**E- Support and Learning Material / Session 2020-2021**

**PAKISTAN SCHOOL, M/O EDUCATION, KINGDOM OF BAHRAIN**

**Subject: Computer**

**Grade: 3**

**Book: OXFORD KEYBOARD Book-3 (Third Edition)**

**FIRST TERM NOTES**

**Chapter 1:- Operating system (Week 1)**

**Topic 1: - Computer**

**OBJECTIVE**

The student should be able to:

* **Identify** “What is Computer made of”?
* **Describe** the differences between hardware and software.

**Q1. Fill in the blanks:-**

1. **\_\_\_\_Hardware*\_\_\_\_*** refers to a part of a computer.
2. A set of program and instruction given to a computer is called **\_\_\_Software\_\_\_.**
3. Input and Output devices are all example of**\_\_\_\_Computer hardware\_\_\_.**
4. MS window and KTurtle are some popular **\_\_\_Software\_\_.**

**Q2. (a) What is difference between hardware and software?**

|  |  |
| --- | --- |
| **Hardware** | **Software** |
| 1. Hardware refers to the parts of the computer that you can touch or feel 2. All input and output devices are computer hardware. | 1. Software refers to a set of programs that help perform tasks on a computer. 2. Programs such as MS Office, Paint, etc. are software. |

Ans: - Differentiate between hardware and software.

**Q2. (b) Identify the following figures:-**

**\_Keyboard\_\_\_**

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**\_\_CPU\_\_\_ \_\_Monitor\_\_**

**Q3. Answer the following: -**

**1: What is Computer made up of?**

Ans: A Computer is made up of hardware and software.

**2. Write 5 Example of Computer hardware?**

**Ans:** The CPU, Monitor, Keyboard, mouse, Printer, Scanner, and Microphone are the example of computer hardware.

**3.** **Write any 5 Example of Computer Software?**

**Ans:** MS Windows, MS Office, KTurtle, Adobe Flash and Adobe Photoshop are the example of Computer Software.

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**Chapter 1 (Topic 2: - Operating System & Microsoft windows)**

**OBJECTIVE**

The student should be able to:

* **define** the term of operating system.

1. Microsoft window

* **Explain** the use of operating system.

**Q1. Fill in the blanks:-**

1. A**\_Operating system\_\_** is a softwarethat help the user to work with the computer.
2. Different kind of software take input from the user, pass them on to the **\_\_CPU\_\_** for processing and then help to display the **\_\_Output\_\_.**
3. A computer is useless without an **\_\_operating system\_\_\_.**
4. An Operating system that exchange of **\_\_ input\_\_** and **\_\_output\_\_** between the software and CPU.

**Q2. Circle or Underline the correct option:-**

1. An \_\_\_\_\_\_\_\_\_\_ is a very important part of a computer.

(i) Output **(ii) Operating system**  (iii) Icon (iv) all of these

1. This software gets automatically located into the computer’s memory when the computer is switched on.

**(i)Operating system** (ii) desktop (iii) Taskbar (iv) none of these

1. Which of the following is a multi-user operating system?

**(i)UNIX** (ii) Microsoft windows (iii) Kturtle (iv) both i & ii

**Q3. Answer the following: -**

**1. How does computer work with operating system?**

**Ans:** A computer works through these stages of computing are

Input processing output.

**2. How does an operating system help the computer to function?**

Ans: An operating system is a program that helps the hardware to work easily with software. The user inputs the data using different software, the CPU processes the data and output is then displayed on the computer.

**3. List the steps you will take to access Word 2013?**

**Ans:** Follow the steps to access Word 2013:

i. Click on the Start button at the left corner of the taskbar.

ii. You will see a menu called the Start Menu.

iii. Click on All Programs to see the complete list of programs.

iv. Click on Microsoft Office 2013 to see the various options.

v. Double click on Word 2013 to access the program.