4.3.5 Status Bar

The Status Bar is present at the very bottom of the Paint Window; it gives information and can be used to help us as we work in Paint. Let us look at its features from left to right.

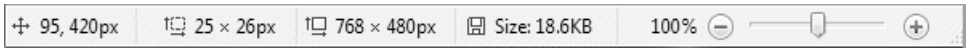

Fig. 4.12 Status Bar

- **Cursor Position :** It gives the Cursor Position, which is helpful when we want to position any picture precisely.

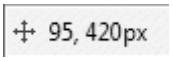

Fig. 4.13 Cursor Position

- **Selection Size :** It shows the size of a selection we are making, or of an object we are drawing.

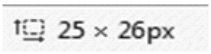

Fig. 4.14 Selection Size

- **Image Size :** It shows the size of our entire picture, even if the picture is very large and is not all visible in the window. If we have not changed the units in the Properties dialogue box the measurement will be in pixels, but we can change the measurement to inches or centimeters.

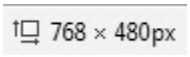

Fig. 4.15 Image Size

- **Disk Size :** Once we have saved our picture, this option will show its size on storage Disk. In a very small window, this figure might not be shown.

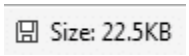

Fig. 4.16 Disk Size

- **Zoom Slider :** The Zoom Slider is convenient if we are working in a zoomed-in view and want to zoom out. However, we cannot zoom **in** on a particular spot, as we can do with the Magnifier.

Fig. 4.17 Zoom Slider

4.3.6 Work Area

Free space is called work area. It is used for making drawing.

4.4 Saving our Work

It is good to save our picture as soon as we begin to work. We must click on the **Save** button on the **Quick Access Toolbar** every few minutes. This saves loss of work if the program closes unexpectedly, as in a power failure.

When we click the **Save** for the first time, we will find a dialogue box where we have to type a name for the picture. Having typed a name, click the **Save** button.

Save as : With the help of Save as option we can **Save a Copy** of picture with another file name. Go to the Paint button and open the menu.

Fig. 4.18 Paint button

Click **Save as** 

In the dialogue box, just change existing name then click the Save button.

Points to Remember

1. Quick Access Toolbar is present in title bar by default
2. New Command creates a new, blank image file
3. The first on the left of the Menu Bar is the Paint Button
4. Maximize, Minimize and close button are parts of title bar.
5. The Status Bar is present at the very bottom of the Paint Window.

Exercise

1. Fill in the Blanks using the right option :

1. The …… bar is present at the top of the paint window.
   (1) Title bar (2) Status Bar
   (3) Scroll Bar (4) All of these
2. …… toolbar present in title bar by default. Its position can be changed either to below or above the ribbon.

(1) Quick access bar (2) Status Bar (3) Scroll Bar (4) Task Bar

3. The first on the left of the Menu Bar is the …… Button.

   (1) Paint (2) Help (3) Close (4) Minimize

4. Scroll Bar is used to move the screen. It is of …… types

   (1) 2 (2) 3 (3) 4 (4) 5

5. With the help of …… option we can Save a Copy of picture with another file name..

   (1) save as (2) open (3) new (4) exit

2. Write down True or False :

1. Drawings in paint can be saved as bitmap .bmp files.
2. There are 3 buttons at the Right hand side of The title bar.
3. Minimize button is used to minimizing the paint window onto the task bar.
4. New command is used to create a new, file.
5. Drawing is done in drawing area.

3. Short Answer type Questions :

1. What is paint?
2. How to start the Ms Paint.
3. Write the parts of paint window.
4. Write the types of scroll bar.
5. What is work area?

4. Long Answer type Questions :

1. What is Quick Access Toolbar? Explain its parts.
2. What is paint button? Write down its commands.
3. Define Home Tab Ribbon.
4. What is status bar? Explain its parts.
5. How to save our work?

LESSON
5

M.S. Paint – Part 2

Objective of this Chapter

5.1. Home Tab Ribbon

Many of the tools we use in Paint are found in the Home Tab Ribbon, which is below the Menu Bar of the Paint window. The following figure shows the Ribbon and main parts of Home Tab Ribbon.

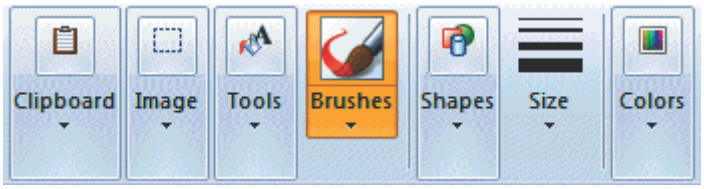

Fig. 5.1 Home Tab Ribbon

5.1.1 The Clipboard Menu

The clipboard menu has three options – **Cut**, **Copy** and **Paste**. Only when a selection is active, the Cut and Copy icons are shown as active.

Fig. 5.2 The Clipboard Menu

Paste is always active, because we may wish to **Paste from** a picture on our computer. For example if previously, we have drawn and saved a small flower and wish to add it to our new drawing. We can click the down arrow under Paste, click **Paste from** and navigate to the saved picture, click its name and click **Open.**

5.1.2 The Image Menu – Select

Depending on the size of our window, the Image Menu will look like one of figures shown below. When we click the down arrow just below the dotted rectangle, or just below the word Image, a menu offers us further choices.

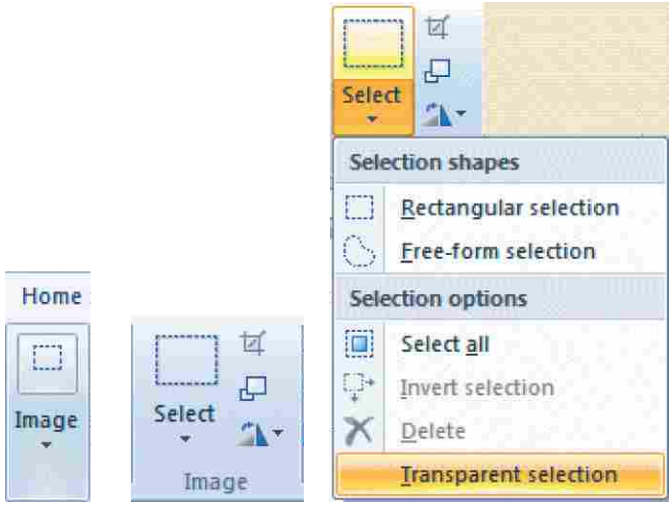

Fig. 5.3 The Image Menu – Select

Before we can use the buttons on the right of this menu, we must select the part of our drawing that we want to work with.

- **Transparent selection :** At the bottom of the Select menu we can see **Transparent selection**. We may use this often, so it is good to add it to our Quick Access toolbar. To do this, right click on Transparent

selection and then click on **Add to Quick Access toolbar**. On our Quick Access Toolbar, there will be a checkbox in front of the words, Transparent selection, as shown in figure below.

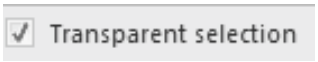

Fig. 5.4 Transparent selection

While that box has a tick in it, selections will be transparent. To make our selections opaque, just click the checkbox to remove the tick.

- **Rectangular selection :** Usually we can make a rectangular selection. After clicking the rectangular selection tool, position the cross-hair cursor at the top left of the part we want to select, press your left mouse button and drag down to its bottom right. A dashed rectangle will appear around our selection. With the move cursor we can move our selection, or drag while holding the Ctrl key to make a copy of it.
- **Freeform selection : W**e may need to make a freeform selection if the part of our drawing that we want to work with is crowded up closely with parts we don't want to include.

5.1.2.1 Copying a selection

There is a Copy button on the ribbon for copying, but we can make multiple copies of a selection in a faster way also.

Draw a selection around the part we want to copy, using either the rectangular or the freeform selection tool. Whenever Move Cursor appears; hold the Ctrl key as we begin to drag to its new location, Click, a copy will appear of the selection. If we want to continue copying, press the Ctrl key again as we begin to drag the second time. Repeat as many times as we needed.

5.1.2.2 Painting with a selection

Select a small piece from a picture, for example, with more than one color. Hold down the Shift key while we drag it around to make an abstract pattern. We can even write with a small selection.

5.1.2.3 Selection option

To the right of the selection icon we can see three options, **Crop**, **Resize** and **Rotate flip.**

5.1.2.3.1 Crop

The top button, a diamond shape with a line through it is crop. It helps us crop to our picture so that only the selected area remains. If we click the Save icon after cropping to a selection, our large drawing page will be replaced with the cutout.

5.1.2.3.2 Saving a cutout

1. Save the picture we are working on.
2. Select the part we want to save as a cutout.
3. Click the Crop button.
4. Go to the Paint button and open the menu.
5. Click **Save as** Save as .
6. Type a name for the cutout and click Save. We will return to the Paint window with the cutout displayed in it and the name on the Title bar is the name we used when saving the cutout.

5.1.2.3.3 Resize and Skew

The second small button to the right of the large Select button will open the Resize and Skew dialogue box as shown in figure below.

Fig. 5.5 Resize and Skew

5.1.2.3.3.1 Resize

We can quickly resize a selection by dragging any of the little blocksor handleson the selection rectangle. However, if we want the size adjustment

to be precise, we must use the Resize and Skew dialogue box, which will appear when we click the Resize icon as shown in figure below.

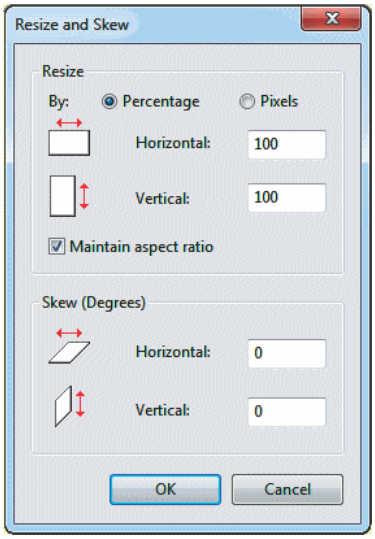

Fig. 5.6 Resize

Only the top half of this dialogue box is concerned with resizing.

Note : While t**he option Maintain aspect ratio** is checked, whatever we type into the Horizontal slot will be repeated in Vertical and our selection will stay exactly in proportion. We can remove the check if we want the selection to be fatter or thinner.

Fig. 5.7

5.1.2.3.3.2 Skew

The bottom part of the Resize and Skew dialogue box invites us to skew our selection. When we use this option, it makes our selection include a lot of border area to avoid having part of the picture cut off. If this does happen, click **Undo** and make a wider selection before trying again.

Fig. 5.8 Skew

This above blue box show in fig 5.8 is skewed 20 degrees horizontally. We can skew a selection both horizontally and vertically.

5.1.2.3.4 Rotate or flip

This menu helps us making mirror images of selections, either vertically or horizontally, and it also helps us in rotating an item 90 degrees.

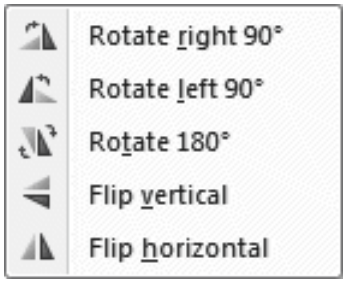

Fig. 5.9 Rotate or flip

Making a mirror image is easy if we are trying to draw anything that looks symmetrical. We have to just copy half of the picture, flip it and join it to itself.

- **Invert Color :** Another set of options are available if we **right** click on a selection we have made. It includes **Cut, Copy, Paste, Crop, Select all, Invert selection, Delete, Rotate and Resize**, the only one option that is available on this menu and nowhere else is **Invert color**. It helps in making a black mask with white lettering to create a fancy fill for text. Invest color always shows opposite color of our selection for e.g. if we select black color then use invert color, it will show as white color.

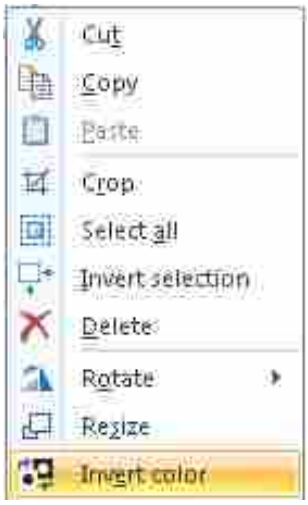

Fig. 5.10 Invert Color

5.1.3 The Tools Menu

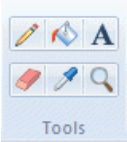

Fig. 5.11 Tools Menu

5.1.3.1 Pencil

The pencil tool is used for free-hand drawing, or it can be used for pixel-by-pixel editing in a zoom-in view.

Fig. 5.12 Pencil

When we work with the pencil tool, we must press the left mouse button to draw with Color 1 and with the right mouse button to draw with Color 2.

Note : Color 1 in Paint is referred to as the Foreground color, and Color 2 is the Background color of the picture. We can also change the pencil's thickness in the Size tab to 1, 2, 3 or 4 pixels or with the use of ctrl + '+' button to increase the size or ctrl + '–' to decrease the size.

5.1.3.2 Fill with Color

The Fill with color tool, is used to fill an area with **a single color**. Color 1 is used if we press the left mouse button on the area to be filled. Color 2 is used if we press with the right mouse button.

Fig. 5.13 Fill with Color

This tool does not work successfully if we are trying to color different shades of one color. The Fill with Color tool always fills with a solid color.

5.1.3.3 The Text Tool

Like earlier versions **of** Paint, The Text tool is used to insert our text.

Fig. 5.14 Text Tool

To begin inserting text, click on the text tool. Our cursor will change to an insertion bar.With this cursor, drag to draw box that we think will be needed to hold our text. Now we must not **click anywhere outside that box.**

The **Text Toolbar** appears as shown in figure below :

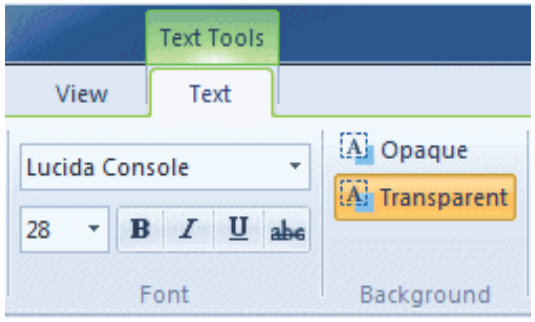

Fig. 5.15 Text Toolbar

Now we can type our text.

Formatting the text :

1. Select the text we have typed.
2. Click the down arrow at the end of the **Font Name** box, so that a list of fonts drops down.
3. Move your cursor – without pressing any mouse buttonsup and down in the font list. As we do this, the appearance of the text we have typed will change accordingly. When we like what we see, click on the name of that font.
4. The font list will close.
5. We can repeat this process with the **Font Size** list also.
6. We can also click the **Background** from **Transparent** to **Opaque** or vice versa.
7. We can change both Color 1 and Color 2.

Note : If we hit the enter key at the end of our text, the box will expand downwards. We can also use the handles to move the text box across the page, pulling it wider on one side and pulling it in on the other. There is no way to align our text automatically to the centre, we can put our cursor to the left of the text and press the space bar as many times as necessary to centre align the text.

Fig. 5.16 Formatting the text

We can also type text in different colors, fonts and size, in the same text box. When we are making changes, only selected text will be affected.When we have completed editing of text, we can click anywhere on the page outside of your text box. After clicking away from the text box, the Text Toolbar disappears and the text becomes part of our picture. Now, it cannot be edited in any way.

5.1.3.4 The Eraser

The Erasertool erase the part of a picture with the left button of the mouse pressed. It changes whatever is dragged across to the background color – Color 2

Fig. 5.17 Eraser

With the right button pressed, the eraser tool changes pixels of Color 1 to Color 2, but leaves everything else unaffected. We can resize our eraser with the help of ctrl + '+' button or ctrl + '–' button.

5.1.3.5 The Color Picker

The Color Picker Tool is used to set the current foreground or background color and to match any color in our picture. It's especially useful when colors in the picture are different from those on the palette. By picking a color from the picture, we can make sure that we are using the color we want when drawing in Paint, so that our colors match.

Fig. 5.18 Color Picker

For example we are zoomed in and working with the Pencil tool on an area that has many shades of red, and we want to use one of those shades. Click the Color Picker and click directly on the shade of red that we want to use. The tool will immediately change back to the Pencil, loaded with the color we want.

5.1.3.6 The Magnifier

The Magnifier Tool is used to zoom in on a section of our picture. Magnifier can be clicked over an area of which we want a closer view. The Left click gives a closer view and Right click zoom out.

Fig. 5.19 Magnifier

5.1.4 Brushes

We can work in various widths and textures with the help of Brushes. Widths are controlled by the brushes and the Size Tool together; textures are controlled by the brushes.

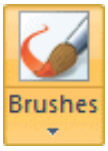

Fig. 5.20 Brushes

In the figure shown below lines are drawn with each of the offered brushes, using the same color and the same line width for each.

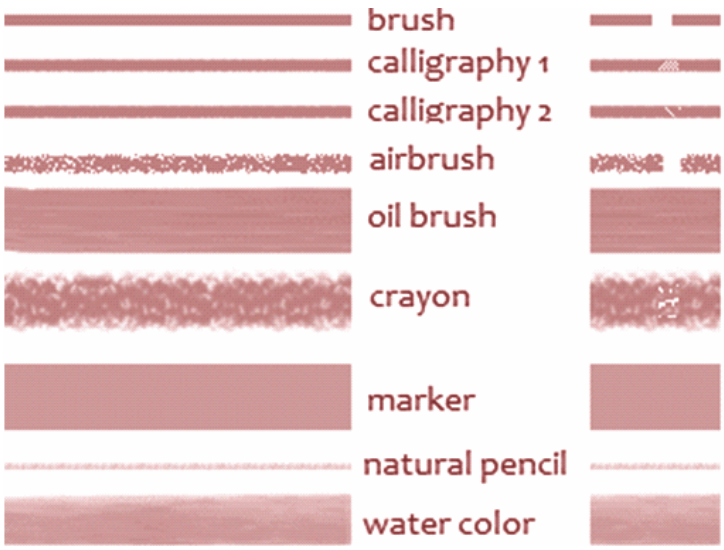

Fig. 5.21 Lines are drawn withBrushes

5.1.5 Shapes

In the Shapes Gallery, along with Rectangles, Rounded Rectangles Ellipses and Freehand Polygons, the Line Tool and the Curved Line Tool

can also be seen. There are number of other shapes such as arrows, speech balloons, various stars and others are also included.

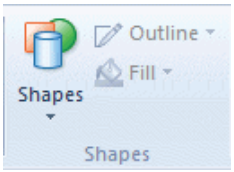

Fig. 5.22 Shapes

We can open the **Shapes Gallery** by clicking the down arrow under the Shapes picture and click the shape we want to draw.

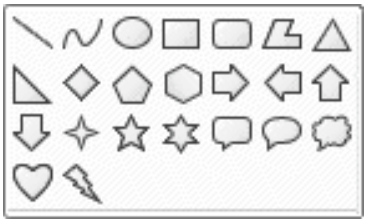

Fig. 5.23 Shapes Gallery

- **Straight Lines :** Straight lines can be drawn while the left mouse button is pressed and will use Color 1, those drawn with the right button will use Color 2. Line will be perfectly straight, If we hold down the Shift key while drawing a line.
- **Curved Lines :** Click the Curved Line button to draw a curve. Click the Outline button and choose Solid Color or a texture of your choice. Then click under the Size picture and choose a line thickness.

Fig. 5.24 Curved Lines

- **Elipses, Rectangles, Circles and Squares :** If we want to draw an exact shape such as a square or a circle, hold the Shift key while we draw.
- **Freehand Polygons :** To draw a freehand polygon, click the Polygon button in the gallery. Hold a mouse button down and draw the

first line of the polygon. Then release your mouse button and click where you want the next line to end. Keep clicking end points until we want the last line to finish the shape, then double click

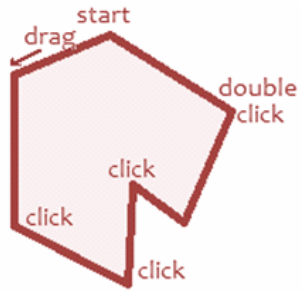

Fig. 5.25 Freehand Polygons

5.1.6 The Size Tool

This tool becomes active only **after** we choose either a Brush or a Shape. After selecting our Brush or Shape we will find down arrow under **SizeTool** and can choose a line thickness. The line thicknesses offered vary according to the brush we have chosen.

Fig. 5.26 Size Tool

5.1.7 Colors

The Color section of the ribbon has three parts :

1. Boxes showing the active colors – Color 1 and Color 2,
2. The Color Palette
3. The Edit Colors button

1. The Color Boxes :

Fig. 5.27 Color 1 selected in Color Boxes

Fig. 5.28 Color 2 selected in Color Boxes

➥ **Color 1** is the **Foreground Color**, and is always black when we open Paint.

➥ **Color 2** is the **Background Color**, and is always white when we open Paint.

2. The Color Palette : The two top lines of the Color Palette show all the colors available whenever we are making a picture. The line of blank squares at the bottom shows those colors, we have edited **during our work.** Once Paint is closed, the edited colors vanish away.

Fig. 5.29 Color Palette

3. Edit Colors : The Edit Colors button takes us into the Edit Colors dialogue box.

Fig. 5.30 Edit Colors

The Edit Colors dialogue box is shown in figure below :

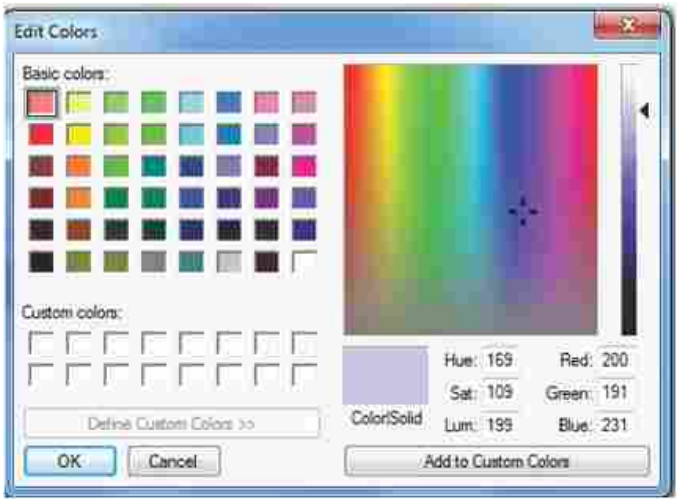

Fig. 5.31 Edit Colors

Here we can click any color on an extended palette and click the Add to Custom Colors button. Here only one color will be added to the squares under the palette. To add more colors, we must return to the dialogue box and add them one at a time.

5.2. View Tab Ribbon

The following section explains the View Tab Ribbon. It has three main options : Zoom, Show or hide and Display.

5.2.1 Zoom

Zooming in and out can be used alone or in conjunction with the Zoom Tool on the Ribbon or the slider on the Status Bar. **Zoom in** and **Zoom out** tools can be clicked repeatedly to get a closer or more distant view. **The 100% option** brings us back to normal view of the picture.

5.2.2 Show or Hide

This portion of the View Tab Ribbon includes :

- The **Show or Hide** option for the **status bar**. The status bar is very useful while drawing pictures precisely.
- **Gridlines** are convenient if we want to align shapes accurately.
- **Rulers can be t**urned on or off as per our requirement.

5.2.3 Display

On the **Display** section, we can click for **Full Screen View**. We can also get a Full Screen View by hitting F11. We can **come back to a normal view by pressing the Esc key.**

- **Thumbnail** is active only when we are zoomed in. It helps us seeing how changes, we have made are affecting our picture in normal view.

Points to Remember

1. Many of the tools we use in Paint are found in the Home Tab Ribbon
2. The clipboard menu has three options – **Cut, Copy** and **Paste.**
3. The top button, a diamond shape with a line through it is crop. It helps us crop to our picture so that only the selected area remains.
4. **The Eraser** tool erases the part of a picture with the left button of the mouse pressed.
5. Zooming in and out can be used alone or in conjunction with the Zoom Tool on the Ribbon or the slider on the Status Bar.

Exercise

1. Fill in the Blanks using the right option :

1. The clipboard menu has three options – Cut, Copy and …… .

   (1) Paste (2) Move (3) Close (4) Zoom

2. The top button, a diamond shape with a line through it is …… .

   (1) Paste (2) Cut (3) Copy (4) Crop

3. The …… tool can be used to draw pentagon.

   (1) Triangle (2)Rectangle (3) Pentagon (4) Hexagon

4. The Eraser tool erase the part of a picture with the …… button of the mouse pressed

   (1) Left (2) Right (3) scroll (4) None of these

5. Color 2 is used if we press with the …… mouse button

   (1) Left (2) Right (3) scroll (4) None of these

2. Write down True or False :

1. Ellipse tool help us to draw a square.
2. Eraser tool is used for free hand drawing.
3. Brush tool is used to spray colors.
4. Drawing/Work area is place where you can draw pictures.
5. Text tool is used to add text in a picture.

3. Short Answer type Questions :

1. What is Home Tab Ribbon?
2. Write the name of main parts of Home Tab Ribbon
3. Write the name of tools available in Tools Menu
4. What is size tool?
5. Write about brushes

4. Long Answer type Questions :

1. Explains the section of View Tab Ribbon
2. Explain the parts of Color section in Home Tab Ribbon
3. Write about Resize and Skew option
4. What is Text Tool? How to Formatting the text
5. Write about shapes menu

5. Name the following tools :






_____ _____ _____ _____ _____ _____

Name the following Shapes :






_____ _____ _____ _____ _____ _____

LESSON
6

Hardware and Software

Objective of this Chapter

6.1 What is Hardware?

6.2 What is Software?

6.3 Types of Software

6.4 System Software and Application Software

6.5 Relationship between Hardware & Software

Introduction

Computer is a type of an electronic machine which stores data, uses it for future, process it and which can be programmed through instructions. Computer is a combination of hardware and software which are inter-dependent. It means without software hardware is limited and without hardware software cannot be operated properly. To work efficiently hardware and software needs each other.

6.1 What is Hardware ?

In the computer world, hardware refers to the physical components like Keyboard, Mouse, Printer, Monitor that make up computer system. Input is feed and output is received through hardware. Data is stored and processed on Hardware. Hardware can be touched and sensed.

Features of Hardware :

1. We can touch it.
2. We can feel it.
3. It occupies space.
4. We can process &store data on it.

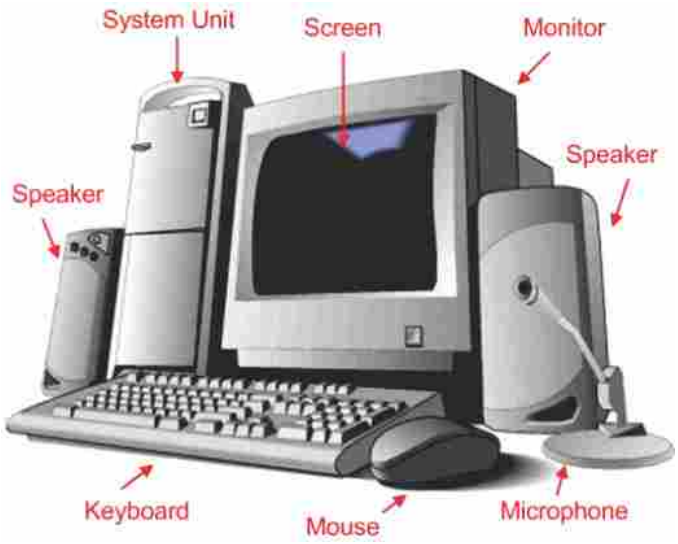

Fig. 6.1

6.1.1 Computer Case

The Computer case also known as Computer Chassis or System unit or Cabinet etc is the usually made up of plastic or metal box that contains the computer's main parts such as the motherboard, hard drives, etc.

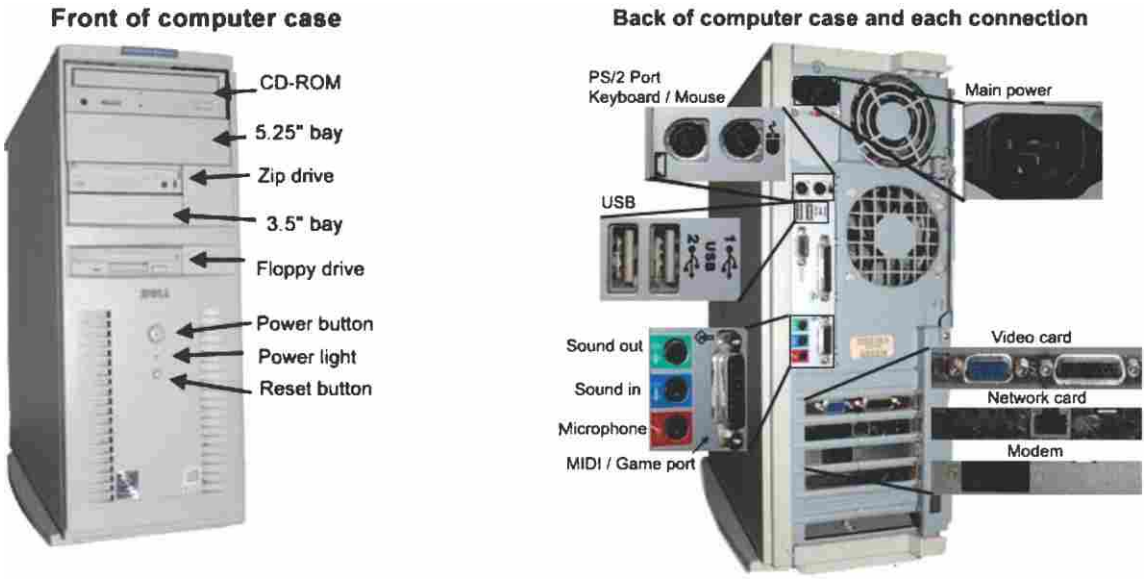

Fig. 6.2 Computer Case Views

6.1.2 Motherboard

The motherboard is a sheet of plastic (board) that holds all the circuitry to connect the various components of a computer system.

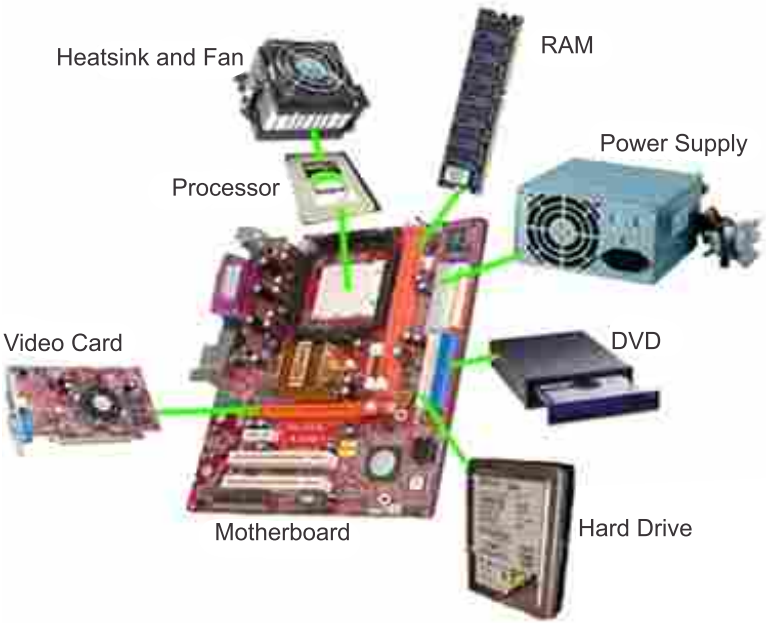

Fig 6.3 Mother Board

Some of the Hardware components that are connected with motherboard are :

- **Hard Drive :** Hard drive Or Hard Disk is the main storage media device that permanently stores all data on the computer.
- **Video Card :** The video card is the device in a computer that outputs visual information to the monitor.
- **Processor :** Processor is the main part of computer system which carries out the instructions of a computer program by performing the basic arithmetical, logical, control, and input/output operations of the system. It acts as a brain of the computer system & termed as CPU
- **FAN :** Every computer has a cooling fan designed primarily to prevent the CPU from overheating. Cooling fans may bring cool air into the computer cabinet and draw hot air out of it.
- **RAM :** It is a type of data storage used in computers that is generally located on the motherboard. This type of memory is volatile and all information that was stored in this memory is lost when the computer is turned off.
- **Power Supply (SMPS) :** The component that supplies power to a computer. it is also called switched-mode power supply (SMPS).
- **CD/DVD ROM :** It is used to run CD/DVD in the computer.

6.1.3 Important points for taking care of Hardware.

If different components of computer are not properly looked after,they get spoiled very soon. Following points should be kept in mind while handling Hardware:

1. We must keep all the parts of computer clean.
2. We must cover it after use.
3. We must not pull cables of computer parts.
4. We must press keyboard keys gently.
5. We must not eat anything in the Computer Room.
6. We must keep Hardware properly
7. We must handle different parts of computer in a proper way.
8. We must use soft cloth or brush to clean computer.
9. We must not clean the equipment while the computer is turned on.

6.2 What is Software

A Computer without instructions is like a car without a driver. It requires a set of instructions given by us to work on. Sequence of instructions is called program.

Software is the collection of program that are stored and run on computer hardware and help user to work on the computer. Software is a program stored in a storage device. You can make a software or you can get ready made software from market. e.g. MS Word, Games etc.

Features of software :

1. Software has no weight.
2. We cannot touch it.
3. A software helps the computer to work.
4. These are costly.

A group of instructions is known as Program

Many programs are combined to make up a Software

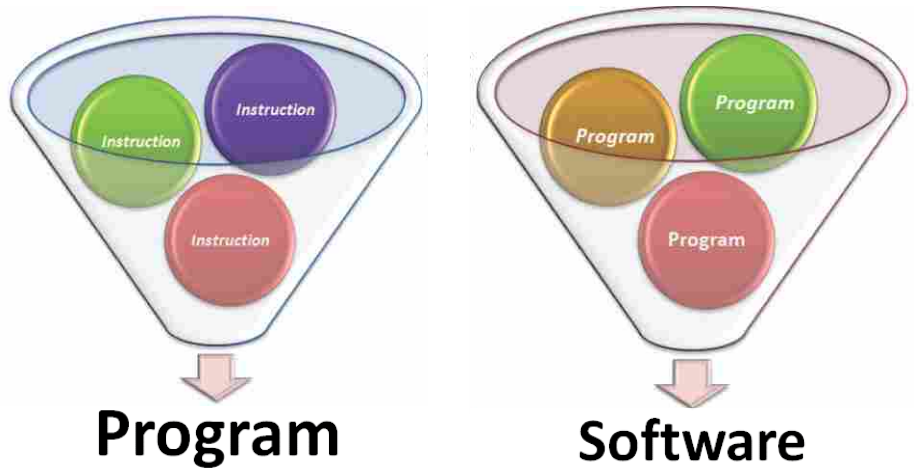

Fig 6.4

6.3 Types of Software

Software is of two types :

- System Software
- Application Software

6.3.1 System Software

System Software is defined as a collection of programs that control the operation and internal working of the computer system. It reads data from input devices and transfers the processed information to output devices. It works like a manager. It plays an important role in computer. We cannot take any work from computer without it. Example of system software are- Operating System, Utility Program, Language Translator.

Features :

1. It is costly.
2. It is difficult to generate system software.
3. It is complex. It can be developed by an expert only
4. A computer system cannot work without it.

Fig. 6.5 System Software

6.3.2 Application Software

It is used for an important task. These are sets of program developed by programmers in order to perform specific types of jobs like creating the documents, making calculations, preparing results & reports, creating graphics, arranging data in an organized way. System software is the need of every computer but application software can be different for different computers. Today there are many application software available in the market. e.g wordprocessor, spreadsheet, presentation tool, graphics software, database etc.

Features of application software :

1. It depends on user requirement
2. It is cheaper than system software
3. Graphics, documents, reports are easily created in them.

Fig. 6.6 Application software

6.4 System Software and Application Software

System software is different from Application Software in many aspects. Let us differentiate the two :

S.No.	System Software	Application Software
1.	System software is compulsory to operate a computer. Computer cannot work without it.	Application software is not compulsory to operate a computer. Computer can work without it.
2.	It is very complex. It can be made by expert only.	It is generally simple. A person with less experience can made it.
3.	It is expensive.	It is cheaper
4.	System software interact directly with hardware. It depends on operating system	Application software does not interact directly with hardware. It depends on system software
5.	Example : window, Unix etc.	Example : MS-Word, MS-Excel, Paint etc.

6.5 Relationship Between Hardware And Software

For a Computer to produce useful output its **Hardware and Software** must work together. Hardware & software cannot work properly without each other. Hardware components are controlled by software. For example: when we purchased a new mobile phone & memory card from market they are hardware's. We upload songs & games on them they acts as software's.

Another example is ATM machine. ATM machine acts as a hardware & the set of instruction that are followed by machine to operate its functions are software .in the same way in washing machine, washing machine acts as hardware & the set of instruction or process by which it rinse & spins the clothes are known as software.

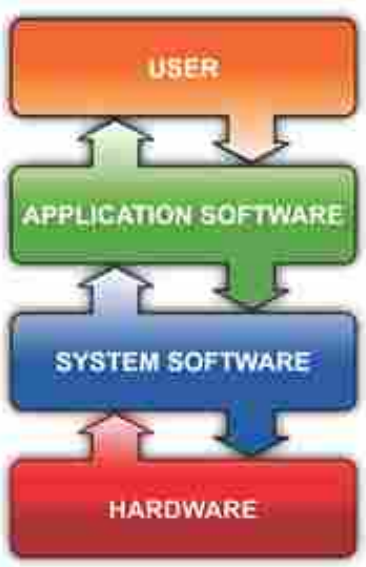

Fig 6.6

Points to Remember

1. Parts of computer are called Hardware.
2. Hardware can be touched and sensed.
3. Printer, Monitor, Keyboard, Mouse, Hard Disk are parts of Hardware.
4. Set of all programs are called Software.
5. Software is of two types : System and Application Software.
6. We cannot touch software.
7. MS-Word, MS-Excel, MS-PowerPoint are examples of Application Software.

Exercise

1. Fill in the Blanks using the right option :

1. Computer is a product of hardware and …… .
   (1) Software (2) Application (3) Program (4) All of these
2. Set of instructions is called …… .
   (1) Software (2) Hardware (3) Program (4) Application
3. Group of programs is called …… .
   (1) Hardware (2) Software (3) Processor (4) None of these

4. Software is mainly of …… types.

(1) Two (2) Three (3) Four (4) Five

5. Computer cannot work without …… .

(1) Word (2) Excel

(3) System software (4) PowerPoint

2. Write down True or False :

1. Other name of software is hardware.
2. All the instructions given in the form of program are called Software.
3. We cannot touch Hardware.
4. System and Application Software are two types of Software.
5. System software is expensive.

3. Which of the following are Hardware :

1. Hard disk
2. CD
3. Mouse
4. MS-Paint
5. Presentation
6. Keyboard

4. Short Answer type Questions :

1. What is Hardware?
2. What is Software?
3. Name two types of Software.
4. Give four examples of Hardware.
5. What are the qualities or features of Software?

5. Long Answer type Questions :

1. Write the difference between Application Software and System Software.
2. Write a note on Hardware.

3. What are the points while taking care of Hardware?
4. Define Motherboard. Explain any of its five parts?

Group Activities

1. **Write the name of the Pictures given below.**

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LESSON 7

Input Devices

Objective of this Chapter

7.1 Input devices
7.2 Uses of Input Devices
7.3 Keyboard
7.4 Mouse
7.5 Microphone
7.6 Scanner
7.7 Web Camera
7.8 Touch Pad
7.9 Bar Code Reader
7.10 Light Pen
7.11 Joy Stick
7.12 Touch Screen
7.13 Track Ball
7.14 Magnetic ink card reader
7.15 Digitizer
7.16 Biometric
7.17 Electronic Signature Pad

Introduction

The computer will be of no use unless it is able to communicate with the outside world. Input devices are required for users to communicate with the computer. In simple terms, input devices bring information into the computer these input devices are known as peripherals since they are attached with the CPU and memory of a computer system.

CPU alone cannot function. It has many helping devices. These devices help in its working. Some devices give input to CPU and some receive its output. Devices which give input to computer are called **Input devices**. In this lesson we will study about these devices in detail.