

# IT @ SCHOOL

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Computer Literacy Program - Book 1

# IT SCHOOL

## Computer Literacy Program - Book 1

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This book has been prepared by the Computer Science team of the DAV Group of Schools, Chennai (managed by the Tamil Nadu Arya Samaj Educational Society).

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# PREFACE

Computers play a vital role in the modern world, and even the most basic jobs today involve technology. Therefore, computer education becomes essential in any student's development. Expertise in computing enables children think critically, be more creative and innovative, giving space for collaborative work and individual effort.

The series of books (Class III – IX) aim to holistically develop digital skills, keeping pace with the dynamically changing industry requirements.

IT education has no boundaries and irrespective of the field of work, each one is expected to have the following digital skills:

- MS Office (MS Word, MS Excel, MS PowerPoint)
- Photo / Image Editing
- Programming
- Website development

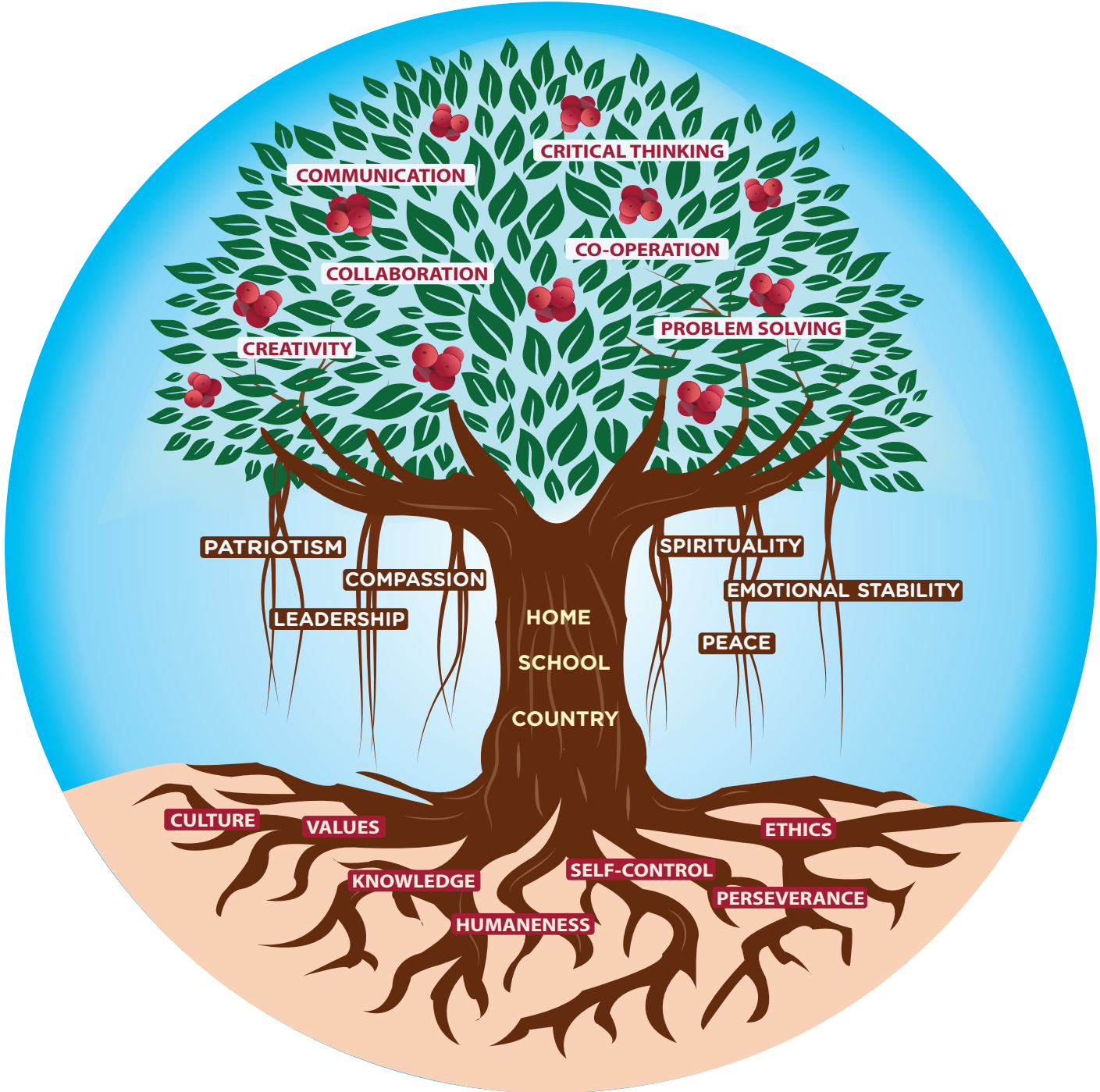
The enriched curriculum therefore covers a wide variety of topics across various classes: *TUXPAINT; MS Word 2007 (Level I, II & III) ; MS Excel 2007 (Level I, II & III); MS PowerPoint 2007 (Level I & II); Image / Photo editing software using GIMP 2.8; Scratch Programming; HTML Programming; Web creation tool using WordPress.*

The curriculum uses only open source software (freely available on the Internet) installed in Windows 7 Operating system.

A brief description of every concept and its application / purpose is provided in every lesson with colorful screen shots. This not only attracts the readers but also gives them an experience of self-learning. '**Activity Based Learning**' exercises have been included as part of the curriculum.

We hope this text book finds its place in the readers' library for future references.





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# Tux-Paint







# CHAPTER 1

# INTRODUCTION TO COMPUTERS

A Computer is an electronic device that can store, retrieve and process data at extremely high speed.

- It works very fast.
- It does not make mistakes.
- It makes our work very easy.
- It can remember many things.
- It does not get tired even if it works for a long time.
- It can do big calculations very fast.
- It is used to write, draw, do sums, play games, listen to music and watch cartoon films and movies.



## MAIN FUNCTIONS OF A COMPUTER

1. Input
2. Processing
3. Output

## DIFFERENT PARTS OF A COMPUTER

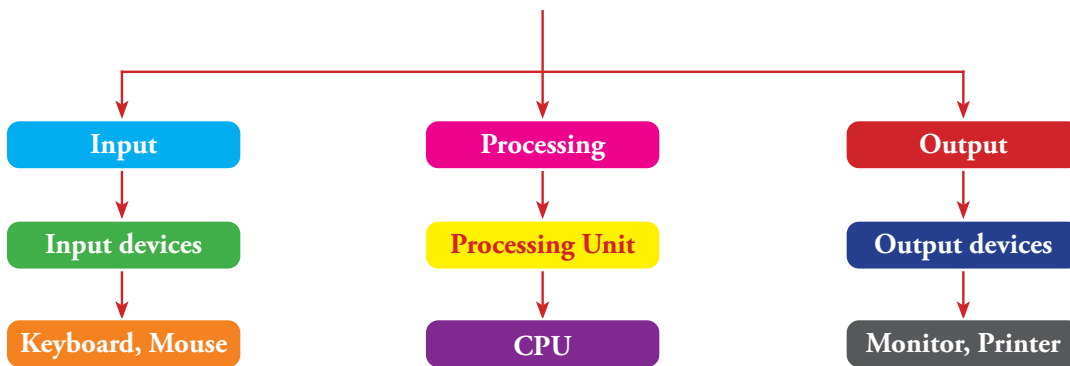
1. Monitor
2. Keyboard
3. Mouse
4. CPU
5. Printer
6. Speaker

Each of these devices has a special function to perform.





## FUNCTIONS OF A COMPUTER

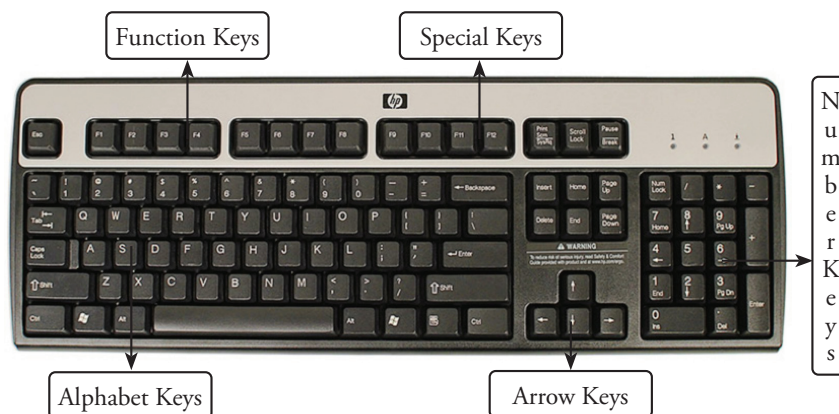


The **Keyboard** and the **Mouse** are used to enter data into the computer; hence they are called **input devices**.

CPU stands for **Central Processing Unit**. It is also known as a brain of the computer. It carries out instructions and computer programs and performs all the basic arithmetical and logical operations. The CPU processes the input to give the output.

The **Monitor** displays the output produced by the CPU. The **printer** is used to print the output on paper. Both these devices are used for output and so they are called **output devices**.

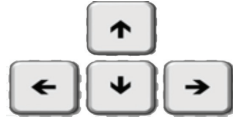
## KEYBOARD



**Keyboard** is an input device which is similar to typewriter. Keyboard has a set of keys which allows the user to give input to the computer in the form of letters, numbers and symbols.

The standard keyboard has 104 keys. The keys in the keyboard can be grouped under five categories.

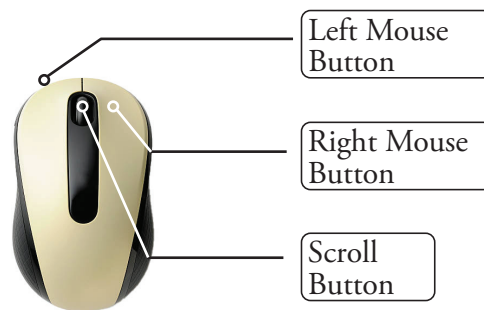
- Letter keys (A to Z)
- Number keys (1 to 9)
- Arrow keys
- Function keys (F1 to F12)
- Special keys such as Enter, Esc, Delete etc



**DID YOU KNOW?**

**Doug Engelbart** invented the **1st computer mouse** in **1964**. It was made of **wood**.

## MOUSE



Mouse is an input device. It shows the position of the cursor /mouse pointer on the screen. When the mouse is moved along a flat surface, the cursor on the screen automatically moves. The items on the screen can be selected or moved by using the mouse buttons.

There are two types of mouse – **wired** and **wireless** mouse.

Mouse is also called as a **pointing device**. It has three buttons namely left, right and scroll button.

## HOLDING THE MOUSE



Hold the mouse and place your index finger on the left mouse button and your middle finger on the right mouse button. Hold the mouse on the sides with your thumb and the remaining two fingers.

## ACTIONS OF A MOUSE

**Left click**-Pressing and releasing the left mouse button once.

**Double click**- Pressing and releasing the left mouse button twice in quick succession.

**Right click**- Pressing and releasing the right mouse button once.

**Drag**- Moving the mouse while keeping the left mouse button pressed.

**Drop**- Releasing the left mouse button after dragging it.

## CPU



Charles Babbage  
is known as the  
“Father of Computers”

**CPU** stands for **Central Processing Unit**. It is also called the brain of the computer. It performs the basic arithmetic, logical and input/output operations. It controls the overall activities of the computer.

## MONITOR



Monitor is an output device. It looks like a television screen. It helps us to see what we are doing in the computer. It displays texts and images. It is also called Visual Display Unit (VDU).

## SPEAKER



DID YOU  
KNOW?

Lady Ada Lovelace was the  
1<sup>st</sup> Computer Programmer.

Speaker is an output device. It is used to hear music, songs and other sounds.

## PRINTER



A Printer is an output device. We can take printout of text and pictures on paper through the printer and prepare a permanent document. A printout on the paper is called a **hard copy**.

**Microphone** enables many types of audio recording devices for purposes like music and speech recording.

## STARTING AND SHUTTING DOWN THE COMPUTER

**To start a computer, follow these steps:**

**Step 1:** Switch ON the Power supply.

**Step 2:** Switch ON the UPS.

**Step 3:** Switch ON the CPU.

**Step 4:** Switch ON the Monitor.

After switching on the monitor, wait for a while till you see a screen. This screen is called Desktop.

The small pictures on the desktop are called icons. You can click on these icons to start working on your computer.

## TO SHUT DOWN THE COMPUTER FOLLOW THESE STEPS

**Step 1:** Move the mouse pointer to the start button on the desktop and left click on it.

**Step 2:** Left click on shut down from the start menu.

**Step 3:** A screen with a message 'Shutting down' will be seen.

Wait for the CPU to turn off. Then follow steps 4 to 6.

**Step 4:** Switch OFF the Monitor.

**Step 5:** Switch OFF the UPS.

**Step 6:** Switch OFF the Power supply.



## I) READ THE CLUES TO NAME THE PARTS OF A COMPUTER

- I look like a TV. I am the \_\_\_\_\_.
- My name is the same as that of an animal. I am the \_\_\_\_\_.
- I have many keys. I am the \_\_\_\_\_.
- I work like your brain. I am the \_\_\_\_\_.
- I am also called Visual Display Unit. I am the \_\_\_\_\_.



## II) MATCH THE COLUMNS

- |  |               |
|--|---------------|
| 1. A device used to give input               | a) microphone |
| 2. A device used to listen to sound          | b) printer    |
| 3. A device that shows output                | c) keyboard   |
| 4. A device that prints the output on paper. | d) speaker    |
| 5. A device used to record sound             | e) monitor    |

## III) TICK THE CORRECT ANSWER

- We use computers to
 

a. Play games <input type="checkbox"/>	b. eat food <input type="checkbox"/>	c. walk in a park <input type="checkbox"/>
--	--------------------------------------	--
- This is a part of the computer
 

a. Cat <input type="checkbox"/>	b. Mouse <input type="checkbox"/>	c. Rabbit <input type="checkbox"/>
---------------------------------	-----------------------------------	------------------------------------
- This supplies electricity to the computer.
 

a. CD <input type="checkbox"/>	b. Microphone <input type="checkbox"/>	c. UPS <input type="checkbox"/>
--------------------------------	--	---------------------------------
- This is also called brain of the computer
 


a. CPU <input type="checkbox"/>	b. Monitor <input type="checkbox"/>	c. Keyboard <input type="checkbox"/>
---------------------------------	-------------------------------------	--------------------------------------
- It is a pointing device
 


a. Monitor <input type="checkbox"/>	b. Printer <input type="checkbox"/>	c. Mouse <input type="checkbox"/>
-------------------------------------	-------------------------------------	-----------------------------------

**IV) COLOUR THE CIRCLES THAT SHOW THE THINGS YOU CAN DO ON A COMPUTER**

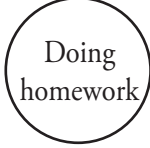
1.  Playing Games

2.  Washing Hands

3.  Doing calculations

4.  Booking Tickets

5.  Watching Movies

6.  Doing homework

*Teacher's Signature*

# CHAPTER 2

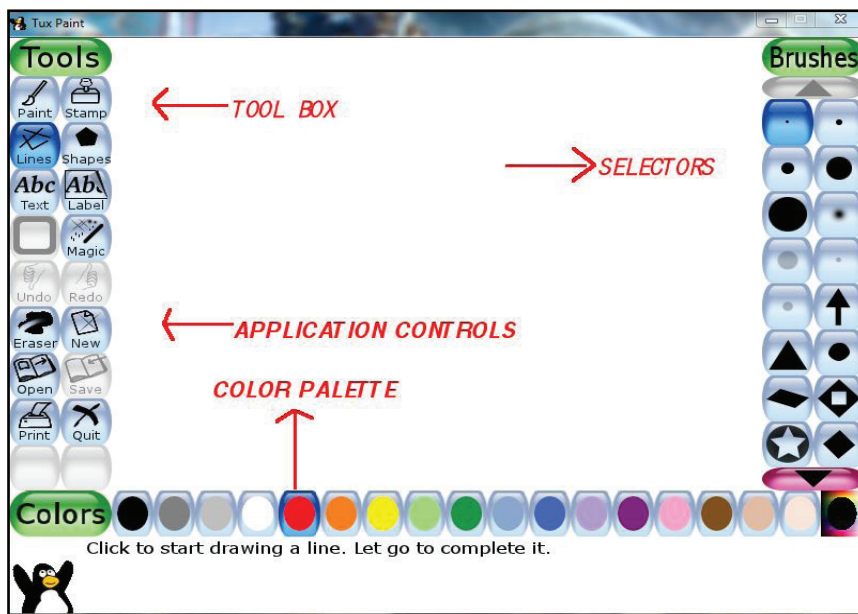
# INTRODUCTION TO TUX PAINT

- Tuxpaint is a free drawing program with a Graphics Editor.
- It is used for simple animation in the form of Slide Show.
- It has an easy interface, fun, sound effects and drawing tools to make you creative.

## STARTING TUX PAINT

Start → All Programs → Tuxpaint and choose Tuxpaint Windowed Option.

## A SAMPLE SCREEN LAYOUT



DID YOU KNOW?

**Tux Paint** can be downloaded for free. It was developed by **Bill Kendrick**.

## TUX PAINT COMPONENTS

- **Tool Box**- Contains various basic tools. On the left side of the screen is the tool box, when any tool is clicked, on the right side of the screen all the options available under that tool are displayed.  
Ex: If you select Shapes tool then you can select different shapes from the right side to draw.
- **Application Controls**- for creating a new pictures, save, undo and print them.
- **Canvas**- where images are drawn and edited.
- **Colour Palettes**- Where colours can be chosen. You can select different colors to draw from here.
- **Selector**- Provides various selectable objects like brushes, fonts etc.



- **Help:** Help, information and tool tips, etc., are given by the penguin in the help tool bar below the color palette.
- You can start painting in the paint area with a default paint brush. You can try some other types and sizes of brushes from the selector. Click on Paint Brush tool and observe various brushes available on the right tool bar. Or click on Shapes tool observe various shapes available on the right tool bar to draw it on the paint area.
- After you finish drawing you can save your picture as a file using “Save” tool bar. To open your saved pictures you can use “Open” tool bar.
- You can click ‘Quit’ button or close the Tux Paint window or press the Esc key to quit Tux paint.

## BRAIN DEVELOPER

### I) MATCH THE FOLLOWING QUESTIONS WITH THE OPTIONS GIVEN BELOW

- |    |   |   |
|----|---|---|
| 1. | An Application that plays funny sound effects when you select any tool. | <input style="width: 50px; height: 30px;" type="text"/> |
| 2. | Where do you find a paint brush in Tux Paint?                           | <input style="width: 50px; height: 30px;" type="text"/> |
| 3. | Which option is used to colour an apple picture in Tux Paint?           | <input style="width: 50px; height: 30px;" type="text"/> |
| 4. | Where do you edit a Picture in Tux Paint?                               | <input style="width: 50px; height: 30px;" type="text"/> |
| 5. | Which option is used to remove the last inserted image in Tux Paint?    | <input style="width: 50px; height: 30px;" type="text"/> |

#### OPTIONS

- a) Canvas      b) Colour Palette      c) undo      d) Tool Box      e) Tux Paint

### II) FIND THE HIDDEN WORDS

A	U	N	D	O	B	C	D	E
F	G	E	S	A	V	E	H	I
J	K	P	E	L	M	N	O	P
T	O	O	L	B	O	X	Q	R
P	A	L	E	T	T	E	S	T
A	U	V	C	A	N	V	A	S
I	W	X	T	Y	E	Z	A	B
N	C	D	O	E	W	F	G	H
T	I	J	R	K	L	M	N	O



Teacher's Signature

# CHAPTER 3

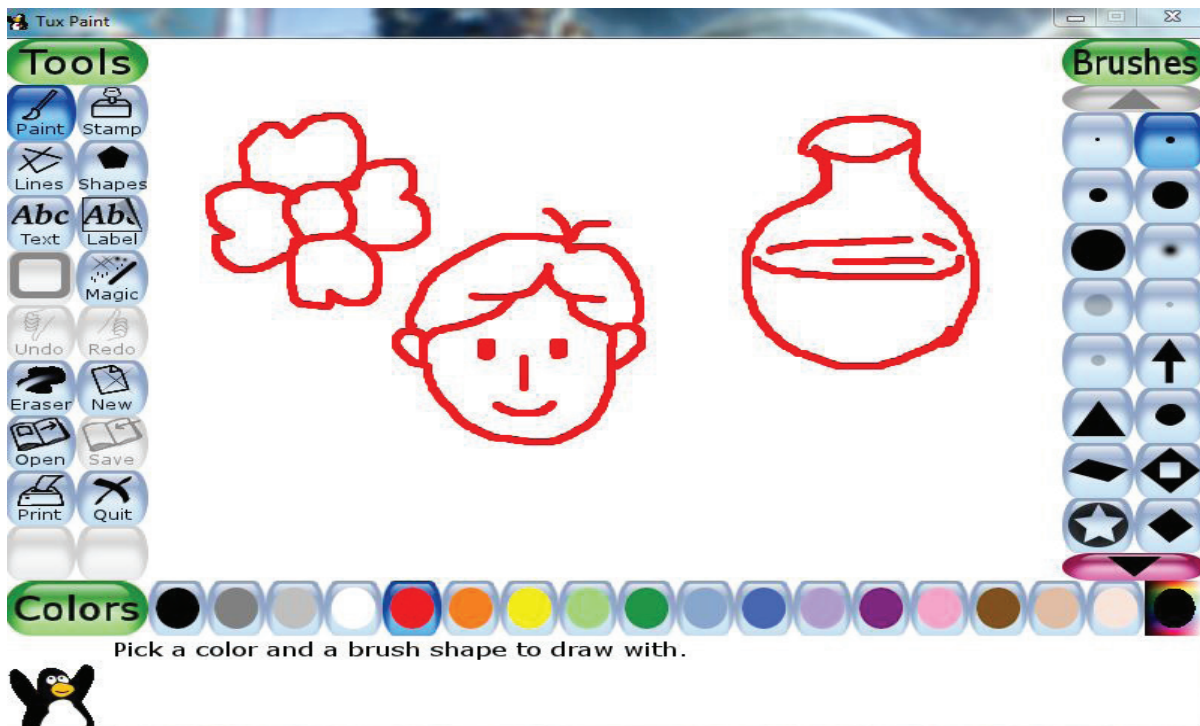
## DRAWING TOOLS IN TUX PAINT

Tux Paint has a large variety of **Drawing Tools** that help children to bring out their creativity.

- **Paint Tool**- To create free hand drawing and readymade patterns.
- **Stamp Tool**-To add a readymade stamp in your drawing.
- **Lines Tool**-To draw straight lines and straight patterns.
- **Shape Tool**-To draw polygonal shapes.
- **Text Tool**-To enter text.
- **Magic Tool**-To draw and give amazing effects to the picture.
- **Eraser Tool**-To erase the unwanted parts of the picture.
- **New Tool**-To open a new file.

### BRAIN DEVELOPER

#### I) DRAW THE FOLLOWING PICTURES USING THE BRUSH TOOL



**II) THE FOLLOWING WORDS ARE USED IN TUX PAINT. PICK OUT ALL THE RED COLOURED ALPHABETS TO GET THE ANSWER**

- 1) ABZ**TRURUIRXUI**PARIBZ**NBGBT**      -----
- 2) **FGEHIJ**RAS**LPERRJK**      -----
- 3) **DYSCGT**A**JKLMPDR**      -----
- 4) **TUDSRACW**BINGCANN**VAMS**      -----
- 5) **RSTANIUE**D**FERXHGT**      -----

**III) REARRANGE THE JUMBLED WORDS**

- 1. HASEP      \_\_\_\_\_
- 2. TIAPN      \_\_\_\_\_
- 3. SINLE      \_\_\_\_\_
- 4. MPTAS      \_\_\_\_\_
- 5. CMGIA      \_\_\_\_\_

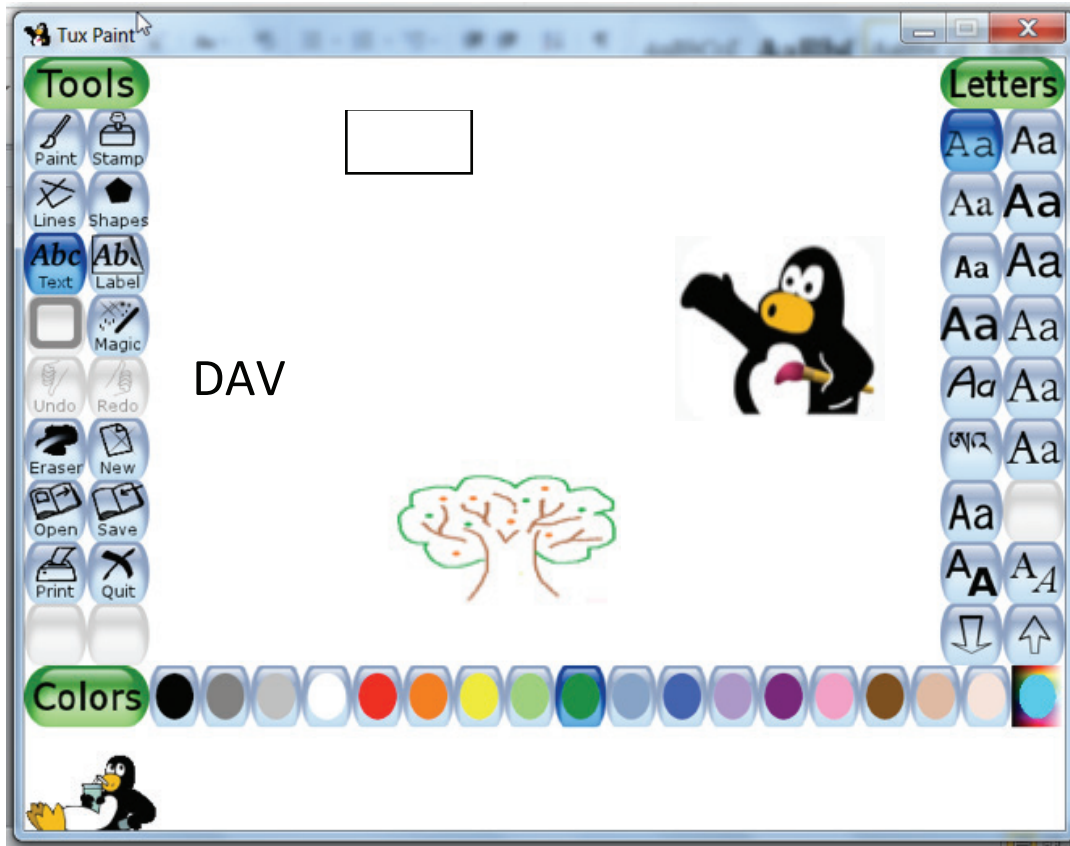
**IV) DRAW THE FOLLOWING MATHEMATICAL FIGURES USING THE SHAPES TOOL**

- a) Triangle
- b) Rectangle
- c) Diamond

**DID YOU KNOW?** Starter drawings are pre-made drawings ready to be colored in Tux.

d) Square

**V) IDENTIFY THE TOOLS USED FOR DRAWING THE FOLLOWING IMAGES**



*Teacher's Signature*

**DID YOU KNOW?**

**The wheel in a scroll mouse is used to scroll through pages in a document**

# CHAPTER 4

# DRAWING PICTURES USING PAINT TOOL

We can make free hand drawings using the Paint tool. The Paint tool is selected by default whenever we start Tux Paint.

## TO DRAW PICTURES USING PAINT TOOL

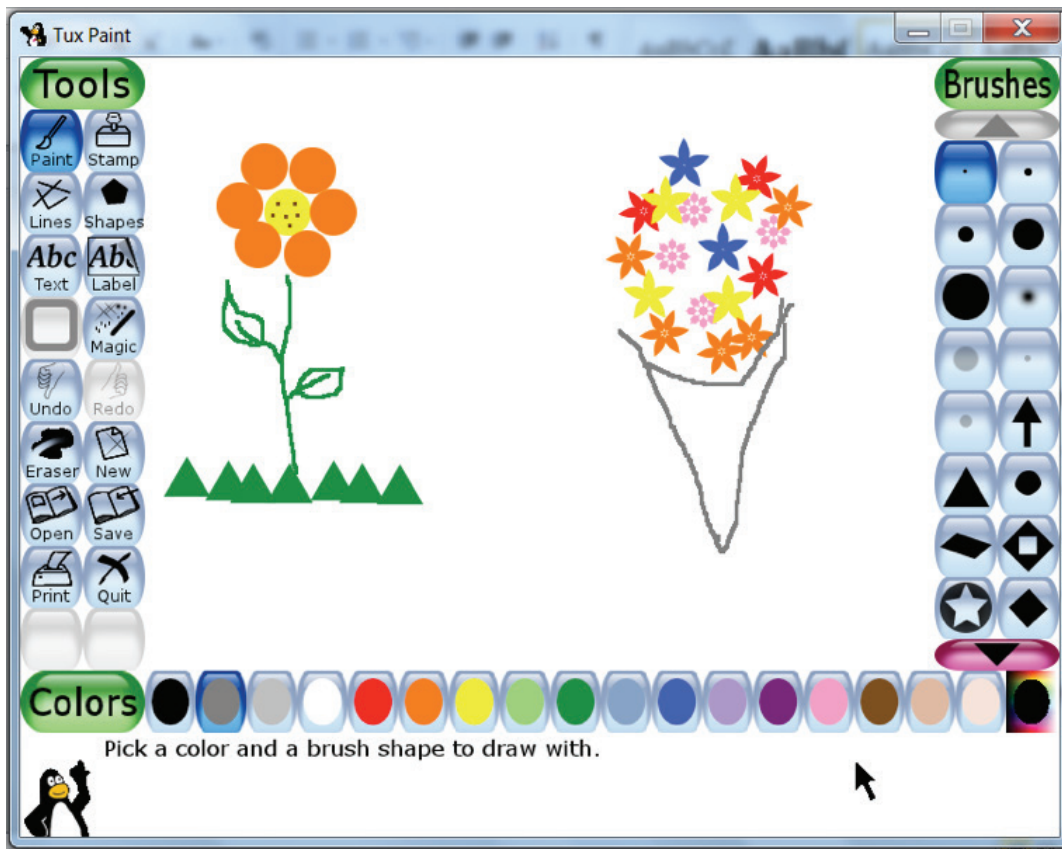
**Step 1:** Let click on the **Paint** tool in the **Toolbar**.

**Step 2:** Left click on any **brush** in the **Selector**.

**Step 3:** Left click and choose a colour from the **Colour** box.

**Step 4:** Move the pointer to the **Drawing Canvas**. Left click at the position where you want to place the shape. You will notice the brush shape selected by you appears on the drawing Canvas.

Repeat steps 1-4 with different brushes to draw a colourful picture as shown here.

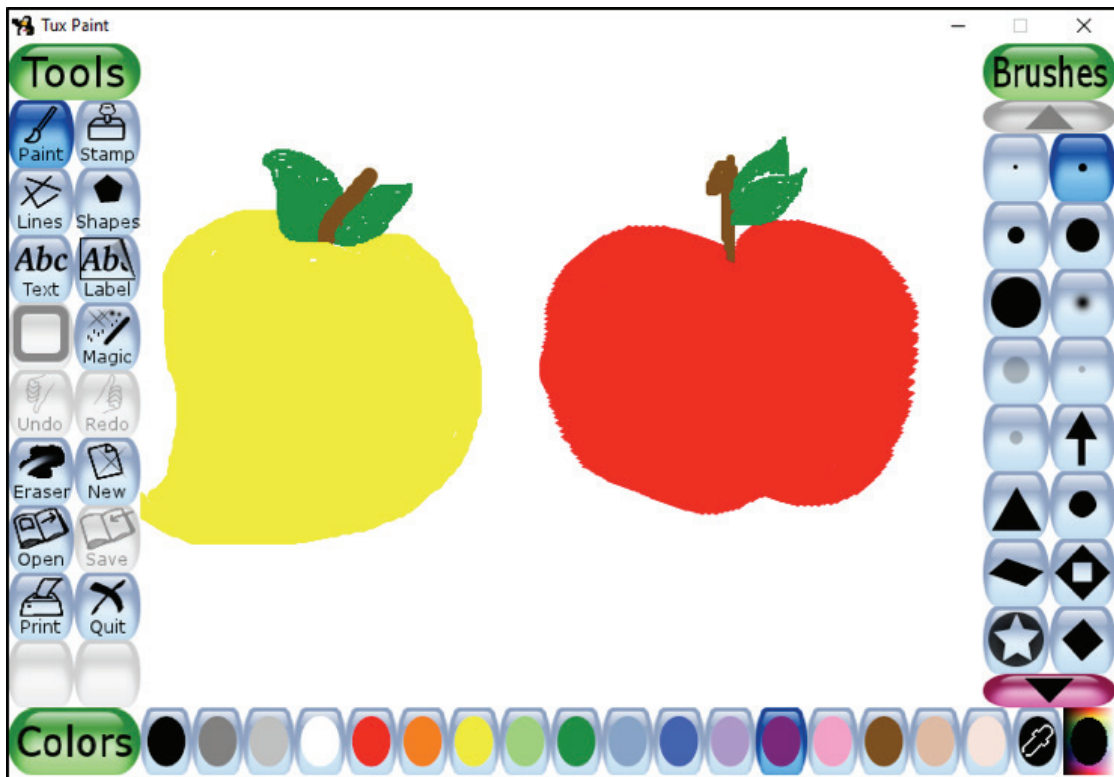
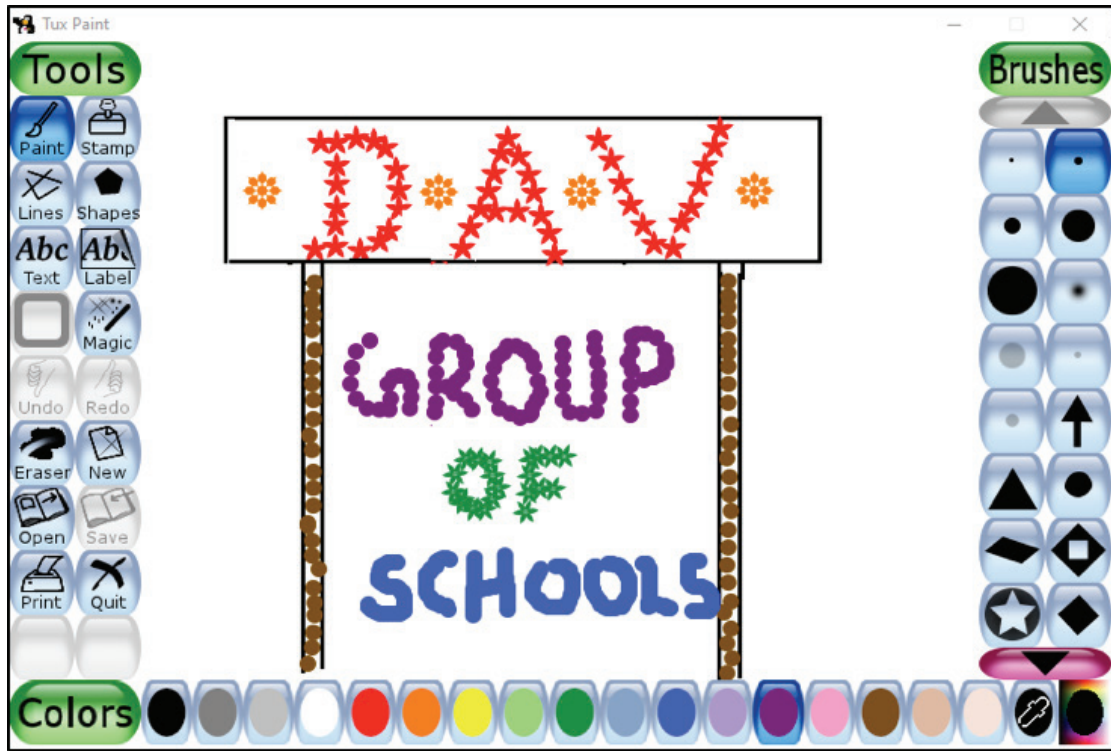


# DRAW THE FOLLOWING PICTURES USING THE DIFFERENT BRUSHES AVAILABLE IN THE PAINT TOOL



**DID YOU KNOW?**

The **help area** at the bottom of the window tells you about the selected tool.





**I) FILL IN THE MISSING LETTERS**

- 1) \_ A \_ NT
- 2) \_ A \_ V \_ S
- 3) T \_ \_ L \_ AR
- 4) B \_ U \_ H
- 5) S \_ L \_ CT \_ R

**II) ANSWER IN ONE WORD**

1. The most commonly used free hand drawing tool. \_\_\_\_\_
2. The tool which is selected by default, when we open Tux Paint. \_\_\_\_\_

**III) MATCH THE FOLLOWING**



- To print the application
- To erase text/Lines
- To cancel the last done action
- To scribble something
- To open an existing file
- To type text
- To draw pictures using lines

*Teacher's Signature*



# CHAPTER 5

# DRAWING PICTURES USING LINES TOOL AND ERASER TOOL

## LINES TOOL

The lines tool is used to draw straight lines of various shapes. A line tool has the same brush shapes in the sub-toolbox as in the Paint tool.

## TO DRAW PICTURES USING LINES TOOL

**Step 1:** Click on the **Lines** Tool from **Toolbar**.

**Step 2:** Click and choose a colour from the **Colors** box.

**Step 3:** Click and select the size of the line from the **Selector**.

**Step 4:** Keeping the left mouse button pressed, move the mouse pointer on the **Drawing Canvas**.

When you finish drawing, release the mouse.

## ERASER TOOL

The Eraser Tool is used to erase any part of the drawing.

To erase the picture using Eraser Tool

**Step 1:** Click on the Eraser Tool from **Toolbar**.

**Step 2:** Click and choose a size for the eraser from the Selector.

**Step 3:** Move the pointer to the Drawing Canvas. Keeping the left mouse button pressed, drag the mouse pointer over the part of the picture to be erased. When you finish erasing, release the mouse.

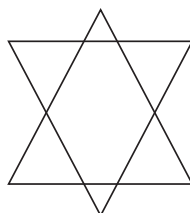
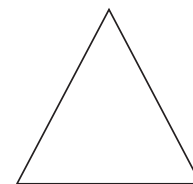
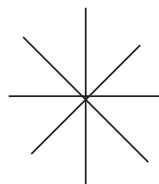
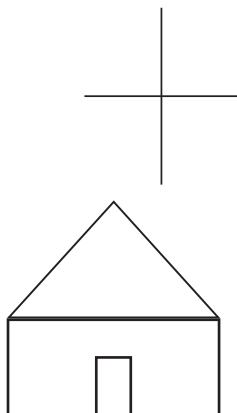
**DID YOU KNOW?**

**You can also start a new drawing using Ctrl + N**

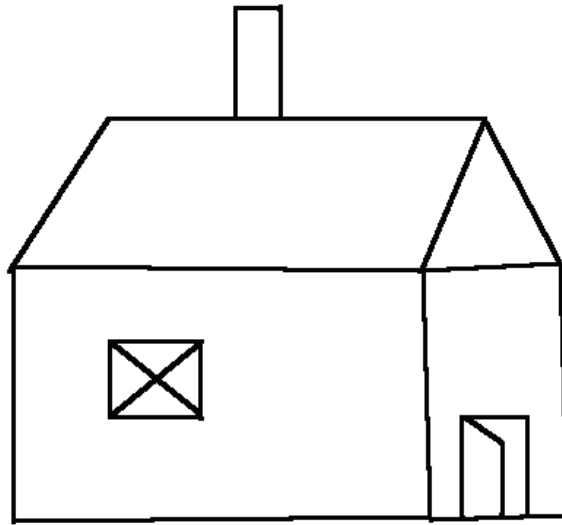


## BRAIN DEVELOPER

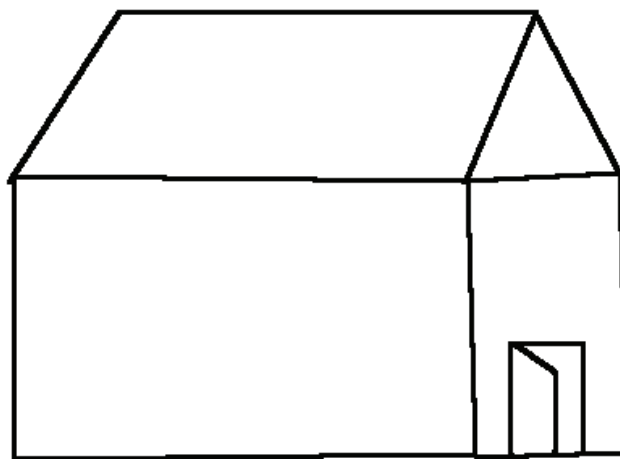
### I) DRAW THE FOLLOWING PICTURES USING THE LINES TOOL



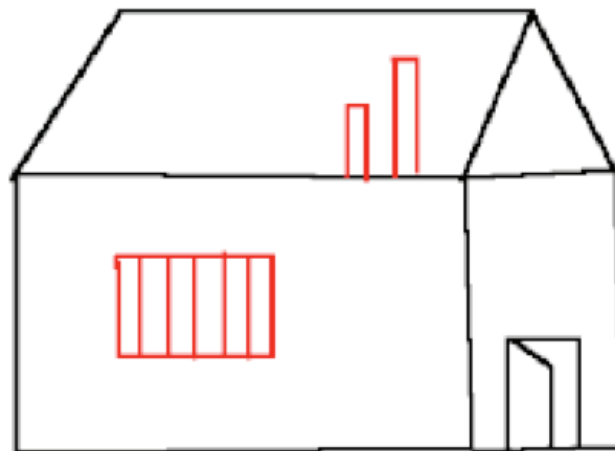
II) \* DRAW THE FOLLOWING PICTURE USING THE LINES TOOL



\* ERASE THE WINDOW AND THE CHIMNEY USING THE ERASER TOOL



\* DRAW A NEW WINDOW AND CHIMNEY AS SHOWN HERE



### III) \* CREATE A NEW BLANK PICTURE

\* DRAW A STRAIGHT LINE WITH A THICK BRUSH SIZE




\* USING THE ERASER TOOL, ERASE PARTS OF THE LINE EVENLY AS SHOWN HERE TO GET THIS PATTERN



### IV) FILL IN THE BLANKS

- 1) The \_\_\_\_\_ has many tools that help us to work in Tux Paint.
- 2) The \_\_\_\_\_ tool help us to correct mistakes in Tux Paint.
- 3) The \_\_\_\_\_ tool is used to draw a rectangle.
- 4) The size of an eraser can be chosen from the \_\_\_\_\_.
- 5) There are \_\_\_\_\_ colours in the colors box.
- 6) The \_\_\_\_\_ tool is used to draw straight Patterns.

 You can play a **CD** in **DVD** drive but you cannot play a **DVD** in **CD** drive.

*Teacher's Signature*

# CHAPTER 6

## DRAWING PICTURES USING SHAPES TOOL AND USING UNDO

**Shapes** tool is used to draw various filled and unfilled polygonal shapes. The unique feature of this tool is **Rotation**. We can also rotate the shapes to any angle on a  $360^\circ$  scale. There are 16 different shapes available in the sub-toolbox of the **Shapes** tool.

### TO DRAW PICTURES USING SHAPES TOOL

**Step 1:** Click on the **Shapes Tool** from **Toolbar**.

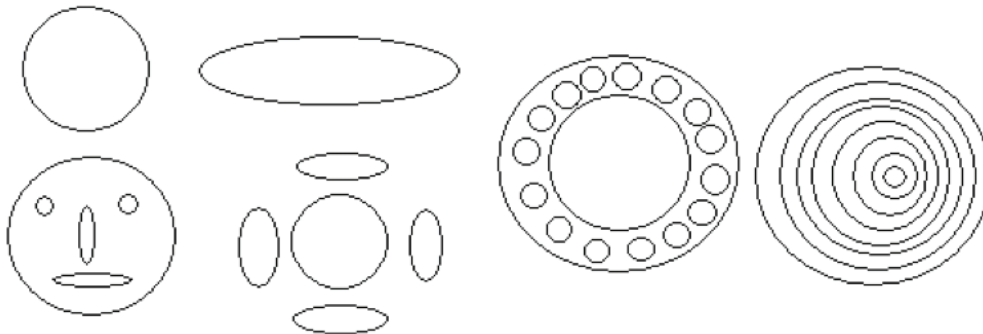
**Step 2:** Click and choose a colour from the **Colors** box.

**Step 3:** Click and select a particular shape from the **Selector**.

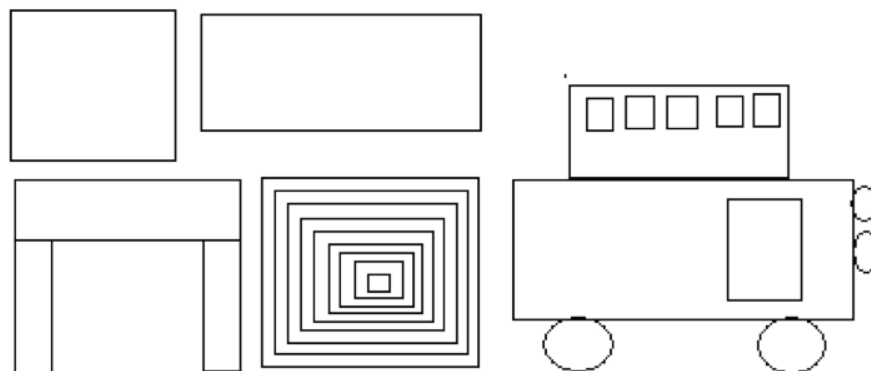
**Step 4:** Keeping the left mouse button pressed, move the mouse pointer on the **Drawing Canvas**. When you finish drawing the shape, release the mouse.



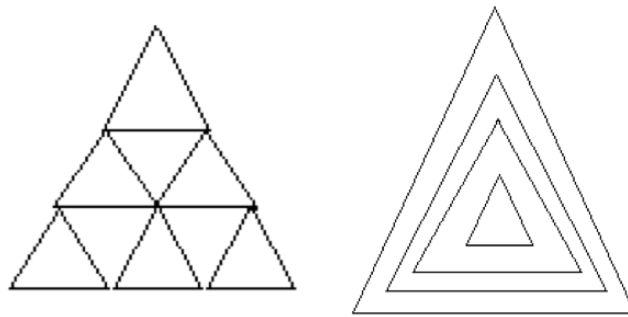
### I) DRAW THE FOLLOWING PICTURES USING CIRCLE SHAPE



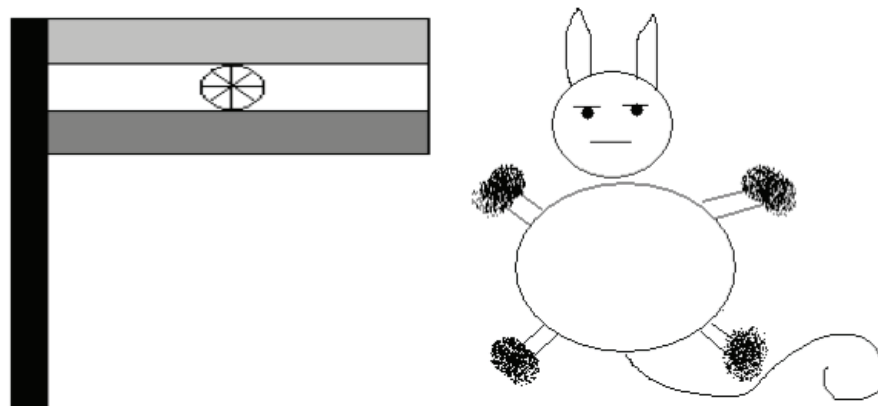
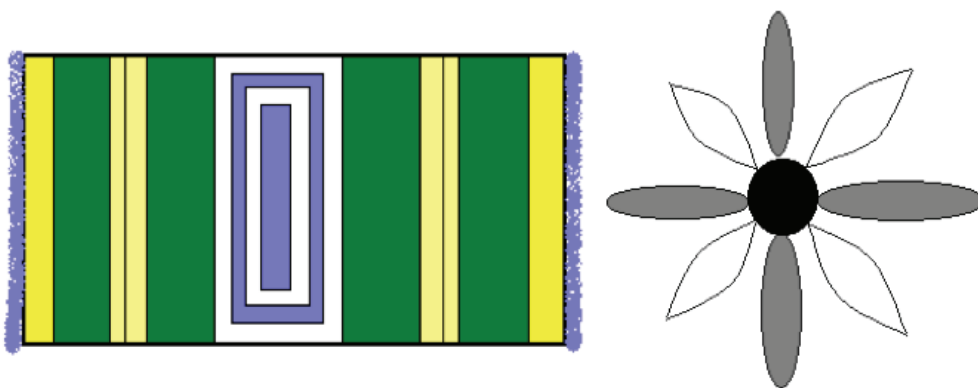
### II) DRAW THE FOLLOWING PICTURES USING RECTANGLE SHAPE



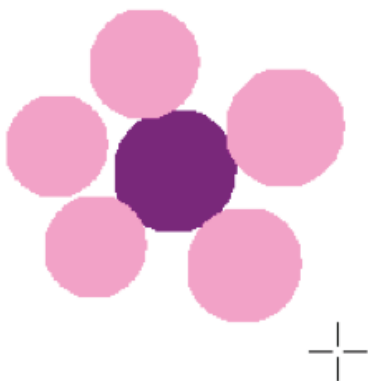
III) DRAW THE FOLLOWING PICTURES USING TRIANGLE SHAPE



IV) DRAW THE FOLLOWING PICTURES USING VARIOUS SHAPES



V) \* DRAW A FLOWER LIKE THIS USING THE CIRCLE SHAPE



\* CLICK THE UNDO BUTTON. THE LAST PETAL YOU PAINTED WILL DISAPPEAR



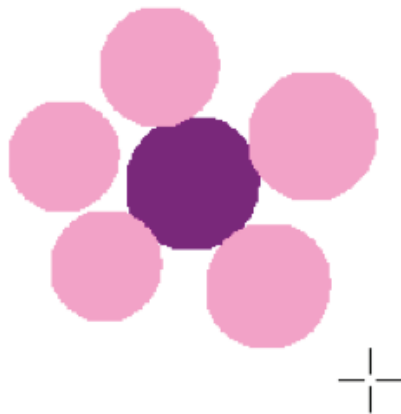
\* CLICK THE UNDO BUTTON AGAIN



**\* CLICK THE REDO BUTTON. THE LAST PART YOU ERASED WITH THE UNDO COMMAND WILL BE BROUGHT BACK**



**\* CLICK THE REDO BUTTON AGAIN**



**DID YOU KNOW?**

**Children from all over the globe submit their art work created in Tux Paint. The winner's drawing is then published in the Tux Paint website.**

## **VI) ANSWER IN ONE WORD**

- 1.The tool that is used to draw filled and unfilled shapes.\_\_\_\_\_
- 2.The command that will cancel the effect of the last action.\_\_\_\_\_
3. The keyboard shortcut to undo an action.\_\_\_\_\_
- 4.The unique feature of Shapes tool.\_\_\_\_\_
5. Number of filled shapes available in the sub-toolbox of the Shapes tool.\_\_\_\_\_

*Teacher's Signature*

# CHAPTER 7

# TEXT AND RUBBER STAMP TOOL

## TEXT TOOL

The **Text** tool is the original text-entry tool in Tux Paint. Text entered using this tool can't be modified or moved later, since it becomes part of the drawing. However, because the text becomes part of the picture, it can be drawn over or modified using **Magic** tool effects (e.g., smudged, tinted, embossed, etc.)

The Text tool is used to type messages in the drawing canvas.

## TO TYPE TEXT IN YOUR CANVAS

**Step 1:** Click on the **Text** tool.

**Step 2:** Click and choose a **Letter Style** from the **Selector**.

**Step 3:** Click and choose a colour from the **Colors Box**.

**Step 4:** Click on the **Drawing Canvas**. A blinking line called cursor appears. Type your message. Once you finish typing, click on any other tool in the **Toolbar**.

## STAMP TOOL

The Stamp tool works like a sticker or rubber stamp. It lets you place different pictures in the drawing. When this tool is selected, different stamps are displayed on the right side which can be used. Each stamp can be resized and flipped before being stamped. Resize button is found at the end of options and above the colors. This button can be used to increase or reduce the size of the stamps.



## I) TYPE THE FOLLOWING WORDS AND CHANGE ITS STYLE USING TEXT TOOL

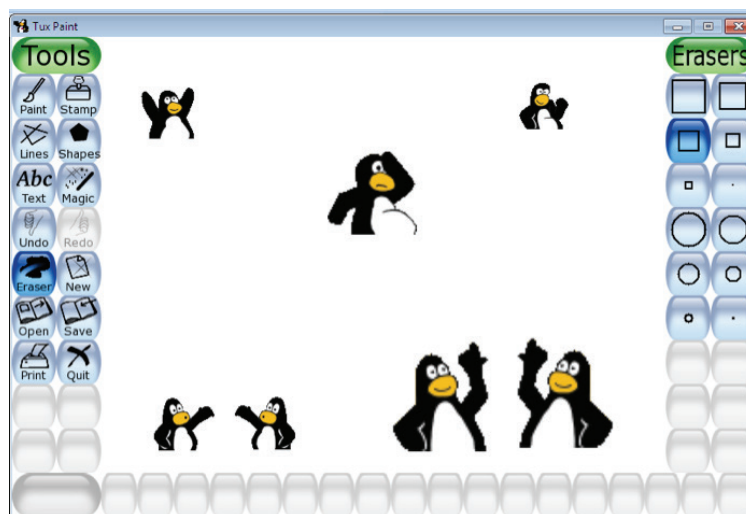




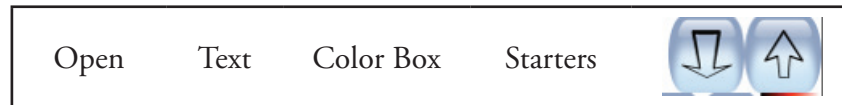
**II) DRAW THE FOLLOWING PICTURE USING BRUSH TOOL AND NAME THE PICTURE USING TEXT TOOL**



**III) DRAW THE FOLLOWING PICTURES USING STAMP TOOL AND RESIZE THE PICTURES**



## IV) FILL IN THE BLANKS USING THE OPTIONS GIVEN IN THE BOX

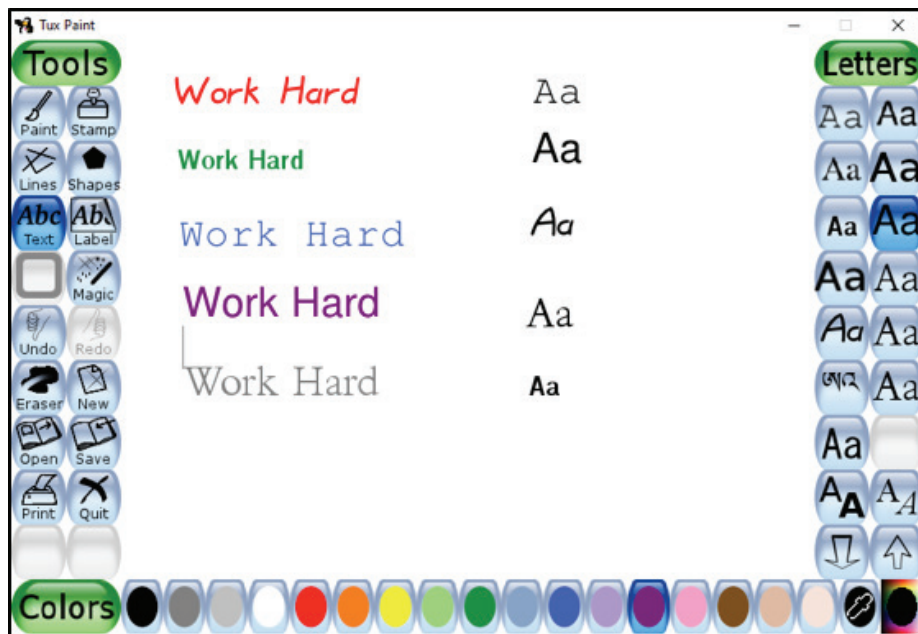


1. You can use the \_\_\_\_\_ tool to type messages on pictures.
2. The \_\_\_\_\_ is at the bottom of the Tux Paint screen.
3. The Tux Paint screen appears after the \_\_\_\_\_ window.
4. The \_\_\_\_\_ buttons are used to increase or decrease the size of the typed text.
5. \_\_\_\_\_ option in Tux Paint allows you to view all the saved files in the form of slide show.

## V) STATE WHETHER TRUE OR FALSE

1. The Toolbar is available at the right of the main screen. \_\_\_\_\_
2. We can draw a picture in the Help area. \_\_\_\_\_
3. The selector provides options for a selected tool. \_\_\_\_\_
4. We can close a drawing by clicking the Erase button. \_\_\_\_\_
5. The most commonly used free hand drawing tool is the Magic tool. \_\_\_\_\_

## VI) MATCH THE WORD WITH ITS RESPECTIVE FONT STYLE



*Teacher's Signature*

# CHAPTER 8

# MAGIC TOOL

The Magic tool is a set of many special tools. You can make different effects using this tool.

**Step 1:** Click on the Magic tool.

**Step 2:** Click and choose a **magic** effect (tool) from the **Selector**.

**Step 3:** Move the pointer to the **Drawing Canvas**. Keep the left mouse button pressed, drag the mouse to draw on the Drawing Canvas. When you finish drawing release the mouse.

Note: Different stamps can have different sound effects. Buttons on the Bottom left corner allow you to replay the different sound effects.

## SOME EFFECTS UNDER MAGIC TOOL

- Bricks Effect** - Fills a pattern of bricks into the picture.
- Blur Effect** - Blurs the area of the picture on which this effect is applied.
- Grass Effect** - Used to give grass effect in a drawing.
- Fill Effect** - Used to fill colour in an object.
- Flower Effect** - Ready made option to draw flowers on the canvas.
- Drip Effect** - Gives a drip effect to our drawing.
- Foam Effect** - This tool adds a foam effect.
- Rainbow Effect** - Draws a trail of rainbow colours as you drag the magic wand on the drawing area.
- Real Rainbow** - Allows you to draw a rainbow that we see in the sky after a rainfall.
- Noise Effect** - Used to add white noise to our drawing.
- Smudge effect** - Used to mix two different objects smoothly.
- Waves Effect** - Used to wiggle any picture side to side.
- Wavelets Effect** - Used to wiggle your picture up and down (Vertical) rather than side to side.



## BRAIN DEVELOPER

### 1) WRITE TRUE OR FALSE

1. Using the Magic tool, we can apply beautiful effects to our drawing. \_\_\_\_\_
2. The Grass tool is used to create flowers on the canvas. \_\_\_\_\_
3. Fill effect tool is used to select a colour from the palette. \_\_\_\_\_

4. Different stamps have same sound effects. \_\_\_\_\_
5. Waves is used to mix two different objects smoothly. \_\_\_\_\_

## II) MULTIPLE CHOICE QUESTIONS

1. We can create a dripping effect of wet paints using the \_\_\_\_\_ effect of Magic tool.  
a. Drip                      b. Smudge                      c. Foam
2. We can rotate the shape upto \_\_\_\_\_ degrees.  
a. 180°                      b. 360°                      c. 260°
3. \_\_\_\_\_ effects adds vertical wavy effects in our picture.  
a. Waves                      b. Wavelets                      c. Tornado
4. \_\_\_\_\_ allows you to draw a rainbow that we see in the sky after a rainfall.  
a. Real Rainbow                      b. Rainbow                      c. Waves
5. \_\_\_\_\_ effect is used to add white noise to our drawing.  
a. Noise                      b. Sound                      c. Wavelets

## III) MATCH THE FOLLOWING

- |                      |   |                      |
|----------------------|---|----------------------|
| 1. Tux Paint Palette | - | a) Bubbles           |
| 2. Text tool         | - | b) 17 colors         |
| 3. Eraser tool       | - | c) Font size         |
| 4. Magic tool        | - | d) Erases            |
| 5. Foam              | - | e) Different effects |

**DID YOU  
KNOW?**

**You can use a stamp in your  
drawing in 12 different sizes.**



**IV) CREATE THE FOLLOWING PICTURE USING NEW TOOL AND MAKE THE PICTURE LOOK MORE ATTRACTIVE BY COLOURING IT**



**DRAW THE FOLLOWING PICTURES USING MAGIC TOOL FILL OPTION**

**V) MAKE THE CLOUDS LOOK LIKE A CHALK DRAWING**



VI) DRAW THE FOLLOWING HOUSE USING SMALL BRICK PATTERNS IN THE MAGIC TOOL. CREATE A GARDEN AROUND THE HOUSE USING THE AVAILABLE TOOLS



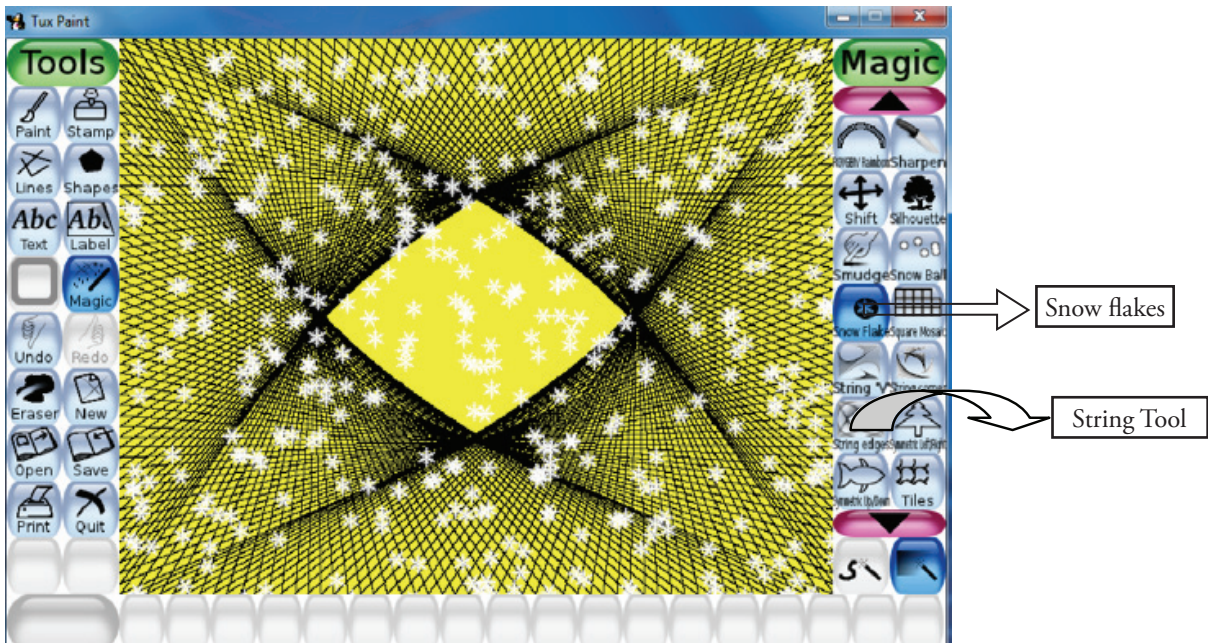
VII) CREATE THE FOLLOWING PICTURE AND DRAW A COLOURFUL ARC THAT RESEMBLES A RAINBOW



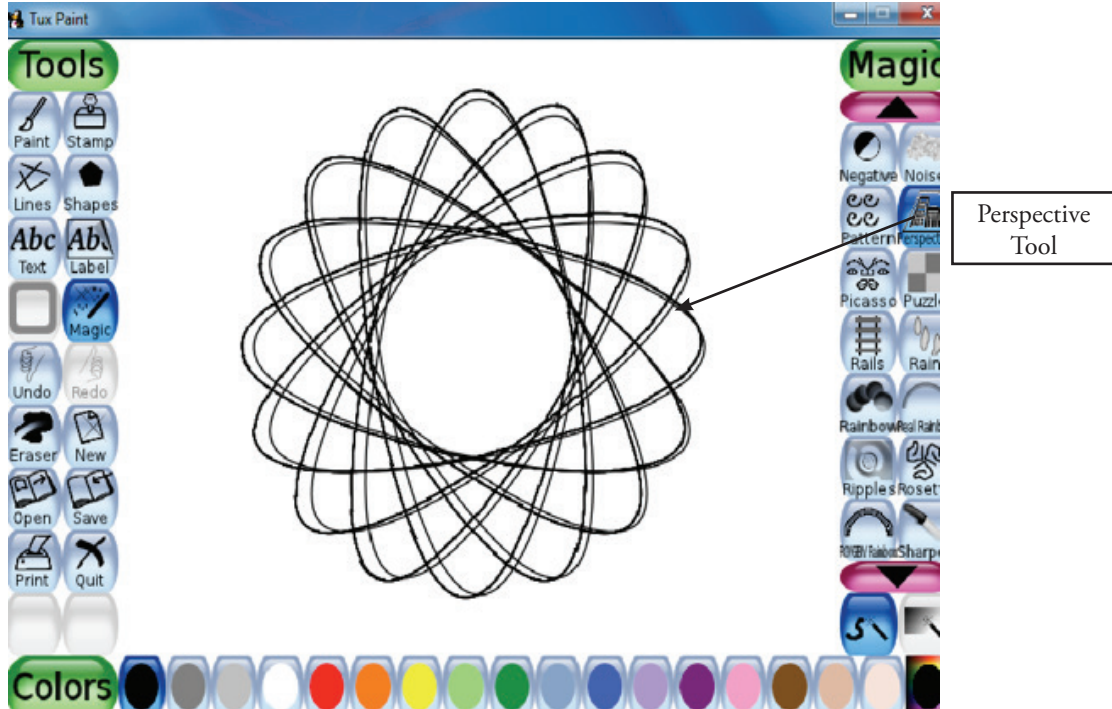
**DID YOU KNOW?**

**The Recycle Bin icon changes to an empty dustbin when there is no file or folder present in it.**

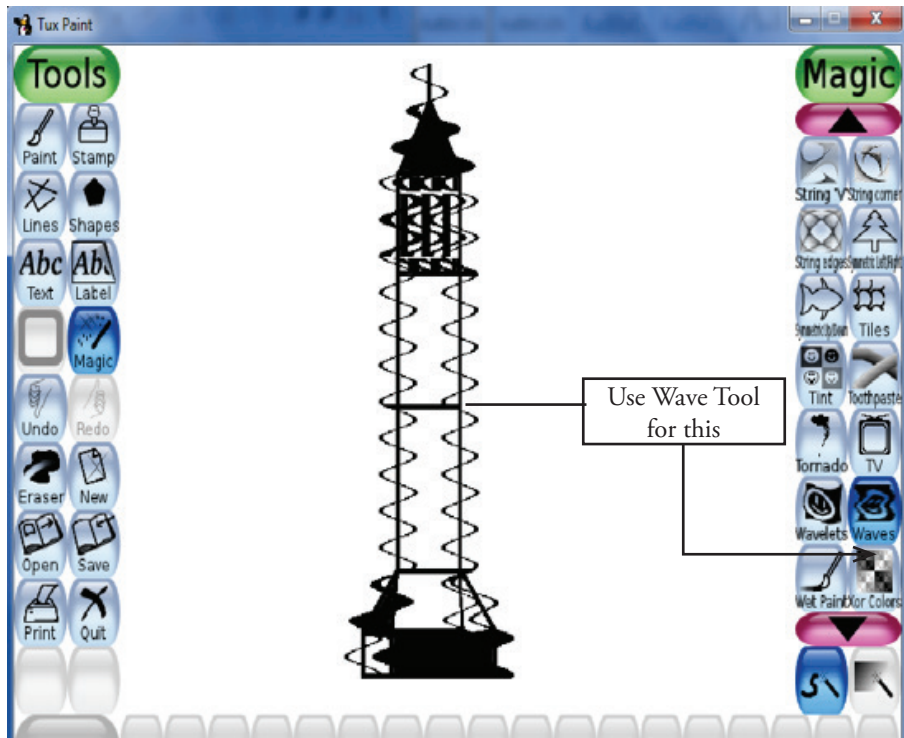
**VIII) DRAW THE FOLLOWING PICTURE USING STRING ART AND COVER THE PICTURE WITH SNOW FLAKES**



**IX) CREATE THE FOLLOWING PICTURE AND BEND THE SAME USING PERSPECTIVE TOOL**



**X) CREATE THE FOLLOWING PICTURE USING NEW TOOL AND TWIST THE PICTURE USING WAVE TOOL**



**DID YOU KNOW?**

**Hewlett Packard developed the first Laser Printer named Laser Jet for Personal Computers in 1984.**

*Teacher's Signature*



# MS-Word



# CHAPTER 9

# INTRODUCTION TO MS-WORD

Microsoft Word is an **application software** developed by Microsoft Corporation, one of the world's largest companies in software development, used for Word Processing.

Microsoft Word is used for typing text and creating electronic **documents** on a computer. We can type and save those documents and use it later.

## USES OF MICROSOFT WORD

- Creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments.
- The spell and grammar check in word processing makes the document to be neat and error-free.
- Storage of Text – We can take any number of copies with word processor.

**Quick View:** Application or Application Program, is a software program that runs on your computer.

## REAL TIME APPLICATIONS

**Quick View:** A computer document is a file created by a software application. It may contain text, images, audio, video, and other types of data.



- Business and workplace – create all types of official documents.
- In Education – Type and edit question paper, Name list.
- Home-based – to create a birthday card and invitation.
- You can create books, articles, and newsletters.



**Quick View:** Software is a set of instructions that tells a computer what to do or how to perform a task.

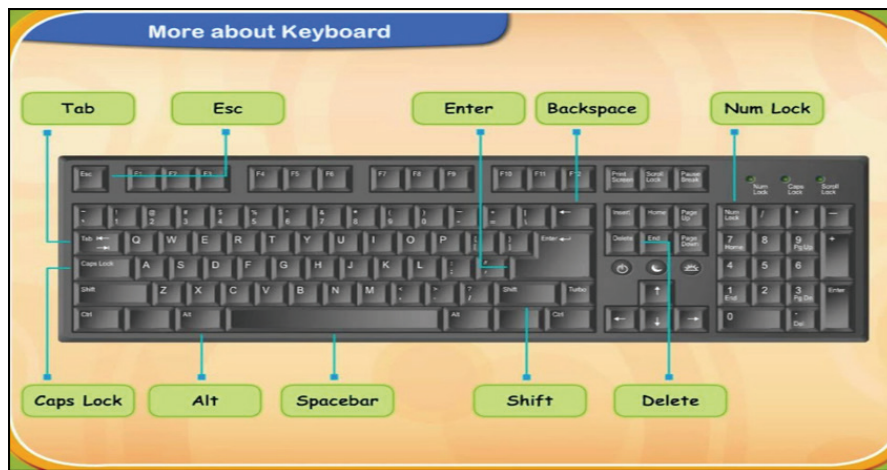
## USAGE OF KEYBOARD

Keyboard is a set of keys that enables you to enter data into computer. It is the main input device of the computer. Pressing the keys on the keyboard is called typing.

## TYPES OF KEYS

Letter Keys	 <p style="text-align: center;">Letter keys</p>
Number keys	

Symbol Keys	 <p>Symbol Keys</p>
Special keys	



## KEYBOARD PRACTICE

Keyboard practice will increase the typing speed and have better control on typographical errors.



**Activity** Type alphabets A to Z and numbers 1 to 10.

**I) IN THE BOX, WRITE ALL THE LETTER KEYS IN THE SAME ORDER YOU FIND ON THE KEY BOARD**

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--

**II) MATCH THE FOLLOWING KEYS**

- |               |                                   |
|---------------|-----------------------------------|
| 1. Software   | a) Allows to type capital letters |
| 2. Letter key | b) Allows to type numbers         |
| 3. Caps Lock  | c) Allows to type alphabets       |
| 4. Number key | d) Set of instructions            |

*Teacher's Signature*

 **Microsoft, the company that owns Windows OS, was founded on April 4, 1975 by Bill Gates and Paul Allen.**

# CHAPTER 10

# STARTING WITH MS-WORD

You can load Word by clicking

**Start ->All Programs ->Microsoft Office -> Microsoft Word 2007.**

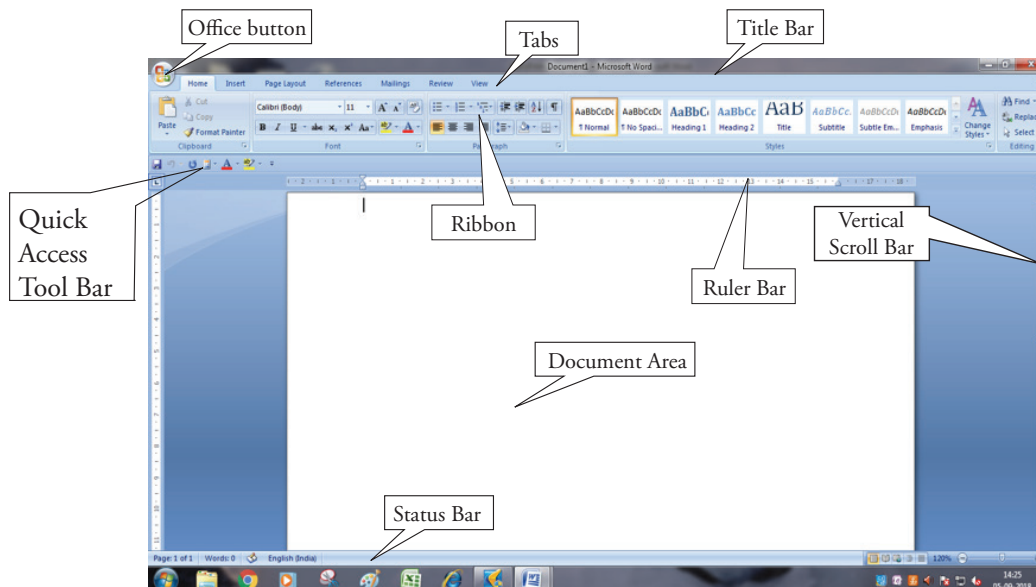
When you are loading **MS-Word** window from Windows, your screen will look like this:



**Quick View: Microsoft Corporation is an American multinational technology company with headquarters in Redmond, Washington.**

## SCREEN LAYOUT

The Word screen is divided into various parts – Office button, Quick Access toolbar, Tabs, Title bar, Ribbon, Ruler bar, Document area, Vertical scroll bar, Horizontal scroll bar and Status bar.



## Quick View: Mouse Clicks



## Quick View: Cursor

A Cursor is a flashing vertical line which appears on the Word screen where you type your text.

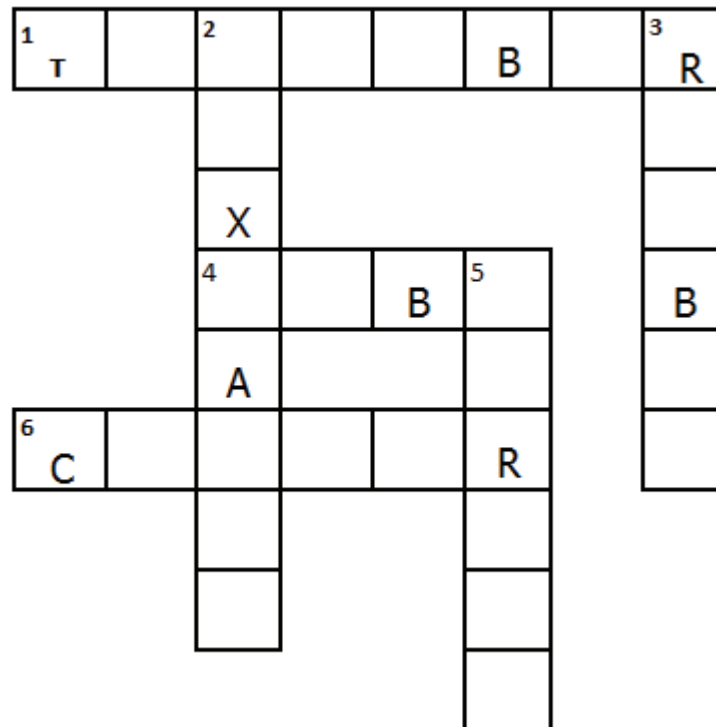
### Activity

Load MS-Word window from Windows.



## BRAIN DEVELOPER

### I) SOLVE THE CROSSWORD PUZZLE WITH THE HELP OF THE HINTS GIVEN



#### Across :

1. A bar at the top of the Word window (5,3)
4. Contain various buttons (4)
6. A flashing vertical line (6)

#### Down :

2. A large area used to type text (4, 4)
3. Contains all the options (6)
5. Bars used to move the page up or down (6)

*Teacher's Signature*

# CHAPTER 11

# NAVIGATION IN MS-WORD

In MS-Word, Navigation means moving within the Word window. In other words, the cursor movement to move in and around the Word document. When we reach the end of the line while typing the text, the cursor automatically moves down to the next line. This feature of MS-Word is known as **Word Wrap**. We press the **Enter Key** only when we want to start a new paragraph.

We will now learn the different keys on the keyboard and its functions.

KEY	FUNCTION (Cursor movement)
Left or Right arrow key	One character left or right
Up or Down arrow key	Up or down one line
Page Up key	Up one screen of text
Page Down key	Down one screen of text
Home key	To first character of current line
End key	To last character of current line
Ctrl + Home key	To first character of the document
Ctrl + End key	To last character of the document

## QUITTING WORD

To quit word, we have to choose **Office ->Exit Word**. It will ask if you want to save the changes. Choose **Yes to save and exit**, and **No to exit without saving** and choose **Cancel to return to the document**.

### Quick View: Save option

The shortcut to save a document using the keyboard is Ctrl + S.

### Quick View: Print option

The shortcut to print a document using the keyboard is Ctrl + P.

## Activity

## Using the Arrow keys.

### Activity 1

Type your Name, Address and Phone Number one below the other as below:

Name:

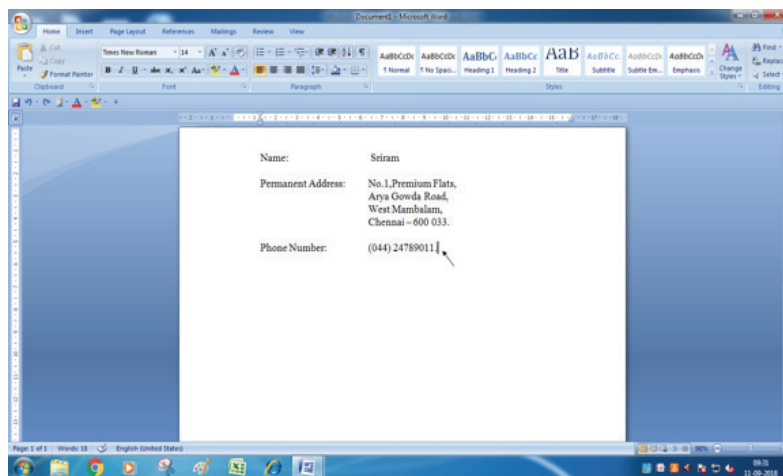
Address:

Phone Number:

Having typed all these details, your cursor will be blinking where you have stopped typing.

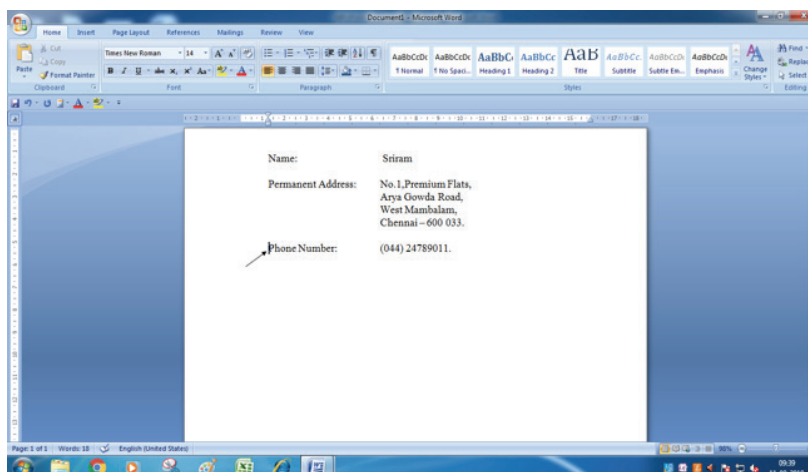
- (1) Using your **Up arrow key** and **Left arrow key**, go to Address and change it as Permanent Address.
- (2) Using **Down arrow key**, come down to the next line, move to the end using the **Right arrow key** and keep a full stop after the Phone Number.

Now, your screen will look like this:



Your cursor is now blinking at the end of the last line after the full stop.

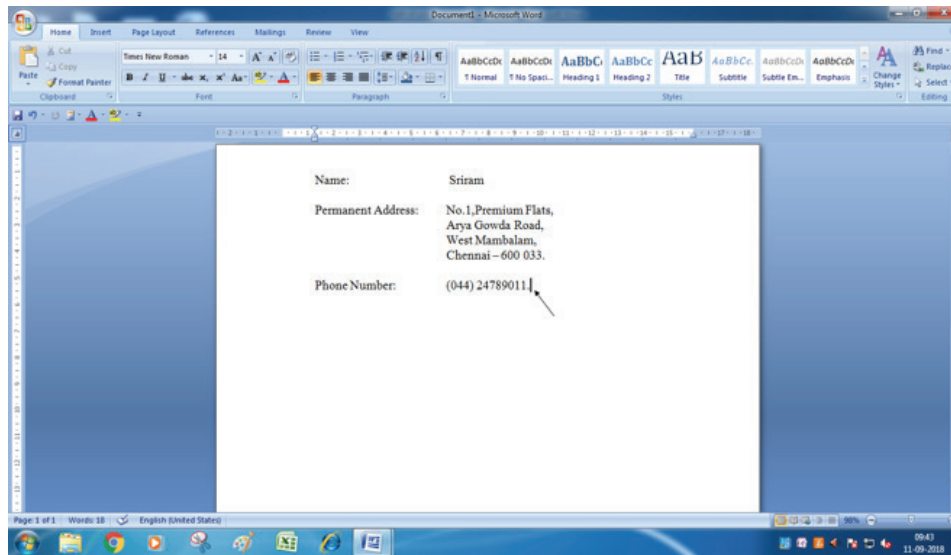
### Activity 2a : Use the Home key and see where the cursor is blinking.





When you use the Home key, the cursor now blinks as shown in the above window at the beginning of the current line.

### Activity 2b: Use the End key and see where the cursor is blinking.



When you use the End key, the cursor moves to the end of the current line.

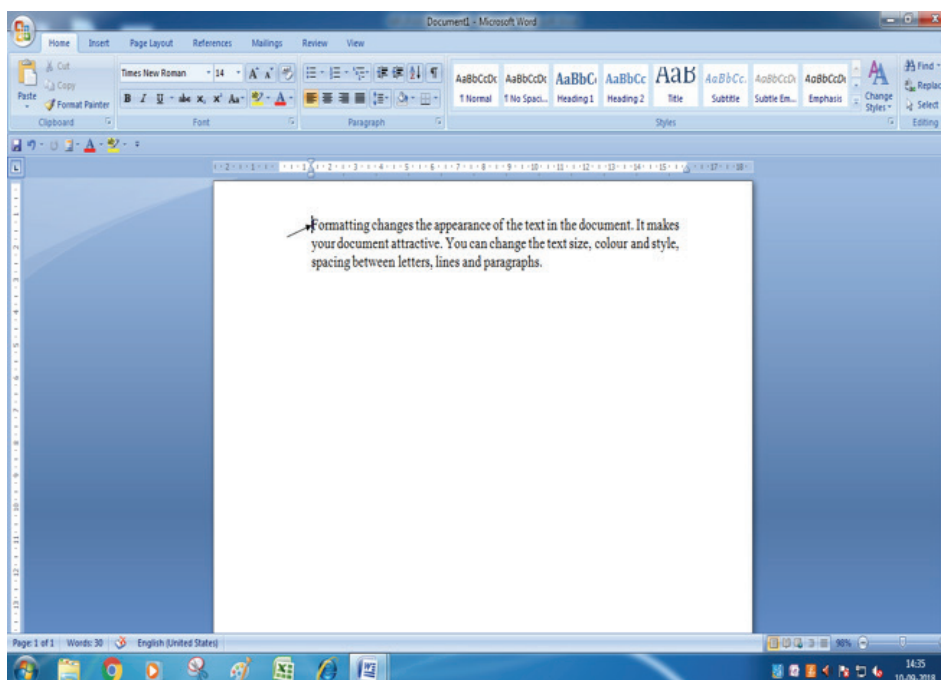
### Activity 3: Type the following paragraph and use the commands given below.

Formatting changes the appearance of the text in the document. It makes your document attractive. You can change the text size, colour and style, spacing between letters, lines and paragraphs.

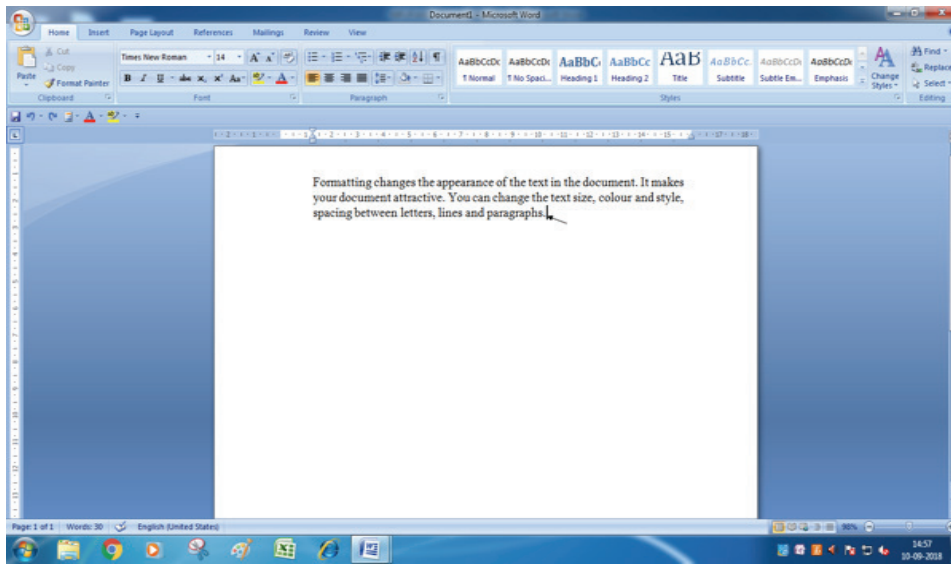
(1) Use the **Ctrl + Home** key and

(2) Use the **Ctrl + End** key

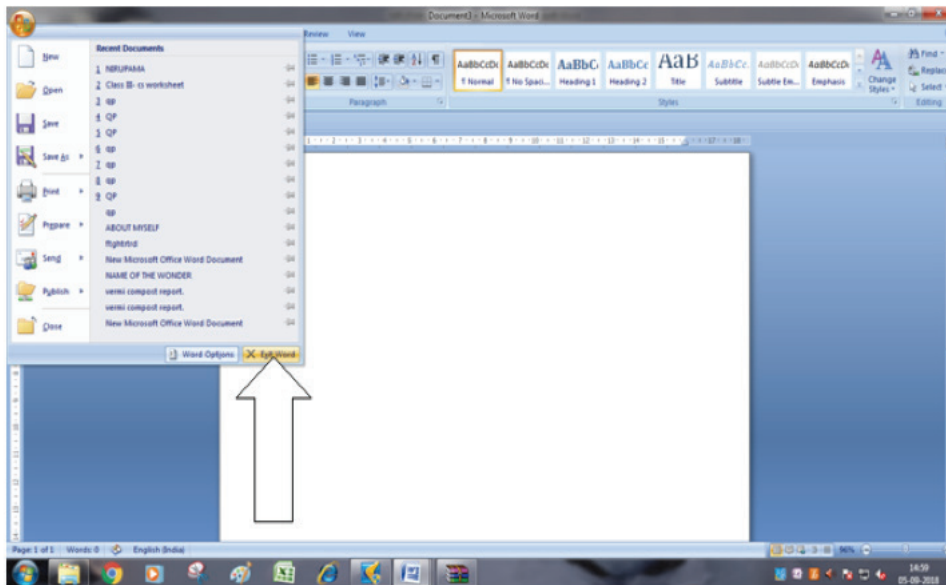
When you use the **Ctrl + Home** key, your cursor will blink before the first letter of the document (as shown in the picture below)



When you use the **Ctrl + End** key, your cursor will blink after the last Letter of the document. (as shown in the picture below)



#### Activity 4: Quit MS-Word



**Win + D** opens class windows Desktop.

## I) NAME THE KEY(S) THAT ARE PRESSED TO MOVE THE FOLLOWING

1. Screen down \_\_\_\_\_
2. Cursor at the end of the line \_\_\_\_\_
3. Cursor at the beginning of the document \_\_\_\_\_
4. Cursor at the beginning of the line \_\_\_\_\_
5. Cursor at the end of the document \_\_\_\_\_

## II) FILL IN THE BLANKS

1. \_\_\_\_\_ is the shortcut key to save a document.
2. We use the \_\_\_\_\_ key to start typing a paragraph.
3. While typing, when we reach the end of the text in a line, the cursor automatically moves to the next line. This feature is called \_\_\_\_\_.

*Teacher's Signature*

**DID YOU  
KNOW?**

**The shortcut to exit  
MS-Word is **Alt + F4**.**

# CHAPTER 12

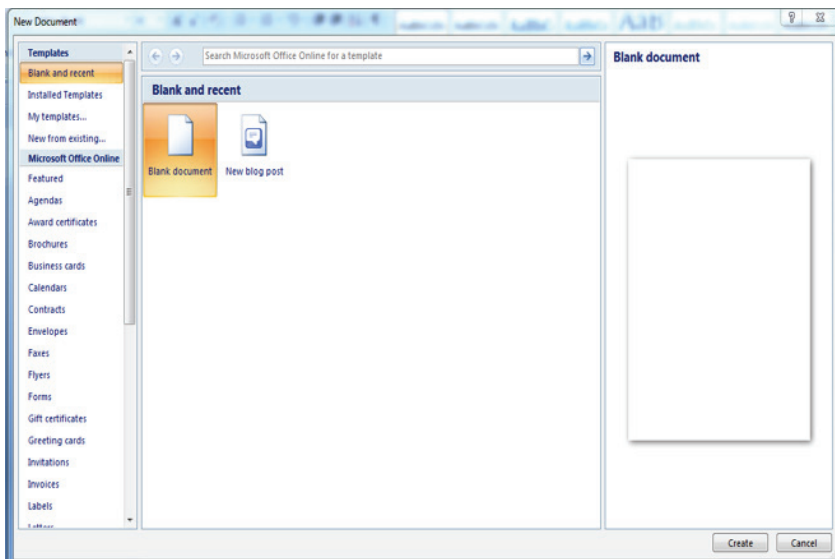
# WORKING WITH DOCUMENTS

In this lesson we are going to learn to create, save, open, close and print documents.

## CREATING DOCUMENTS

The **New** command creates a new document. To create a new document, click **Office -> New**. In the New Document box, choose **Blank and Recent -> Blank document** and click **Create**.

A blank document appears where you can start typing. Word temporarily names new documents in numerical order as Document 1, Document 2, Document 3 and so on till you give a new document a file name.



**DID YOU KNOW?**

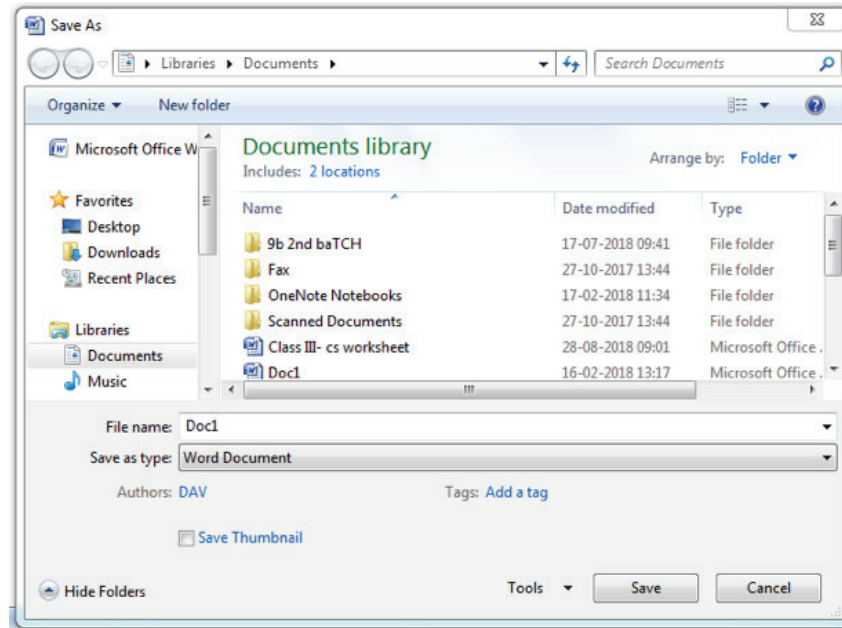
**Keep saving your documents after each paragraph by pressing Ctrl + S keys.**

## SAVING DOCUMENTS

You must save every document that you have created otherwise, if the computer is switched off by mistake, you will lose your document. The **Save** command saves the current document. To save your documents:

**Step 1:** Click **Office -> Save**.

The **Save As** dialog box is displayed like this:



**Step 2:** Type a file name for your document.

**Step 3:** Click Save button.

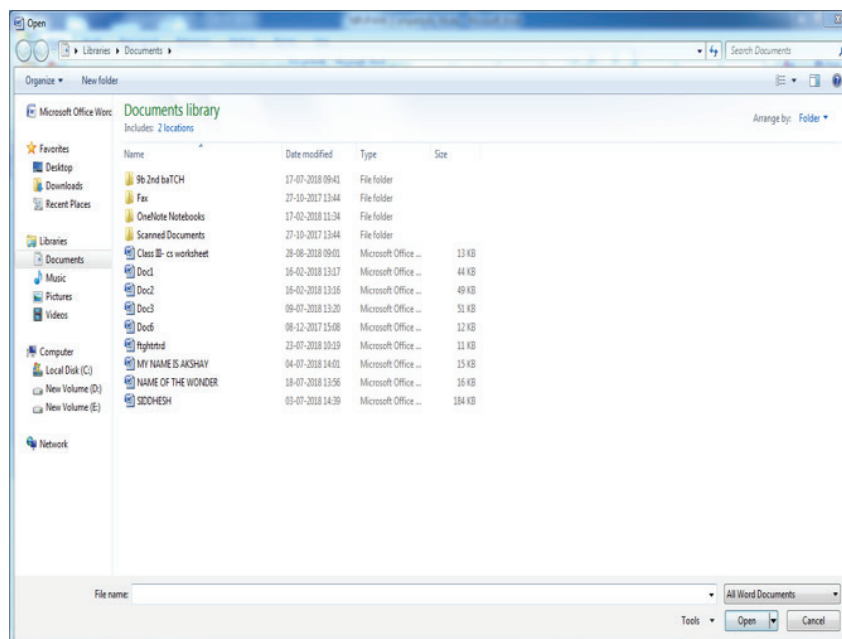
Word automatically adds a **.DOCX** extension.

## OPENING DOCUMENTS

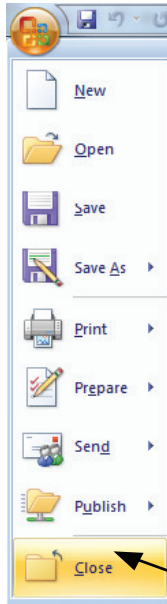
The open command opens an existing document. To open a document that you have already created and saved:

**Step 1:** Click **Office** -> **Open**.

**Step 2:** The **Open** dialog box is displayed. Click the document name and click **Open** button. Your screen will look like this:



## CLOSING DOCUMENTS



Your screen will look like this:

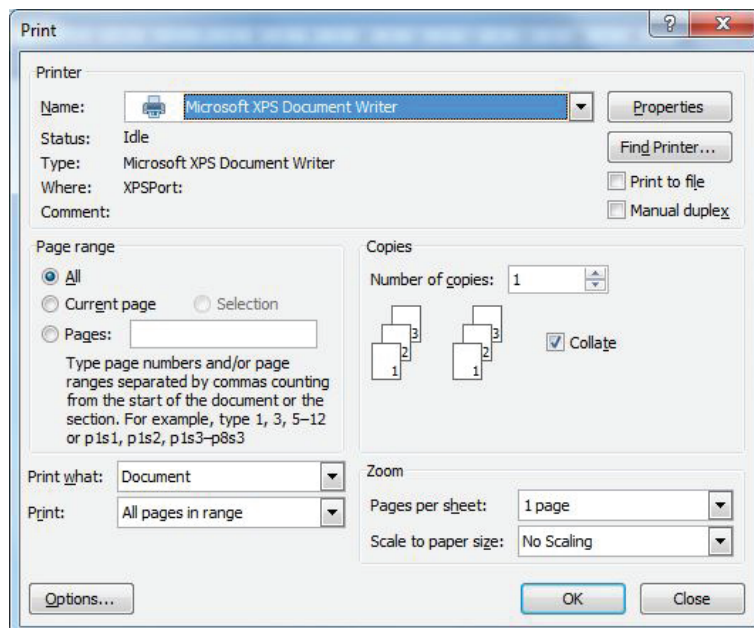
We must close a document after we finish working with it. The **Close** command closes the document window. To close a document, Click:

**Office -> Close**

## PRINTING DOCUMENTS

The Print command is used to send the document to the printer for printing. To print the document, click **Office -> Print**.

The Print dialog box appears with several printing options. You can select the pages to print, the number of copies etc. Once you select the required options, click the **Ok** button and to return to the document without printing, press the **Cancel** button. Your **Print** dialog box appears like this:



## ACTIVITY

- Create a blank document in MS-Word.
- Type something about yourself and save the document in your name.
- Open the document you have saved in your name.
- Close the document you had opened.



## I) UNSCRAMBLE THE WORDS IN COLUMN B. THEN, MATCH THE COLUMNS TO COMPLETE EACH STATEMENT

### Column A

- To open a new file in Word, click on
- To print a document
- To save a file for the first time, click on

### Column B

- NTRIP .....
- VASE SA.....
- NEOP.....

## II) TICK THE CORRECT ANSWERS IN THE BOX

- Which of the following is not there in the Office button?

New	[ ]	Save	[ ]
Print	[ ]	Recent documents	[ ]

- Which command is used to close the word document.

Open	[ ]	Print	[ ]
Close	[ ]	Save	[ ]

*Teacher's Signature*



Editing is making changes in the text. To edit a document, it has to be first selected. Editing text includes moving the text and arranging as per the requirement. Whenever you work in a word document, you may make a few typing mistakes. To correct these mistakes, you can use either of the following keys:

- The **Backspace** key, which deletes the letters on the left of the cursor.
- The **Delete** key, which removes the letter on the right of the cursor.

## SELECTING TEXT

The various steps to select the text are listed below.

1. Bring the cursor to the place from where you want to select the text.
2. Click and drag the mouse button till the end point of your selection.
3. Release the mouse button when the text is selected.

The highlighted text is the selected text. We can make changes in it as desired. After editing, we can deselect the text by clicking anywhere outside the selection area on the page or by pressing an arrow key on the keyboard.

The following table shows the techniques for selection of text with the mouse:

Selection	Technique
A word	Double-click on the word.
Several words or lines	Drag the mouse over the words, or hold down the Shift key while using the arrow keys.
Entire document	Press Ctrl + A or use the mouse to select all the text.

## SELECTING THE TEXT WITH THE HELP OF THE KEYBOARD

1. **One word or group of words:** Place the cursor at one end of the word. Then, press Shift and move the cursor with the help of the arrow key to the other end of the word.
2. **One word or a group of words:** Place the cursor at the beginning of the line. Then, press Shift + Down arrow or end key.
3. **A group of lines:** After selecting the line, keep pressing the Down arrow key along with the Shift key.
4. **Entire document:** Select the entire document by pressing Ctrl + A.



## CUT, COPY AND PASTE COMMANDS

The Cut, Copy and Paste commands are in the Clipboard group of the Home tab. We can also select these commands from the Quick Access Toolbar.

The **Cut** command removes the selected text from its place, while the **Copy** command creates a duplicate of the selected text without changing the original text in any way.

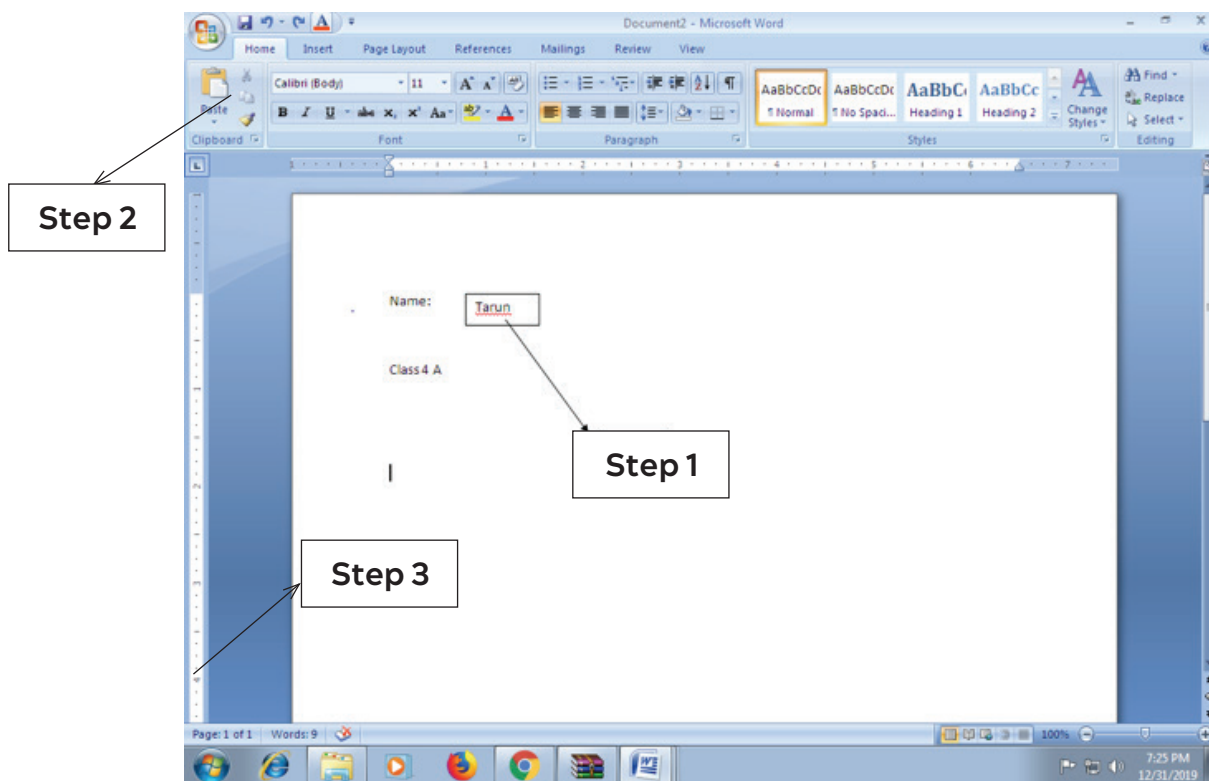
We can use the **Paste** command to place this cut or copied text where you want.

### COPYING TEXT

The various steps to copy the text are:

1. Select the text that has to be copied.
2. Click on the **Copy** button from the 'Clipboard' group of the 'Home' tab.
3. Take the cursor to the spot where the text has to be copied. Right-click the mouse button and click on the **Paste** button. The steps to copy and paste a selected text is given below:

Shortcut key to Copy text is **Ctrl + C**.



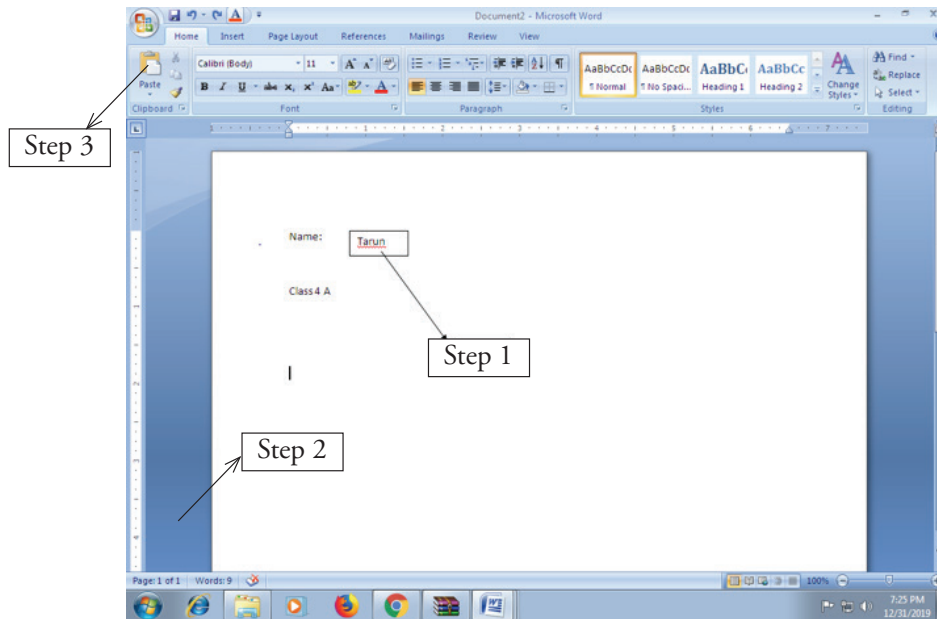
### MOVING TEXT

To move the text, we have to select the text and then cut and paste it. We choose the **Cut** button here instead of the Copy button and Paste it at some other place.

The various steps to move the text are given below:

Shortcut key to Cut text is **Ctrl + X** and to paste is **Ctrl + V**.

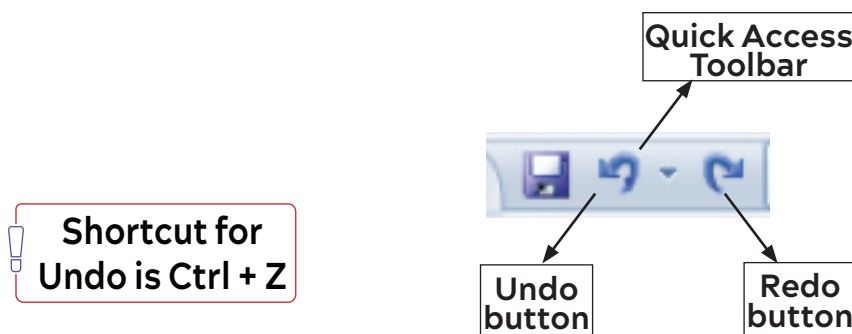
1. Select the block of text.
2. In the 'Home' tab, choose the **Cut** button from the 'Clipboard' group. The selected text disappears from its place.
3. Take the cursor to the spot where the text has to be pasted and click. Choose the **Paste** button from the 'Clipboard' group. Click on **Paste**.
4. The block of text that has been cut is pasted at its new location. The steps to cut and paste a selected text is given below:



## UNDO AND REDO CHANGES

Ms-Word keeps track of changes that we make, so that we can easily remove a change and restore the original text. The steps to undo and redo changes are listed below:

1. Click on the **Undo** button in the Quick Access Toolbar.
2. To reverse the action of the Undo command, click on the **Redo** button in the Quick Access Toolbar.



## Activity

## Copy and Paste

Type the following in a blank document. Copy and paste the first line three times in a different place in the same document.

Pity, in place of love,  
That pettiest of gifts,  
Is but a sugar- coating over neglect  
Any passerby can make a gift of it  
To a street beggar,  
Only to forget the moment the first corner is turned  
I had not hoped for anything more that day.

Cut and paste the second line in the above paragraph in a different place in the same document.

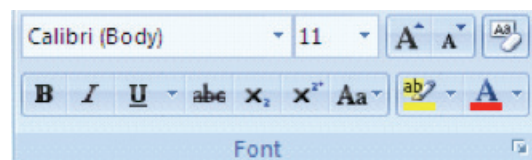
## FORMATTING TEXT

Formatting means changing the appearance of the document to make it look attractive. This can be done by changing the font type, font size, font color, text alignment, adjusting margins and bold facing, italicizing, underlining the text, etc. There are two types of formatting in MS-Word.

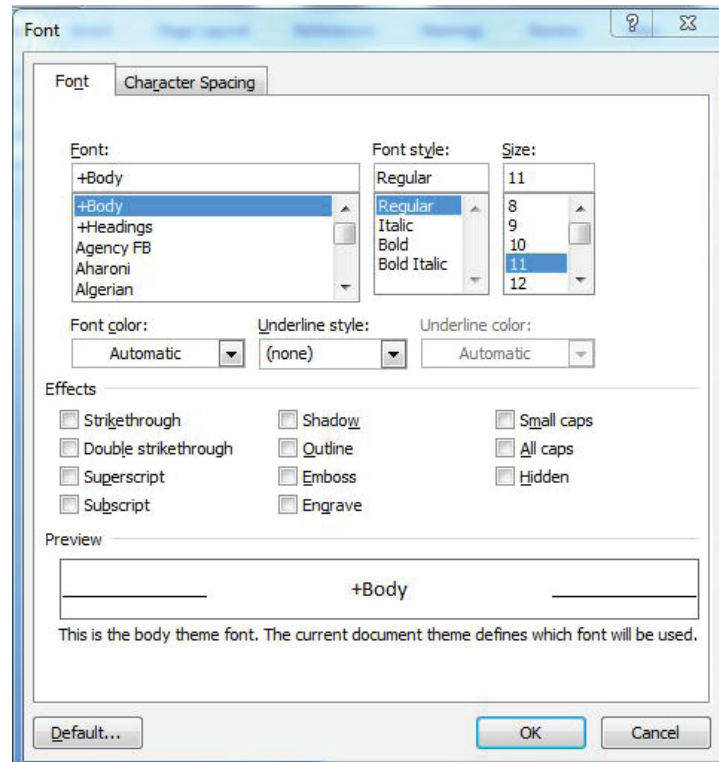
- **Character Formatting** : It is applicable to the selected text.
- **Paragraph Formatting** : It is applicable to the entire paragraph.

There are several ways in which we can do Character formatting. To use any of the Character formatting options available, the text has to be selected first and then only any change can be made to it. The **Font** group of the **Home** tab has many options to format the text in a document.

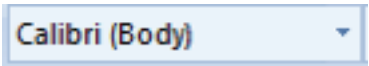





When we move the mouse pointer over the selected text or click on it, a mini Toolbar appears with some options to format the text as shown below:



Now, click on the Font dialog box launcher in the Font group. A Font Dialog box appears as shown below. The box has many options to format the text of a document.



In Character formatting, the following options can be used in the **Home** tab.

OPTION	DESCRIPTION
	Font: Changes the font type.
	Font Size: Changes the font size.
	Bold: Converts the text to bold and vice versa. (Shortcut - Ctrl + B)
	Italics: Italicizes the text and vice versa. (Shortcut - Ctrl + I)
	Underline: Underlines the text and vice versa. (Shortcut- Ctrl + U)
	Changes the text color.

- To format the font, select the text to be formatted. Click on the Home tab. Choose the Font, its size and the color from the Font group.
- A list of the different type of fonts are displayed in the Font drop-down menu.
- The size can be chosen from the Font Size drop-down menu.
- To choose the font color, select the text and then choose the desired color from the Font color drop-down menu.

**I) MATCH THE FOLLOWING COLUMNS****Column A**

1. Ctrl + S
2. Ctrl + C
3. Ctrl + V
4. Ctrl + X
5. Ctrl + A

**Column B**

- a) Cut the text
- b) Paste the text
- c) Select the entire document
- d) Copy the text
- e) Save the document

**II) WRITE TRUE (T) OR FALSE (F)**

- (a) To edit a text in a document, it has to be first selected.
- (b) We cannot insert space between two letters in MS Word.
- (c) Ctrl + A makes us to select the entire text in a document.
- (d) We cannot select the text with the help of the mouse.
- (e) We use the delete key to remove the letters on the left of the cursor.

*Teacher's Signature*



# User Skill Typing Tutor







# TYPING TUTOR INTRODUCTION

- The knowledge of touch typing has become inevitable today in the use of computers.
- With typing tutor, you can learn touch typing in an easier and simple way.
- It is very similar to you that there are 26 letters in English alphabet. All these 26 letters are presented in the computer keyboard too.
- But, 26 letters are not arranged in an alphabetical order.
- The letters in the keyboard is arranged in QWERTY order.



## TYPING STEPS

Follow the steps below:-

**Step 1:** First of all place your hand on the keyboard.

**Step 2:** Place your

- Little finger of your left hand gently on the 'A'
- Ring finger on 'S'
- Middle finger on 'D'
- Index finger for both 'F' and 'G'

**Step 3:** Place your

- Little finger of your right hand gently on the key semicolon ';'.
- Ring finger on 'L'
- Middle finger on 'K'
- Index finger for both 'H' and 'J'

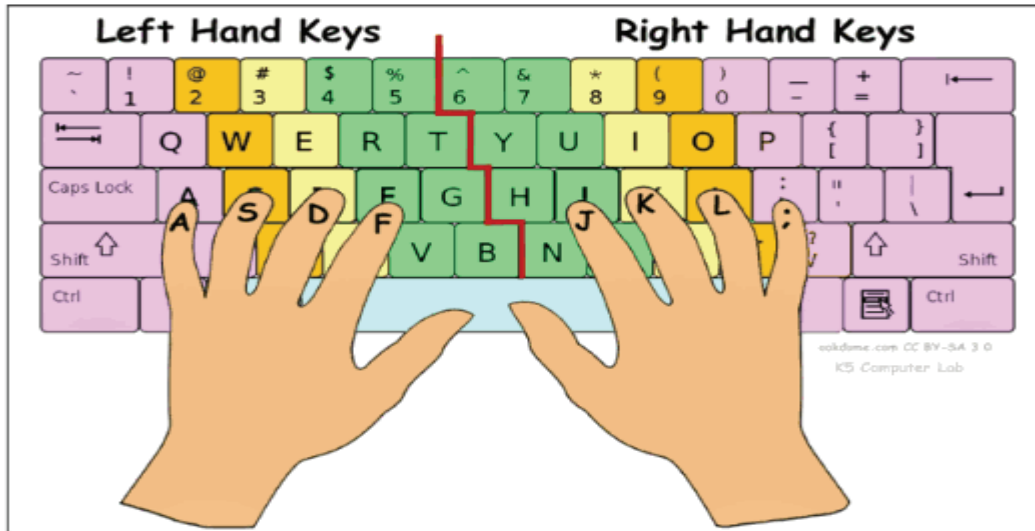


**FINGER POSITION ON THE KEYBOARD**



**Step 4:** Place both your left and right thumbs on the spacebar key.

## Proper Finger Placement on the Keyboard



Lets start typing. Whatever it may be letter or numbers all most all the keys you can see around your fingers.

### LEFT HAND FINGER

Name of the Finger	Keys on the Keyboard
Little Finger	A
Ring Finger	S
Middle Finger	D
Index Finger	F,G
Thumb	Spacebar

### RIGHT HAND FINGER

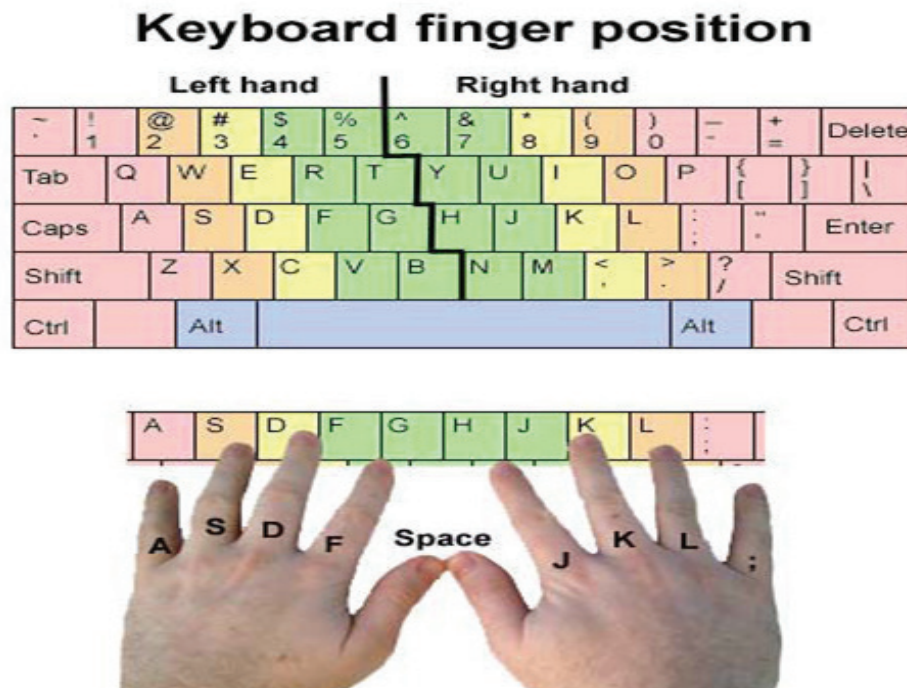
Name of the Finger	Keys on the Keyboard
Little Finger	;
Ring Finger	L
Middle Finger	K
Index Finger	J,H
Thumb	Spacebar

### THE QWERTY LAYOUT

The keys on the keyboard is arranged in QWERTY layout. The layout is referred to us as “QWERTY” because of

the arrangement of the keys in the upper row is QWERTY.

## HOME ROW



The finger of an experienced typist never “rest” However, if we could ask the fingers where they spend most of their time, it is over the home row.

When you are still learning to access keyboard, be careful to keep at least one finger of each hand anchored over the home row.

## UPPER ROW / QWERTY ROW

QWERTY Row is located just above the Home row. It contains many number of characters.

## LOWER ROW

Lower Row is located just below the home row, contains limited number of keys.

## NUMBERS ROW

Numbers Row is located above the upper row, number keys are also available in a separate place at the right side of the keyboard.

## ANCHORING

Anchoring means to keep a finger in very light contact with its home row key.

During the early stages of learning keyboard, this is necessary for the brain to develop a sense of position for the hands and fingers.

As you become a more skilled typist, your fingers will automatically move to the correct position of the keys.