The desktop contain icons of different files and programs , so a user can easily access them.

ii.   Folder : Folders are like envelopes or drawers in which a user can place data. A folder can contain files and even other folders. They are used to organize data.

iii.   Start Menu : At the bottom left corner of the screen there is a *start button*. This button displays a list of items called **Start Menu.** This menu lets the user easily access most useful items and programs on the computer.

iv.   A Window : A Window is a software which provides a platform to work on a computer. We can only work on a computer if there is a software like windows.

v.   Task Bar : Task bar is placed at the bottom of the screen in Microsoft windows. It includes start button, Quick launch toolbar, Taskbar buttons and Notification area.

Q No 02 : Differentiate between the following.

i.   Desktop and Start Menu :

Desktop	Start Menu
i. The main screen of the Microsoft window is called desktop.	i. Start button displays a list of items called Start Menu.
ii. The desktop contains the icons of different files and programs.	ii. Start Menu lets the user easily access the most useful items on the computer.

ii.   My Documents Icons and My Computer Icon :

My Documents Icons	My Computer Icon
i. My documents icon is used to save a documents such as letters , reports, pictures, and media file.	i. My computer icon helps a user to access all drives and other hardware connected to the computer.
ii. By default there are three folders in the My Documents folder ,My Music, My Pictures and My Videos.	iii. It shows icons of different users, documents, disk drives such as Hard disk, CD/DVD, Floppy and USB Flash memory.

iii.   Maximize Button and Minimize Button :

Maximize Button	Minimize Button
i. Maximize button is used to enlarge a window to full screen.	i. Minimize button is used to reduce a window to a button on the taskbar.
ii. It is also known as Restore button because it restores a maximized window to its previous size.	ii. A user can re-display the window at any time by clicking the button on the taskbar.

iv.   **File and Folder :**

File	Folder
i. A file is a collection of data that is stored in a computer.	i. Folders are like envelopes or drawers in which a user can place data.
ii. File can be stored in various storage devices such as Hard disk, Flash memory drive, CD and DVD drives.	ii. A folder can contain files and even other folders.

v.   **Copy a file/folder and Cut a file/folder :**

Copy a file /folder	Cut a file/folder
i. Copying a file/folder is reproducing it at another location without removing it from its original location.	i. Cut the file/folder moves the file/folder from its original location and place it at a new location.
ii. Copy feature is used when a user wants to make an exact copy of a file/folder.	ii. Cut feature is used when a user wants to shift a file/folder from one location to another.
iii. Ctrl+C shortcut key is used to copy a file/folder.	iii. Ctrl+X shortcut key is used to cut a file/folder.

Q No 03 : Give the brief answer of the following answers.

i.   Describe the steps of the start up procedure of Windows.

ANS :   Following are steps of the start up procedure of windows.
- ⇒ Start your computer by pressing "power" button on the System box.
- ⇒ Windows XP starts loading its files into the computer.
- ⇒ After successfully loading, Windows logs on and a welcome screen appears.
- ⇒ You can log on to computer by clicking user name and typing password   (If assigned) in the text box.
- ⇒ Widows desktop screen appears.

ii.   What is Start Menu?

ANS : At the button left corner of the screen there is a start button. This button displays a list of items called Start Menu. Different versions of Windows have different start buttons.

When a user clicks the Start Button a menu appears that lets the user easily access most useful items on the computer. Start Menu gives a complete control of the computer under one menu. A user can access all programs installed in the computer by clicking "**All Programs**" on start menu.

iii.   Describe the function of the Notification area.

ANS : Notification Area : The area at the bottom right on the screen is known as **Notification area.** It is a part of the **taskbar**.

Functions :
- ✓ It shows different notifications of the events that occurs in **Windows.**
- ✓ It also displays Time and different program icon such as Volume Control, Windows Firewall and Anti-Virus, etc.
- ✓ It also shows temporary Icons such as USB device and Printing etc.

iv.   How many ways are there to open a window/program in windows?

ANS: There are three different ways to open a program/window.

- From Desktop
- From Start Menu
- From Run Command

Opening a program from Desktop :

⇒ Double click on the icon of **Program** that already appear on desktop**.**

⇒ **Program** window appears.

Opening a program from Start Menu :

⇒ Click start button.

⇒ Start menu appears.

⇒ Point to all programs

⇒ Click Program.

Opening a program from Run Command:

⇒ Click Start Button

⇒ Start menu appears.

⇒ Click Run.

⇒ Run dialog box appears.

⇒ Type the program name and path On Run dialog box.

⇒ Click ok.

⇒ Program window appears.

v.   What is a drive?

ANS : A storage area in any storage device is known as **drive.** Drives are named by a letter followed by a colon (such as **C:**) . The storage device can be a floppy disk, a CD/DVD, a Hard disk and a USB Flash memory.

vi.   What is a file ? Write the parts of a file with example.

ANS : File ; A file is a collection of data that is stored in a computer. There are different types of files such a text files, graphic files, sound files, and program files, etc. Files can be stored in various storage devices.

A file consist of two parts : name and type. Suppose you want to save the picture of your friend and   give it a name "picture" . Computer will save it as picture.jpg.

Picture . jpg

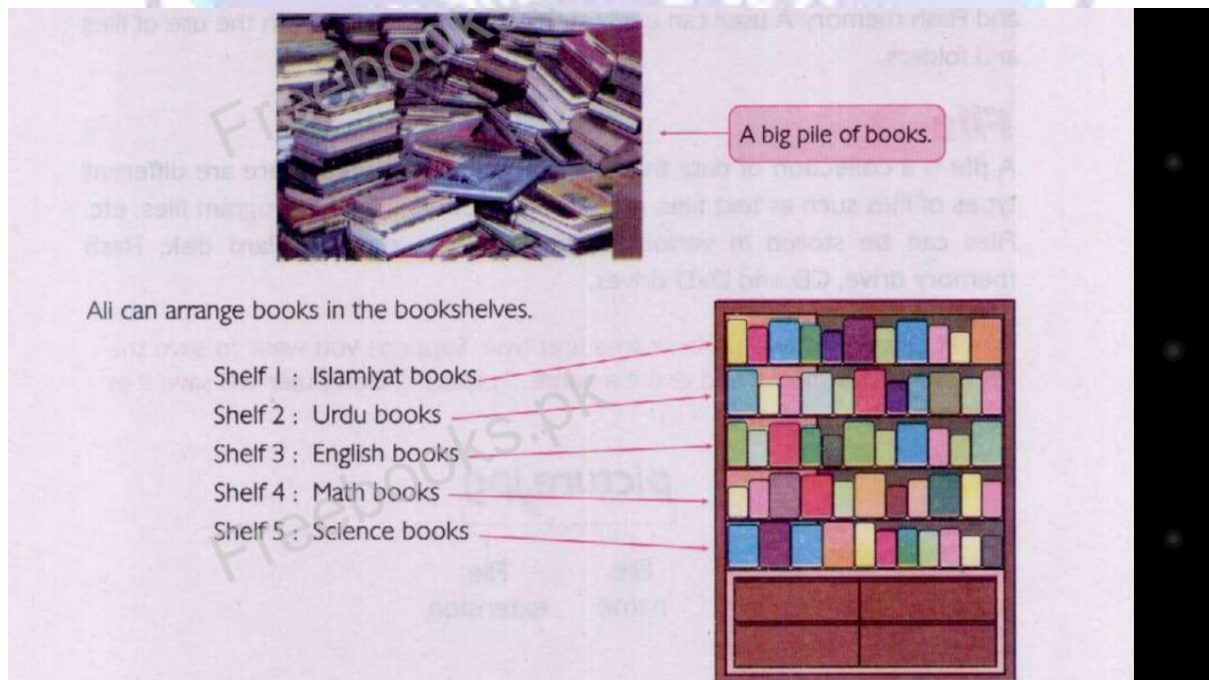File name   File extension

vii.   How can a user create a folder using right click menu?

ANS : Creating a folder using Right Click Menu :

⇒ Right click anywhere on the desktop.

⇒ Right click menu appears.

⇒ Move mouse over new.

⇒ Click the folder option.

⇒ The new folder appears displaying a temporary name (New Folder).

⇒ Type a name for new folder and press enter.

⇒ A folder with the typed name has been created on the Desktop.

viii.   What is the importance of folders ? Explain briefly with an example.

ANS : Suppose Ali is looking for his math book from a big pile of books. He will have to sift through the pile of books to find math book. The same thing can happen if someone does not use folders to store data.

A big pile of books.

Ali can arrange books in the bookshelves.

Shelf 1 : Islamiyat books
Shelf 2 : Urdu books
Shelf 3 : English books
Shelf 4 : Math books
Shelf 5 : Science books

When Ali wants to look for a particular book It is now much easier to find because they have been organized into several categories. Similarly, data in a computer can be organized in the same way with the help of folders.

ix. Write the name of five different parts of a window.

ANS : Name of different parts of windows are following ;

- ✓ Title bar
- ✓ Menu bar
- ✓ Toolbar
- ✓ Status bar
- ✓ Vertical scroll bar
- ✓ Horizontal scroll bar

x. What are icons? Write the names of the desktop icons.

ANS : **Icons:** Icons are small images that represent different types of programs and files.

Following are the names of desktop icons.

- ➢ My Documents
- ➢ My Computer
- ➢ Recycle Bin
- ➢ Internet Explorer

Q No 03 : Match Column A with Column B and Write The Matching Pair With Column C.

Column A		Column B		Column C	
i.	Desktop	**a)**	My computer	**j)**	Main Screen
ii.	Close Button	**b)**	World Wide Web	**e)**	Close a window/program
iii.	Start menu	**c)**	.doc	**f)**	Turn off button
iv.	Drive	**d)**	Name of the window	**i)**	C:
v.	File Extension	**e)**	Close a window/program	**c)**	.doc
vi.	Desktop icon	**f)**	Turn off button	**a)**	My computer
vii.	Notification Area	**g)**	Volume control	**g)**	Volume control
viii.	Title Bar	**h)**	Quick Access Launcher	**d)**	Name of the window
ix.	Internet Explorer	**i)**	C:	**b)**	World Wide Web
x.	Taskbar	**j)**	Main Screen	**h)**	Quick Access Launcher
xi.		**k)**	Different Menus		
xii.		**l)**	Shift a file/folder		

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