

Note:-

- This is the assignment for the students of class-3, based on **Chapter-2, "Learn to use MS-Window 7"**.
- Students are suggested to go through the chapter given in PDF.
- Students can use a separate notebook (Computers revision notebook) for the given assignment.
- Students are suggested to first go through these link:-

<https://drive.google.com/open?id=1ib4dE0Kd1rNeYB0Su65ZkbH-xodw0kFk>

chapter-2, "Learn to use MS-Window 7"

Assignment -02

Answer the Following questions: -

1. What is Operating System?
2. Name any Five Operating System.
3. Write few lines on Window 7 Operating system?
4. Name various versions of MS Windows?
5. Who is the Co-Founder of Microsoft company?
6. Name four Components of Window 7 desktop?
7. What is Desktop Background?
8. What is booting?
9. What is Icon?
10. What is Taskbar?
11. What are Gadgets?

Practical Session

- Open your computer system and check which operating system is installed on your computer system.
- List the icons.
- Try to change background of your desktop.
- Drag the taskbar and place it on the top, left and right of the screen.
- Practice all shortcut buttons of the window (Minimise, Maximise, Restore & Close button)
- Try to insert gadget on the desktop and then remove.
- Shut down the system.

ST.GREGORIOS SCHOOL DWARKA

2020-21

CLASS 3

ENGLISH WORKSHEET-4

Reader Lesson -2

Above Or Below

(A Folk Tale)

Summary:-

Once there was a farmer named Mulla Nasruddin. He lived happily. Once the king gave him a piece of land to grow crops. That year he got a good crop also. He made good profit after selling the crop. But the king's courtier got jealous and went to the king. He requested the king to tell Nasruddin to give half of his crop to him.

As per the request the king ordered Nasruddin to give half the share of his crops to the courtier. Mulla agreed and left. Then Nasruddin asked the courtier which part of the crop he wanted above or below.. The courtier replied that he wanted that part of the crop which grew above. Nasruddin led him to the barn at the back of the farm and showed him the above part of the crop. He asked him to take them. The courtier was shocked to see as they were the leaves only. Because Nasruddin replied him that his crops were 'Carrots'.

(I hope you enjoyed the story)

Copy Ex-

Words

Meaning

- | | |
|--------------|--|
| 1. crops- | what a farmer grows (vegetables/grain) |
| 2. profit | gain after selling something |
| 3. courtier | king's companion |
| 4. permitted | allowed |
| 5. portion | part |
| 6. barn | building on a farm where grains are kept |
| 7. fair | good |
| 8. hurried | moved fast |

Change into plural form

1. courtier—courtiers
2. crop----crops

3. family—families
4. share ---shares
5. leaf---leaves

Verb Forms

Present	Past
1. allow	allowed
2. think	thought
3. permit	permitted
4. reply	replied
5. hurry	hurried
6. grow	grew

Give the opposites

1. fair X unfair
2. above X below
3. profit X loss
4. permit X prohibit
5. useful X useless
6. calm X angry

Comprehension:-

Questions and answers

Q1. Why was MullaNasruddin happy?

An- MullaNasruddin was happy because he got a good crop and he made good profit.

Q2. Why was the courier unhappy?

An- The courtier was unhappy because he was jealous of MullaNasruddin as the king had given him land to grow crops.

Q3. What did the king ask Nasruddin?

An—The king asked Nasruddin to give half the share of his crop to the courtier.

Q4. Did Nasruddin obey the king's order?

An- Yes, Nasruddin obeyed the king and gave half the share of his crop to the courtier as per the wish of the courtier.

Language Ex:-

Q- Complete the following Dialogue in your words-

Reena: Do you like home food or restaurant food?

You: -----

Reena: What flavour of ice cream would you like?

You: -----.

Reena: Why do you drink milk?

You: -----.

HomeWork

1. Suppose that the courtier got very upset after he understood that Nasruddin fooled him. At this time what will you tell him? Write your idea in 2 lines.
2. What is the moral of the story?

Class - III (2020-21) (Hindi)

निकुंज पाठमाला

पाठ 2. खेल दिवस

प्र० 1. शब्दार्थ लिखिए -

शब्द - अर्थ

1. खेल-दिवस - जिस दिन विशेष रूप से तरह-तरह के खेल होते हैं।

2. झटपट - जल्दी से

3. शिक्षक - अध्यापक

4. फुदक-फुदककर - उधेल - उधेलकर

5. प्रथम - पहला

6. आनंद - मज़ा

7. इनाम - पुरस्कार

8. खुशी का ठिकाना न रहना - अत्यंत प्रसन्न

प्र० 2. प्रश्नों के उत्तर लिखिए -

(क) सभी बच्चे बस्ता क्यों नहीं ले जा रहे थे?

उत्तर - सभी बच्चे बस्ता इसलिए नहीं ले जा रहे थे क्योंकि

Class - III. (Hindi) 2020-21

व्याकरण (PT-1)

प्र० 1. लिंग बदलो (10 शब्द) (Change the Gender)

पुल्लिंग स्त्रीलिंग

1. दादा - दादी

2. जाना - जानी

3. राजा - रानी

4. बेटा - बेटी

5. लड़का - लड़की

6. बूढ़ा - बुढ़िया

7. छात्र - छात्रा

8. माली - मालिन

9. धौबी - धौबिन

10. पड़ोसी - पड़ोसिन

* Focus on your writing as well as मात्रा

* घ/घ - ध्यान रू. । घ ऊपर से खुला रहेगा

Class - 3, Hindi

पाठ - 2 (खेल दिवस)

सार -

आज काम्या के स्कूल में खेल दिवस था। वह सुबह जल्दी उठकर, गहना-धोकर और नश्रा कर अपने पिता के साथ बस-स्टैंड पहुँची। आज स्कूल बस में बैठ सभी बच्चे बहुत खुश थे जो कि उन्हें बस्ता नहीं लूँ जाना था क्योंकि आज स्कूल में खेल दिवस था। बच्चों को बस खेल खेलने और खेल देखने थे।

खेल शिक्षक राजीव पटनामन ने सीटी बजाकर तीसरी कक्षा की मैटक दौड़ शुरू की। काम्या इस दौड़ में प्रथम आई। फिर चौथी कक्षा की बारी दौड़ हुई जिसमें कई बच्चे गिर पड़े। फिर पाँचवी कक्षा की नीबू चम्मच वाली दौड़ हुई। यह मजेदार दौड़ थी। इसमें बार-बार सबके नीबू गिर रहे थे। बहुत-से बच्चों के साथ काम्या ने भी इनाम जीत। यह देखकर उसके माता-पिता की खुशी का ठिकाना न रहा।

Class - III (Hindi) 2020-21

व्याकरण (PT-1)

विलोम शब्द (10 शब्द) (Opposite word)

- | | | | |
|-----|-------|---|--------|
| 1. | पास | - | दूर |
| 2. | नया | - | पुराना |
| 3. | सर्दी | - | गरमी |
| 4. | आज | - | कल |
| 5. | गीला | - | सूखा |
| 6. | सच | - | झूठ |
| 7. | हार | - | जीत |
| 8. | गंदा | - | साफ़ |
| 9. | अच्छा | - | बुरा |
| 10. | हँसना | - | रौना |



लिखाई का अभ्यास करें।

रौंज कुछ न कुछ हिंदी में अवश्य पढ़ें।

आज स्कूल में खेल दिवस था और कोई पढ़ाई नहीं होनी थी।

(ख) काम्या किस दौड़ में भाग लेकर प्रथम आई ?

उत्तर काम्या मैटक दौड़ में भाग लेकर प्रथम आई।

(ग) काम्या के स्कूल में सबसे मजेदार दौड़ कौन-सी रहती है ?

उत्तर काम्या के स्कूल में सबसे मजेदार दौड़ नींबू और चम्मच वाली थी।

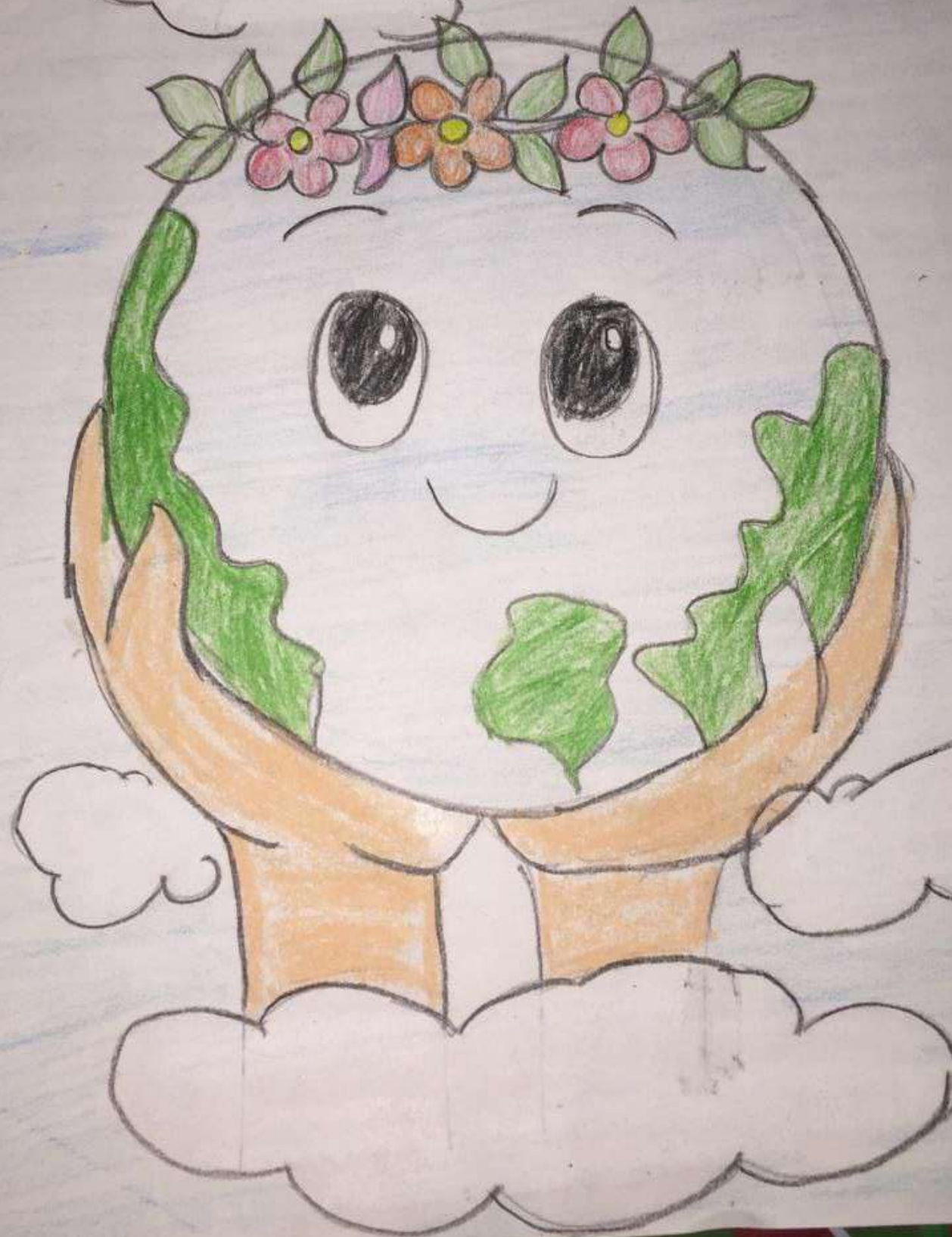
(घ) खेलने से क्या-क्या लाभ होते हैं ?

उत्तर खेलने से हम स्वस्थ रहते हैं और हमारा मनोरंजन भी होता है।

प्र० 3. उल्टे अर्थ वाले शब्द लिखिए -

(क) सुबह × शाम (ख) खुश × उदास (ग) गिना × उ

Earth Day



**ST. GREGORIOS SCHOOL
SECTOR - 11, DWARKA
CLASS – VI
MATHEMATICS
CHAPTER – 2 ADDITION
STUDY MATERIAL**

Addition – Addition is used to put two or more quantities together.

Addends - The numbers which we are adding are called Addends.

Sum or Total – The number we get after adding is called Sum or Total.

Example : $234 + 123 = 357$.

234 , 123 are called Addends and 357 is called Sum or Total.

Properties of aAddition

- a. 0 is added to any number, the sum is the number itself. (property of zero).

Example: $182 + 0 = 182$

$$0 + 678 = 678$$

- b. If we add 1 to the number , we get its successor.(number after it)

Example: $304 + 1 = 305$

$$9991 = 10000$$

- c. If we change the order of numbers in addition, the sum remains the same.

Example: $18 + 32 = 30$

$$32 + 18 = 30$$

$$\text{So } 18 + 32 = 32 + 18$$

- d. If we add three or more than three numbers in any order, the sum remains the same.(grouping property)

Example: $23 + 45 + 98 = 45 + 98 + 23$

Fill in the blanks

a. $4657 + 0 = \underline{4657}$

b. $9989 + 1 = \underline{9990}$

c. If $33 + 42 = 75$, addends are 33 and 42. Sum is 75.

d. Answer of addition is called sum or total.

e. $23 + 134 + 76 = 76 + \underline{23} + 134$.

Adding numbers with 10 , 100 , 1000

- a. $234 + 10 = 244$
- b. $999 + 10 = 5009$
- c. $679 + 100 = 779$
- d. $1247 + 100 = 1347$
- e. $8943 + 1000 = 9943$
- f. $5555 + 1000 = 6555$

Addition of numbers

a. $987 + 345$

$$\begin{array}{r} 987 \\ +345 \\ \hline 1332 \end{array}$$

b. $123 + 567 + 303$

$$\begin{array}{r} 123 \\ 567 \\ +303 \\ \hline 993 \end{array}$$

- c. On a particular day 234 men , 562 women and 146 children visited the Zoo. How many people visited the Zoo on that day ?

Number of men visited the zoo = 234

Number of women visited the zoo =562

Number of children visited the zoo = 146

Total number of people visited the zoo = $234 + 562 + 146$

$$\begin{array}{r} 234 \\ 562 \\ +146 \\ \hline 942 \end{array}$$

- d. What is the sum of greatest 4 digit number and the smallest 4 digit number?

Greatest 4 digit number = 9999

Smallest 4 digit number = 1000

Sum = $9999 + 1000 = 10000$

- e. Find the sum of the place values of 8 and 4 in 8543

Place value of 8 in 8543 = 8000

Place value of 4 in 8543 = 40

Sum = $8000 + 40 = 8040$

Worksheet (Addition)

1. Fill in the blanks.

- a. $678 + 0 = \underline{\quad}$
- b. $1 + 989 = \underline{\quad}$
- c. $2345 + 10 = \underline{\quad}$
- d. $999 + 100 = \underline{\quad}$
- e. $1000 + 4356 = \underline{\quad}$
- f. $1 + 6789 = \underline{\quad}$
- g. $\underline{\quad}$ is added to a number gives number itself.
- h. $123 + 45 = 45 + \underline{\quad}$
- i. $\underline{\quad} + 234 = 234 + 707$
- j. $\underline{\quad} + 145 = 145$
- k. $34 + \underline{\quad} + 23 = 23 + 34 + 55$
- l. $1 + \underline{\quad} = 1001$
- m. $\underline{\quad} + 9067 = 9067$
- n. $234 + \underline{\quad} = 334$
- o. If $45 + 11 = 56$, addends are $\underline{\quad}$ and $\underline{\quad}$.
- p. Sum of 4 and 5 is $\underline{\quad}$
- q. $3456 + 1000 = \underline{\quad}$

2. Find the sum of the following.

- a. $289 + 456$
- b. $267 + 909$
- c. $34 + 45 + 54$
- d. $768 + 345 + 109$
- e. $76 + 590 + 308$
- f. $245 + 78 + 342$

3. Find the sum of the place value and the face value of 6 in 4965.

4. The cost of a book is Rs 450 and the cost of a toy is Rs 3456. Find the total cost of book and toy.
 5. Find the sum of greatest 2 digit number and greatest 3 digit number.
 6. What number will you get on adding 10 to greatest 4 digit number?
 7. Find the sum of the greatest number and the smallest number formed by the digits 4, 3, 8
 8. Aman has Rs 345 with him. His father gave him Rs 560. How much total money Aman has now?
 9. Find the sum of 317, 401 and 650
 10. What is 1000 more than 6781?
-

Explanation- In this lesson we will learn about our beautiful planet Earth.

At A Glance

Our Earth
Atmosphere
Shape of the Earth
Globes and Maps
Compass
Continents
Oceans
Other Water Bodies

Our Earth is a unique planet, as it is the only planet in the solar system where life exists. It is surrounded by a blanket of air called atmosphere. It is neither too hot nor too cold. Living things need air, water and suitable temperature conditions to live.

Three-fourths of the Earth surface is covered with water, therefore, the Earth is called The Blue Planet.

► **Atmosphere-** The Earth is surrounded by a layer of gases such as oxygen and nitrogen, water vapour and dust particles. This layer is called the atmosphere.

► **Shape of the Earth-**The first person to prove that the Earth is round was Portuguese explorer, Ferdinand Magellan. He started on a long journey from Spain on a ship. After sailing for three years in one direction, he reached the same spot from where he had started. This proved the Earth is round like a ball.

Actually, the Earth is not exactly round like a ball. It is spherical in shape like an orange. It is flat at the top and the bottom, which is called North Pole and South Pole.

► **Globes and Maps-**Earth is very big in size. To study the different parts of the Earth, we make a model of the Earth. This model is called the globe.



A map is a drawing of the Earth or a part of it of a flat surface. A book of maps is called atlas. Large maps which are hung on the wall are called wall maps.



► **Compass**-There are four directions-North, South, East and West We use these directions to locate places on the map.

A compass is an instrument used to find directions. Its needle always points towards the north direction.

► **Continents**-The surface of the Earth is covered with large land masses and water bodies are called continents. There are seven continents. They are Asia, Africa, Europe, North America, South America, Australia and Antarctica.

► **Oceans**- Large bodies of salty water on the Earth are called oceans. There are five oceans. They are Pacific Ocean, Indian Ocean, Atlantic Ocean, Antarctic Ocean and Arctic Ocean.

► **Other Water Bodies**-Seas, rivers, lakes are smaller water bodies. The rivers and lakes are the source of fresh water.

FACT FILE

- Asia is the largest continent whereas Australia is the smallest continent.
- Pacific Ocean is the largest ocean whereas Arctic Ocean is the smallest ocean.

Words To Remember

- Atmosphere : a layer of air around the earth.
 Ocean : a large body of salty water.
 Globe : a small model of the Earth.
 Map : drawing of a place on a flat surface.
 Compass : an instrument used to find directions.

Test Your Understanding-

A. Choose the correct option:

1. _____ is the only planet with life.

a. Neptune	b. Earth	c. Mars
------------	----------	---------
2. Magellan proved that the Earth is _____.

a. round	b. square	c. rectangle
----------	-----------	--------------
3. _____ are the large maps hung on wall.

a. Wall maps	b. charts	c. models
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4. The needle of a _____ always points in the north direction.
a. thermometer b. compass c. an atlas
5. A book of maps is called _____.
a. a dictionary b. an atlas c. an encyclopaedia.

B. State whether True or False-

1. The Earth is the part of Solar System.
2. The Earth is surrounded by a layer of water called atmosphere.
3. The Earth is not round like a ball but like an orange.
4. The blue colour on the map shows water bodied.
5. A very large body of water is called a continent.

C. Answer these questions-

Q1. Who proved that the Earth is round?

Ans1. A Portuguese explorer, Ferdinand Magellan proved that the Earth is round.

Q2. What is a globe?

Ans2. A globe is a model of the Earth.

Q3. What is atmosphere?

Ans3. - The Earth is surrounded by a layer of gases such as oxygen and nitrogen, water vapour and dust particles. This layer is called the atmosphere.

Q4. What are the continents? How many continents are there?

Ans4. The surface of the Earth is covered with large land masses called Continents. There are seven continents.

Asia

Africa

Europe

North America

South America

Australia and

Antarctica.

Q5. What are oceans? Name the five oceans.

Ans5. Large bodies of salty water on the Earth are called oceans. There are five oceans. They are Pacific Ocean, Indian Ocean, Atlantic Ocean, Antarctic Ocean and Arctic Ocean.

Note- Dear students read the lesson thoroughly and write down *Words to Remember and Question and answer* in the note book which you have already made.

Home Work- Do part A and B of *Test Your Understanding* in the same notebook.

Test Your Understanding:-

A) Fill in the blanks:-

1. Delhi is located on the banks of River Yamuna.
2. Chandigarh was designed by Le Corbusier.
3. Lucknow is famous for its Dussehra mangoes.
4. Chhath is the main festival of Patna.
5. Jakhoo Temple is situated in Shimla.
6. Chandigarh is the capital of Punjab and Haryana.
7. Aminabad and Hazratganj are the famous markets of Lucknow

B) State 'T' for True and 'F' for False.-

1. Rock Garden is in Srinagar. F
2. Patna is located along the banks of River Gomti. F
3. Wazwan is prepared on special occasions. T
4. Khuda Bakhsh Oriental Library is one of the oldest libraries in India. T
5. Shimla is the capital of Himachal Pradesh. T
6. The ancient name of Patna was Panipat. F

C) Answer these questions.

1. Name few places of tourist interest in Delhi.

Ans1. Places of tourist interest in Delhi are

1. The India Gate
2. The Qutub Minar
3. The Jama Masjid
4. The Akshardham Temple
5. The Lotus Temple etc.

2. Which material has been used to make sculptures at Rock Garden?

Ans2. Sculptures are made of different discarded waste materials like metal wires, play marbles, broken bangles, porcelain etc.

3. Which languages do people speak in Lucknow?

Ans3. People speak Awadhi, Urdu and English in Lucknow.

4. Name the main festival of Patna.

Ans4. The main festival of Patna is Chhath Puja.

5. What is Wazwan?

Ans5. Wazwan is an elaborated royal meal of 36 dishes, prepared on special occasions.

6. Name few dishes of Lucknow.

Ans6. Few dishes of Lucknow are kebabs, korma and warqi paranthas.

7. Describe the climate of Delhi.

Ans7. The climate of Delhi is extreme, very hot in summers and very cold in winters. The months of July, August and September receive heavy rainfall. In December and January the days are normally covered with fog.

Note:- Do the entire work of L-1 & L-8 in any available note book.

ST.GREGORIOS SCHOOL, DWARKA

CLASS – III Subject: General Science

REVISION WORKSHEET FOR L-2 & L-4

Q1. Choose the correct answer.

1. The whale breathes through
 - a. Skin
 - b. Lungs
 - c. Gills
 - d. Spiracles
2. The animal that gives birth to young ones is
 - a. Lion
 - b. Snake
 - c. Fish
 - d. Pigeon
3. Plants get rid of wastes through
 - a. Lungs
 - b. Gills
 - c. Stomata
 - d. Stem
4. Frog and Earthworm breathe through
 - a. Lungs
 - b. Gills
 - c. Spiracles
 - d. Skin
5. Animals which eat flesh of other animals are called
 - a. Omnivores
 - b. Scavengers
 - c. Herbivores
 - d. Carnivores

Q2. Write True or False.

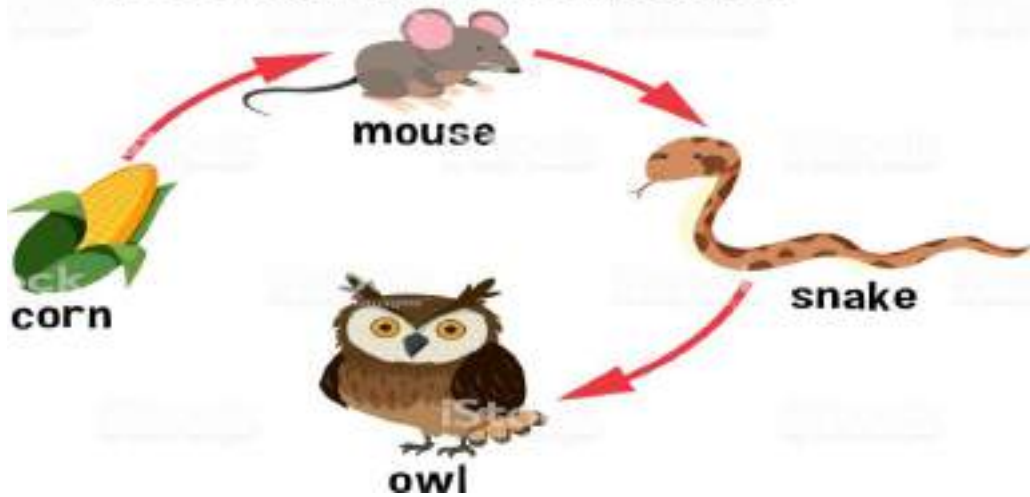
1. Non-living things need food.
2. Omnivorous animals eat only plants.
3. Green plants make their own food.
4. Fish breathe through skin.
5. A cow has strong back teeth for chewing cud.

Q3. Write one word for the following.

1. Chain which shows dependence for food.
2. Process of getting rid of wastes from the body.
3. Sense organ used by insects to feel.
4. Tiny openings or pores on leaves.
5. Process of bringing back food from stomach and chewing well again.

Q4. Draw and label

Food Chain Concept



Q5. Match the following



a) Cud chewing



b) Laping food



c) Sucking food



d) Gnawing food



5. Feeding Habits of Animals

e) Swallow food

Q6. Answer the following.

1. How do plants reproduce?
2. Write one difference between a herbivore and a carnivore.
3. What kind of teeth do carnivores have?



Learn To Use MS Windows 7

LEARNER'S OUTCOMES

After completing this chapter, you will be able to:

- ❖ define operating system
- ❖ locate and define the components of desktop
- ❖ locate and define taskbar and its components
- ❖ discuss and use Gadgets and Calculator
- ❖ discuss the advantages of Windows
- ❖ select, deselect, sort and hide icons
- ❖ change the position of taskbar
- ❖ know about touchscreen computers

Use Cordova Smart Class Software on the smart board in class to learn about MS Windows 7.

INTRODUCTION

Have you ever noticed, how different tasks at your home are done so well? It is because your parents manage all the work at home. In other words, they act as managers.

The computer is made up of different parts and does different kinds of work at a time. It also requires a manager for it. The manager in a computer is called the **operating system**.

Operating system is a software that helps you to operate the computer system through its various functions. It controls and manages the different parts of a computer system. It acts as an interface between the user and the computer system.

There are different operating systems. Some of the popular operating systems are:

- ① MS DOS
- ② MS Windows
- ③ Unix
- ④ Linux
- ⑤ MAC OS

Do You Know

There were no operating systems in early computers. Operating system came in the computer field late but they were accepted very quickly.



MS WINDOWS

Let us learn about MS Windows operating system. **MS Windows** is the most popular system software in the world. It is made by a company named **Microsoft Corporation**, USA.

When we switch on the computer, the operating system gets loaded into the computer's memory.

This process is called **booting**. While your computer is booting, you see a picture of **Windows flag** as shown.

Most of the people use MS Windows operating system in their computers because:

- ① It is **very easy to use**.
- ② It is **graphic based**, so you do not have to remember all the commands, as in some other operating systems.
- ③ **Programs** are arranged in different files and folders .
- ④ It has **icons** which help to do different things quickly.

MS Windows has many flavours called **versions**, for example :



Windows XP



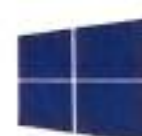
Windows Vista



Windows 7



Windows 8



Windows 8.1



Windows 10

In this chapter, we will learn about **Windows 7**.

Our Inspiration @ IT

William Henry Gates (Bill Gates) is the co-founder and former Chairman of the Microsoft Corporation. He developed the first version of Windows operating system in 1983.



WINDOWS 7 DESKTOP

You see a screen when the process of **booting** is completed. This is the **desktop**. The Windows 7 desktop has four components : **desktop background**, **icons**, **taskbar** and **gadgets**.

Let us learn about each of these one by one.





DESKTOP BACKGROUND

The background picture of Windows 7 desktop is called **desktop background**. You see different desktop background pictures on different computers according to their settings.

Do You Know

You can set the desktop background on your computer according to your choice.

ICONS

An **icon** is a small picture that is used to open a program, file or folder. For example, see the **Computer** icon  or the **Recycle Bin** icon  on the desktop.

Practical In Computer Lab

List the number of icons on the Windows 7 desktop of your computer.



Selecting/Deselecting An Icon

To select an icon, follow the given steps :

STEP-1 Bring the mouse pointer over an icon.

STEP-2 Click the left mouse button once.

The colour of the icon changes. It means that the icon is **selected**.



To deselect an icon, follow the given steps :

STEP-1 Move the mouse pointer away from the selected icon.

STEP-2 Click the left mouse button once.

The colour of the icon changes to its original colour. It means that the icon is **deselected**.



Selecting Adjacent / Non-Adjacent Icons

To select adjacent icons, click the first icon to be selected. Then, hold down the **Shift** key and click on the last icon to be selected. All the adjacent icons get selected.



To select non-adjacent icons, click the first icon to be selected. Then, hold down the **Control (Ctrl)** key and click on each of the icon to be selected. All the non-adjacent icons get selected.

Opening An Application Using Icons

To open any application or program, double-click on its icon.

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Select and deselect the 'Recycle Bin'  icon on the desktop.

Guidelines :

STEP-1: Single-click on 'Recycle Bin' icon on the desktop to select it.

STEP-2: Click anywhere on the desktop away from the selected icon, to deselect 'Recycle Bin' icon.



Sorting Icons

Sorting the icons means arranging the icons on the desktop. To sort the icons, follow the given steps :

STEP-1 Right-click on any blank area of the desktop. A pop-up menu appears. Click the **Sort by** option.

STEP-2 Click the choices given in the menu to arrange the icons in that order.



Practical In Computer Lab



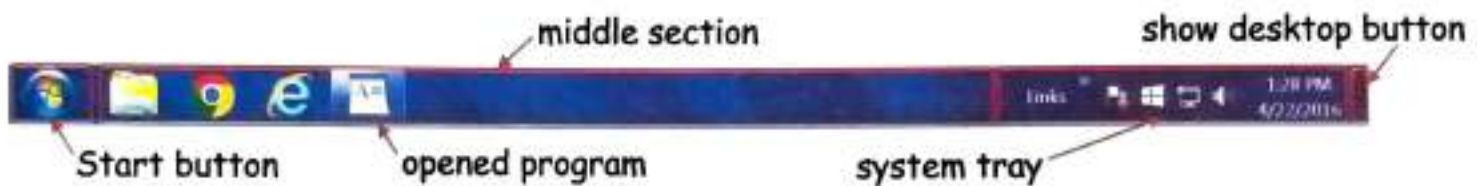
Perform the following tasks on the icons :

1. Arrange icons on your desktop in different ways such as Name, Size, Item type and Date modified.
2. Hide your desktop icons.
3. Bring back your icons.

TASKBAR

A long horizontal bar at the bottom of the desktop is called the **taskbar**.

The taskbar has a **Start button**, **Middle section**, **System tray** and **Show desktop button**.



Middle Section



It shows which programs and files you have opened and allows you to quickly switch between them.

System Tray



It displays the current date and time.

Show Desktop Button

This button minimises all the opened programs and displays the desktop. Click on this button to see your desktop.

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Perform the following tasks :

1. Click the icons on the middle section and see what happens.
2. Click the clock on the system tray. What do you see?
3. Now, click on Show desktop button.



Multiple Choice Questions

Tick (✓) the correct option.

1. Which of the following is not an operating system?

(a) UNIX

(b) Windows 7

(c) WordPad

2. A/An is the small picture that is used to open a program.

(a) taskbar

(b) icon

(c) view

Start Button

Start button is used to do many activities.

When you left-click on the Start button, a menu appears on the screen. This is called the **Start menu**. Start menu contains many options. Some of them are given as follows :

All Programs : It contains shortcuts to open programs within the list.

Click the Start button and then click **All Programs**. A list appears with many options. You can click the program you want to open. You can go back to Start menu by clicking the **Back** option.



Windows 7 Start menu

Shut down : You close Windows by using this option. This option in the Start menu closes all the opened programs and completely turns off your computer.



To shut down your computer, just click the **Start** button and then click the **Shut down** option.



Search programs and files: This option is used to search or find things in the computer.

To find a saved file, follow the given steps:

STEP-1 Click the **Start** button .

STEP-2 Type the name of the file you want to search in the search box. A list of all the programs, files, pictures, etc. with similar names appear.

STEP-3 Click the required file to open it.



Step-1: Click Start button

Help and Support : You find different help topics related to Windows in this option.

Changing The Position Of Taskbar

You can change the position of the taskbar and place it at any one of the four sides of the screen. To change the position of the taskbar, follow the given steps:

STEP-1 Right-click on the taskbar. If you see the small tick mark (✓) before **Lock the taskbar** option, you cannot change the position of the taskbar. So, uncheck the option by clicking on it.

STEP-2 Now, drag the taskbar to any side of the screen to change its position.



Practical In Computer Lab

Drag the taskbar and place it at the top of the screen.



Do You Know

Sticky Notes is used to create short text notes. It is just like writing a note on a paper as a reminder for ourselves. To use Sticky Notes, click Start button → All Programs → Accessories → Sticky Notes.



GADGETS

Gadgets are the mini-programs that provide information at a glance and also provide access to frequently used tools. For example, **Picture Puzzle, Slide Show, Feed Headlines, Clock** and **Calendar** are all gadgets. Windows 7 desktop displays gadgets on the right side of the screen. You can add or remove the gadgets on your desktop according to your choice.



Practical In Computer Lab

Add the gadgets 'Clock' and 'Calendar' on your desktop.

Guidelines :

STEP-1: Right-click on the desktop.

STEP-2: Select Gadgets from the pop-up menu.

STEP-3: Double-click the gadgets 'Clock' and 'Calendar'.



Multiple Choice Questions

Tick (✓) the correct option.

1. System tray is present on the

(a) taskbar

(b) Start menu

(c) icons

2. Windows 7 desktop displays gadgets on the side of the screen.

(a) left


(b) right


(c) top left




SHORTCUT BUTTONS IN A WINDOW

Have you noticed some buttons on the upper-right corner of an open window? The buttons are as shown :

 **Minimize button** : If you click this button, the window shrinks to the taskbar.


 **Maximize button** : It is used to increase the size of the window to its maximum.

 **Restore Down button** : When you maximize a window, the Maximize button looks like this  . It resizes the window back to its original size.

 **Close button**: You close a window by clicking this button.

MOUSE POINTER SHAPES

The shape of mouse pointer changes with different actions you do on a computer. Let us learn about some of them :

Pointer Shape	Name	Usage
	Normal Select	Used to point, select or drag an item on the screen
	Move	Used to move a window in any direction
	Text Select	Used for text to indicate a location between characters
	Vertical Resize	Used to resize a window vertically
	Horizontal Resize	Used to resize a window horizontally

WINDOWS 7 ACCESSORIES

You have already used three of the Windows Accessories – Paint, Notepad and WordPad. Let us now learn to use Windows 7 Calculator.



Calculator

You see a calculator at your home. It is used to do calculations. You solve sums on it.



Windows 7 also has a **Calculator** to solve simple problems.

To solve sums using Windows 7 Calculator, follow the given steps:

STEP-1 Click **Start** button.

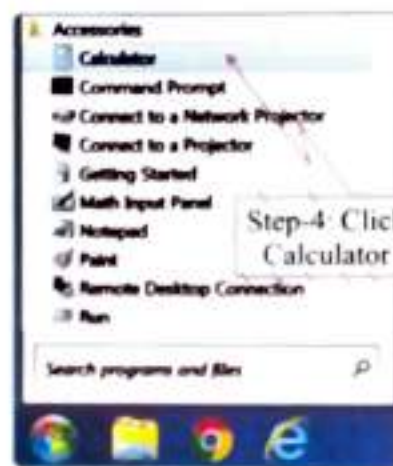
STEP-2 Click **All Programs**.

STEP-3 Click on **Accessories**.

STEP-4 From the submenu, click on **Calculator**.

Step-1: Click Start button

Step-2: Click All Programs



The Windows 7 Calculator is displayed.

You see buttons for digits 0 to 9 and $+$ (add), $-$ (subtract), \times (multiply), \div (divide) and $=$ (equal to) to do calculations.

For example, to solve $5 + 2$, click 5 , then click $+$ and then click 2 . Click $=$ to get the result.





Find the value of (1) $54 + 61$, (2) $100 - 40$ and (3) 20×50 using Calculator program.

Guidelines :

(1) $54 + 61$

STEP-1: Click on the buttons **5** and **4**. You see 54 is displayed.

STEP-2: Click on **+** button.

STEP-3: Click on the buttons **6** and **1**. You see 61 is displayed.

STEP-4: Click on **=** button to see the result.

(2) $100 - 40$

STEP-1: Click on the buttons **1**, **0** and **0**. You see 100 is displayed.

STEP-2: Click on **-** button.

STEP-3: Click on the buttons **4** and **0**. You see 40 is displayed.

STEP-4: Click on **=** button to see the result.

(3) 20×50

STEP-1: Click on the buttons **2** and **0**. You see 20 is displayed.

STEP-2: Click on **\times** button.

STEP-3: Click on the buttons **5** and **0**. You see 50 is displayed.

STEP-4: Click on **=** button to see the result.

TOUCHSCREEN COMPUTERS

You have learnt that a touchscreen computer allows you to control it with a touch of your finger.



Touchscreen Tablet



Touchscreen Smartphone



Touchscreen Monitor



You know that an operating system like **Linux**, **Windows** and **MAC OS** controls the overall activities of a computer. The table below lists the operating systems that are used for touchscreen computers like tablets and smartphones.

Operating System for Tablets and Smartphones			
Name	Android	Windows Phone	iOS
Logo			
Developed by	Google	Microsoft Corporation	Apple Inc.
Name and release date of the first version	Android 1.0 in September, 2008	Windows Phone 7 in November, 2010	iPhone OS 1.x in June, 2007
Name and release date of the latest version	Android 8.0 Oreo in August, 2017	Windows Phone 10 in January, 2015	iOS 11 in June, 2017

ICT Update

The Google has a trend of naming Android versions after any dessert or sweet in an alphabetical order.



Our Inspiration @ IT

- ❖ Android operating system was founded by **Andrew E. Rubin** in October, 2003. Android has a storehouse of applications. It has number of educational applications (apps) which you can use for learning with fun.
- ❖ **Steve Jobs** was the co-founder and chairman of Apple Inc. He is credited for the development of iPhone, which was the first smartphone to provide graphical interface.





- Practise the following in the computer lab :
 - Start the computer.
 - Open 'Computer' icon on the desktop by double-clicking on it.
 - Practise all the shortcut buttons (Minimize, Maximize, Restore Down and Close) to see the result of these actions.
 - Locate the taskbar and double-click on the clock.
 - Count the number of gadgets. Add one more gadget of your choice.
 - Open Sticky Notes and write any text note.
 - Change the position of the taskbar.
 - Search a file or a program.
 - Shut down the computer.
- Perform the following tasks :
 - Right-click on the desktop.
 - Click View → Auto arrange icons.

Also, check whether you are able to move the icons or not.

Key Points

- ❖ An operating system is the manager of the computer system.
- ❖ An operating system acts as an interface between you and the computer system.
- ❖ Windows operating system is one of the most popular software in the world.
- ❖ Windows 7 desktop contains icons, taskbar and desktop background and gadgets.
- ❖ Taskbar contains Start button, Middle section, System tray and Show desktop button.
- ❖ Gadgets are the mini-programs that provide access to frequently used tools.
- ❖ Android, iOS, Windows Phone are the operating system for tablets and smartphones.

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

EXERCISES

Section-A



A Picture Quiz

- Identify the co-founder of Microsoft.

(a)



Bill Gates



(b)



Andrew E. Rubin



(c)



Steve Jobs



- Which of the following key selects the adjacent icons on the desktop?

(a)



(b)



(c)



- Which of the following button shrinks the window to the taskbar?

(a)



(b)



(c)



B Multiple Choice Questions

Tick (✓) the correct option.

- Windows is developed by Corporation.
(a) Pentium (b) Microsoft (c) Parle
- is the process of loading the operating system into the computer's memory.
(a) Starting (b) Booting (c) Executing
- You can change the position of the
(a) Start button (b) taskbar (c) title bar
- are mini-programs on the desktop.
(a) Taskbar (b) Calculator (c) Gadgets
- Who is the founder of Android operating system?
(a) Andrew E. Rubin (b) Steve Jobs (c) Bill Gates

C Fill in the blanks

- Operating system is the of a computer system.
- Computer can arrange the icons itself if the option is selected.
- is present on the left of the taskbar.
- You can find help for any program using the option.
- is used to create short text notes as reminder.

Help Box

Start button

Sticky Notes

Help and Support manager

Auto arrange icons

Section-B

A Answer the following

- What is desktop background?

.....

- How do you select the non-adjacent icons on the desktop?

.....

- What is displayed on the system tray?

.....



4. What is an operating system? Give two examples.

.....
.....

5. How do you shut down a computer?

.....
.....

6. Write a short note on the following operating systems :

(a) Android

.....
.....
.....

(b) Windows Phone

.....
.....
.....

(c) iOS

.....
.....
.....

B Computer In Everyday Life (Application-based Questions)

1. Ridhima is using computer for the first time. She cannot understand the small pictures present on the desktop. What are these pictures called and what are they used for?

.....

2. Shweta was working on her computer that has WordPad, Paint and Windows Media Player programs opened. Now, she wants to open a file kept on the desktop. Suggest the easiest way to access the desktop.

.....

3. Rahul wants to search for a file on his computer. He has forgotten the location of the file. Which option of the Start menu will help him to search the required file?

.....

