



JAGAT TARAN GOLDEN JUBILEE SCHOOL

Session 2020-21

Class- IV

Subject: Art

Study Material

Follow the Instructions given below:-

- 1.) Tap the link: <https://snappy.appypie.com/index/app-download/appId/3515f582d4b3>
- 2.) Then, install the 'Drawing Skills' app.
- 3.) Open the app
- 4.) Click on 'options' icon at the top left
- 5.) Click on 'B' Icon
- 6.) Select the video according to your ward's class
- 7.) Play the video and draw and colour the drawing as per instructions in the video



JAGAT TARAN GOLDEN JUBILEE SCHOOL

Note:

1. Parents are requested to provide a drawing notebook to students which is easily available at the home
2. Children can use any colours that are available at the home

Stay home, Stay

Healthy!

Thank you

JAGAT TARAN GOLDEN JUBILEE SCHOOL

Session: 2020-2021

Subject: COMPUTER SCIENCE

CLASS 1 TO 5

PDF OF CHAPTER 1 AND 2 (including exercises)



Cyber Tools-Bk1-ch1
and 2.pdf



Cyber Tools-Bk2-ch1
and 2.pdf



Cyber Tools-Bk3-ch1
and 2.pdf



Cyber Tools-Bk4-ch1
and 2.pdf



Cyber Tools-Bk5-ch1
and 2.pdf

Material required:

If possible takeout the printouts of the first two chapters (**class wise and chapter wise PDF attached above**) and do the exercises, otherwise take interleave notebook and pen down the exercises and solve them.

Video tutorials of the lessons:

To access the videos copy the given link and paste it on the browser address bar and press enter key.

Or

CTRL + click on the link given

Class 1 videos of Lesson 1 and 2:

https://drive.google.com/drive/folders/11KBrXzgplzVV1PLQha_wlImwreroNsUC

Class 2 videos of Lesson 1 and 2:

https://drive.google.com/drive/folders/1FdSoKW_1edtjAVt0CJCW_AtTdjIADODy

Class 3 videos of Lesson 1 and 2:

<https://drive.google.com/drive/folders/1XPU0RhEbHyY-Z62iXmnyKvEu4AFtrCUn>

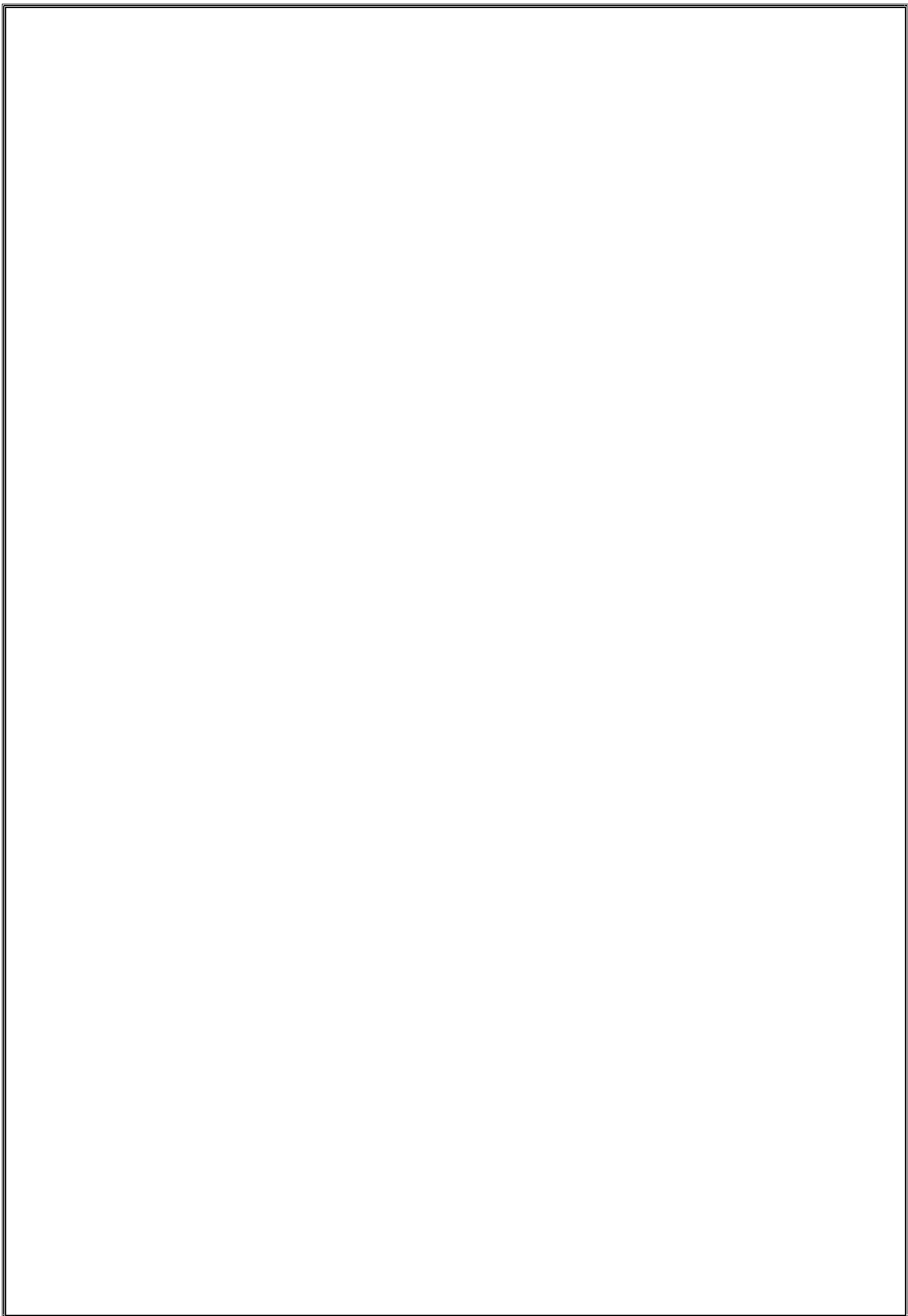
Class 4 videos of Lesson 1 and 2:

<https://drive.google.com/drive/folders/1qPFwg837mCj-nBeMkjuNLzfxizNrY3F3>

Class 5 videos of Lesson 1 and 2:

https://drive.google.com/drive/folders/1y8UeV4in8tfWZrOFyM_x5KCXftfUg2uy

Warm Regards



Cyber TOOLS

Based on Windows 10 with MS Office 2016 Version

Name

Class Section Roll No

School

Address

Phone

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INPUT, OUTPUT, AND STORAGE DEVICES

LEARNING IN THIS CHAPTER

- Computer system
- Input devices
- Output devices
- Parts of a computer
- Processing device
- Storage devices

A computer is a machine that works on electricity. It can be compared to a magic box that can do a variety of jobs. Computers are not confined to offices only. They can be seen everywhere around us, such as at shops, schools, hospitals, banks, airports, railway stations, etc. Computers work very fast and give 100% accurate results.



Definition: A computer is an electronic device that accepts data and instructions given by the user, processes them accordingly, and gives meaningful results.

A computer system performs three basic functions:



Figure 1.1: Working Cycle of a Computer

➤ PARTS OF A COMPUTER

A computer system is made up of four types of devices.

- Input Devices
- Processing Device
- Output Devices
- Storage Devices

These devices are connected with each other through wires. A computer performs various tasks with the help of these devices.

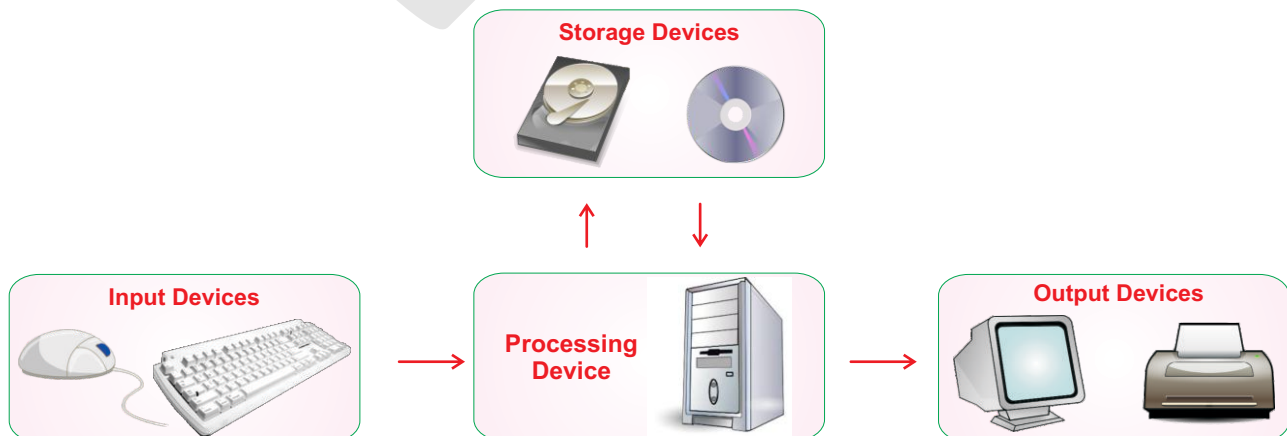


Figure 1.2: Parts of a Computer

➤ INPUT DEVICES

The devices through which we enter data and instructions are called the **Input Devices**. A most commonly used input device is the Keyboard.

The other input devices are mouse, trackball, and light pen. They do not require typing of input data and are called **Pointing Devices**. We can select any item on the screen by pointing and clicking on it.

KEYBOARD

A keyboard is used to input data and instructions into the computer. A standard keyboard has 104 keys, which can be divided into four groups: Typing keys (Alphabet keys and Numeric keys), Function keys (F1–F12), Navigation keys (Arrow keys, Home, End, Page Up, Page Down, etc.), and Control keys (Ctrl, Alt, Windows logo key, and Esc).



MOUSE



A mouse is a hand-held pointing device with two buttons on its top. It is used to control the movement of the pointer to select an object and open files/folders. A mouse is also used to draw pictures.

MICROPHONE

A microphone is an input device, which is used to record voice, music, and sound into the computer system. Sound cards enable a computer to record sound from a microphone, which is connected to the computer.



TOUCH PAD

On a laptop, a touch sensitive pad is used instead of a mouse. We can control the movement of the pointer on the screen by moving the finger on the touch pad.



Fact File



Sir Christopher Latham Sholes was the inventor of **QWERTY** Keyboard.

Fact File



Dr Engelbart is the inventor of the computer mouse.

Let's Know More



Magic Mouse - A magic mouse is a multi-touch mouse, which was designed in 2009.

Let's Know More

Track Ball



You can also use a Track Ball instead of a mouse. It has a ball on its top. To move the pointer on the screen, you need to roll the ball with your finger.

TOUCH SCREEN

Touch screen is a computer screen, that is sensitive to the touch. On it, we can select objects directly by touching them with fingers without using any pointing device. They are used in Tablets, Laptops, ATMs, Cell phones, etc.



LIGHT PEN



A light pen is a pen-like pointing device. It is used to select objects on the display screen. It is quite similar to a mouse, except that it allows the users to point to the objects displayed on the screen or draw directly on it. A light pen is used only with CRT monitors. These days stylus, which is a type of light pen, is used with a tablet or digitizer.

SCANNER

It is a device that reads the text or pictures printed on a paper and translates the information into a form that a computer understands. There are mainly four types of scanners but only two are commonly used. These are flat bed scanners and hand-held scanners.



DIGITAL CAMERA

A digital camera is used to take photographs and record videos. The photos/videos taken with a digital camera are stored in the memory chip inside the camera. Then, the digital camera is plugged into the computer and the images/videos are transferred to it for storing, editing, printing, etc.

WEB CAMERA

A web camera is a device connected to the computer for capturing still images and live videos. It is primarily used to chat live with friends and relatives using the internet.



➤ PROCESSING DEVICE

CENTRAL PROCESSING UNIT

In a human body, the brain has an important role to play. The activities that we perform are the result of signals that we receive from our brain. Likewise, the Central Processing Unit or CPU is the brain of a computer where it processes and stores the information, performs calculations, and sends the result to the output devices. It is placed inside a box called the **CPU Cabinet**.



The CPU has three main parts: ALU, CU, and MU.



Figure 1.3: Parts of CPU

- 1. Memory Unit (MU):** This unit stores information temporarily or permanently according to our need.
- 2. Arithmetic and Logical Unit (ALU):** This unit performs all arithmetic calculations and logical operations.
- 3. Control Unit (CU):** The control unit controls the working of all the other units, i.e, MU, ALU, Input devices, and Output devices. It works like a traffic policeman.

➤ OUTPUT DEVICES

Output devices are used to display the data that we enter into a computer and the results that we get after processing.

MONITOR

The most common output device is the monitor. It looks like a television.

The output that we get on a monitor is called the **Soft Copy**. There are three types of monitors: CRT monitors, LCD monitors, and LED monitors.

CRT monitors are generally less expensive, but consume more electricity.



Both CRT and LCD monitors produce sharp images, but **LCD** monitors have the advantage of being much thinner, lighter, and consume less electricity.

The third type of monitors are **LED** monitors. These monitors look more or less the same as LCD monitors. These have better picture quality and are much in demand than LCDs.



SPEAKERS

Speakers are the output devices that are used to listen to music and sound effects from the computer. These may be built into the CPU cabinet or connected with cables to the CPU cabinet.



Fact File



Vinod Dham

He is popularly known as the 'Father of Pentium' for his contribution in the development of the Pentium Processor from Intel.

Let's Know More



Bar Code Scanner

It is used to scan the printed bar codes present on the various products. It can be seen in shops, malls, etc.

Know the Fact

- Motherboard is the main circuit board of the computer system.
- CPU and other computer hardware components are attached to the motherboard.

PRINTER

It is an important part of a computer system. It prints the output onto the paper. The printed copy is called the **Hard Copy**. The most commonly used printers are: Dot Matrix, Inkjet, and Laser printers.



▶ The **Dot Matrix** Printer works like a typewriter and creates an impression by striking its printing head on the paper. It is very noisy and does not produce quality output. It gives the output only in black and white.

The **Inkjet Printer** sprays droplets of ink on the paper to form the text and graphics. It is ideal for routine business work and personal documents. It can give the output both in black and white and in colour. It produces high quality prints when used with a special paper.





▶ The **Laser Printer** uses laser beams and dry ink to print. It is used mainly in publishing houses. It prints very fast and gives high quality output. Some printers also work like a photocopier machine. The laser printers cost more than the Inkjet printers.

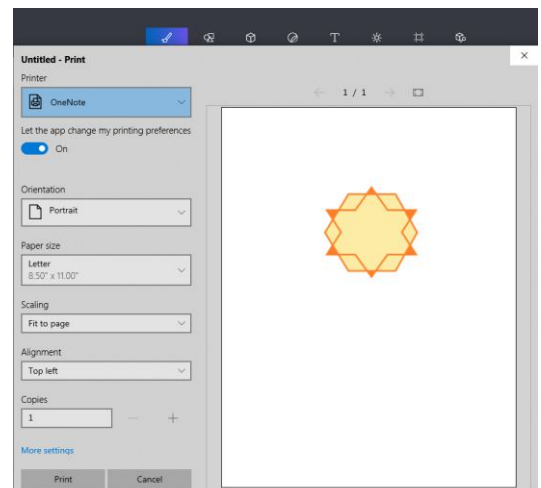
3D printers are remarkable machines that can make everyday things in different materials, in all forms. Various objects are created in 3D using additive processes. In this process, an object is created by laying down successive layers of material until an object is entirely made. In comparison, 3D printers are much costlier than the other printers.



Activity ZONE

USING PRINTER

- ▶ Open **Paint 3D** and draw a 2D drawing.
- ▶ Fill colours in it and save the file.
- ▶ Click on the **Menu** icon , select the **Save** option, and specify the file name.
- ▶ Click on the **Menu** icon and select the **Print** option.
- ▶ Choose the **2D print**  option from the **Print** pane.
- ▶ In the **Print** dialog box, specify the number of copies either by typing the number or by clicking the '+' icon.
- ▶ Click on the **Print** button.



➤ STORAGE DEVICES

Like our brain, a computer stores the data temporarily or permanently using short term or long term memory. The devices that help us in storing the data are called storage devices. We can retrieve the data from these devices whenever needed.

BITS AND BYTE

A computer can understand only two states-ON (represented by 1) and OFF (represented by 0). These two digits-0s and 1s are called **Binary digits** or **Bits**. The data is stored in the computer memory in the form of bits, and is measured in **Bytes**.

Every computer has a certain amount of memory. The memory capacity determines how much data and instructions can be stored in the computer either temporarily or permanently.

MEMORY SIZE

8 Bits	=	1 Byte	1024 TB	=	1 Petabyte (1 PB)
1024 Bytes	=	1 Kilobyte (1 KB)	1024 PB	=	1 Exabyte (1 EB)
1024 KB	=	1 Megabyte (1 MB)	1024 EB	=	1 Zettabyte (1 ZB)
1024 MB	=	1 Gigabyte (1 GB)	1024 ZB	=	1 Yottabyte (1 YB)
1024 GB	=	1 Terabyte (1 TB)			

The memory of a computer is of two types:

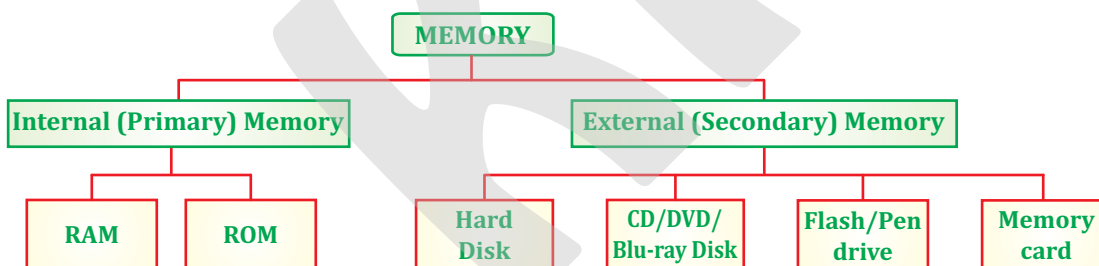


Figure 1.4: Types of Computer Memory

INTERNAL MEMORY

Internal memory is also called **Primary memory** or **Main memory**. It is the built-in memory, designed to store data and instructions while the computer is working. The data stored in the internal memory is erased when the computer is turned off. It is always easier to access data or programs from the internal memory as it is the fastest of all forms of computer data storage.

Primary memory is of two types:

Random Access Memory (RAM): It stores the information temporarily and

Let's Know More

The Laser printer was invented at Xerox in 1969 by **Gary Starkweather**.

Know the Fact

The amount of RAM installed in a computer affects the number and size of programs that a system can run simultaneously.

Let's Know More

When we start a computer, the operating system is loaded into RAM. Any software that we run is also loaded into RAM. It means that a computer with more RAM will work faster than a computer with lesser RAM.

Fact File



Hard Disk was invented by an IBM team lead by **Rey Johnson**. He is considered as the father of the hard disk drive.

Let's Know More



A **Multifunction Printer** is an office machine, which not only prints, but also scans, produces photocopies, and fax the document. This type of printer is also known as **All-in-One Printer**.

works like a blackboard that can be constantly overwritten with new data. The information stored in the memory is lost when you turn off the computer or the power goes off. That is why RAM is also called Volatile memory.



RAM is like a calculator, where the information exists till the calculator is on. The moment you turn off the calculator, all the data disappears.

Example

Read Only Memory (ROM): It stores the start up instructions that prepare a computer for use. The instructions stored in the ROM cannot be changed, but can only be read. It retains the stored information even when the power is switched off. Therefore it is called non-volatile memory.



ROM is like an audio disk that can be played, but we cannot record anything on it, except in special types of disks.

Example

EXTERNAL MEMORY

It is used to store information for a long period. Data is not lost in the external memory even when the computer is turned off. It is also called the **Secondary Memory**. The external memory is essential, because the internal memory of a computer has limited storage capacity.



In our daily life, we use many storage devices, such as cupboard, book shelf, refrigerator, school bag, etc. A computer also uses various storage devices that vary in their storage capacity, e.g., hard disk, pen drive, CD, etc. These are permanent or non-volatile storage devices.

Example

When we run a program, it is copied from the secondary storage into the internal memory. It takes more time to access data from the secondary memory as compared to the internal memory.

PORTABLE STORAGE DEVICES

Hard Disk: It is the main storage component in a computer. It is fixed inside the CPU box. It can hold a large amount of data. Hard disks can store up to **16 TB** of data. Nowadays, external hard disks are also available, which are small in size and can be carried anywhere.



CD: CD stands for **Compact Disk**. It is an optical storage device. A CD is a thin, shiny, circular disk that can store up to **700 MB** of data and measures **4.7 inches** in diameter. A CD can hold text, graphics, sound, images, and videos. It can be used for data backup and storing software.

DVD: The full form of DVD is **Digital Versatile Disk** or **Digital Video Disk**. It is an optical storage device that is used for data storage and recording movies with high video and sound quality. The storage capacity varies from **4.7 GB** to **17 GB**.



Blu-Ray Disk: It is a new optical disk format that can store up to **128 GB** of data. This disk is mainly used for storing high quality sound, games, and movie data. The name Blu-ray disk has been derived from the Blue-violet laser that is used to read and write data on it.

Activity ZONE >>

Using a CD/DVD

- Press the push button present on the CD/DVD drive. The CD/DVD drive tray will slide out.
- Place a CD/DVD on it and press the push button. The tray will move in.
- The CD/DVD has an **AutoPlay** program and the CD/DVD will start playing automatically.
- If the CD/DVD does not play automatically, double-click on the **CD/DVD** drive icon in the **This PC** folder. It will display its contents. To open any file, just double-click on it.

Flash Drive: It is popularly known as **pen drive** and the most popular data backup device. It is a plug and play device and can be connected to the Universal Serial Bus (USB) port. It is a small, light weight, and removable drive. It is used for copying and moving data from one computer to another. A flash drive can store up to **4 TB** of data.



Memory Card: A memory card is a storage medium for portable devices, like mobiles, digital cameras, and music players. These devices transfer image and music files into a computer by using memory card reader that can be connected with a computer through a USB cable. Nowadays, most of the laptops come with an in-built card reader port.



A multimedia card in a digital camera or mobile

A memory multimedia card is small in size; approximately the size of a postage stamp.

Multimedia cards are available in various storage capacities ranging up to **512 GB**.



RECAP

- A computer system performs three basic functions: Input, Processing, and Output.
- A computer system is made up of four types of devices, Input Devices, Output Devices, Processing Device, Storage Devices.
- The devices through which we enter data and instructions into a computer are called the input devices.
- The devices that display input as well as the result, which we get after processing are called the output devices.
- The devices used to store data and instructions entered by a user are called the storage devices.



**BRAIN
DEVELOPER**

SECTION - A

A. Fill in the blanks.

1. The.....printers give very high quality output.
2.devices display the result that we get after processing.
3. The information in a computer is stored in the form of digits.
4.andare the two types of memories present in a computer.
5. A flash drive is popularly known as

HINTS

- Output • Laser • External • Pen drive • Internal • Binary

B. State True or False.

1. A digital camera is used to share pictures and have live chat on the internet.
2. The CPU manages all the jobs of a computer.
3. A multifunction printer is also known as an All-in-One Printer.
4. RAM stands for Random Access Memory.
5. 1 Megabyte is equal to 1024 Gigabytes.

C. Application-based questions.

1. Smriti has lost her computer notebook in the class and the next day she has to appear for a test. Which device will you suggest her to use so that she can take the photocopy of the chapters from her friend's notebook?

2. Sohail could not finish his project work in the class, so he wants to carry the softcopy of the project to his house in order to finish it. Which device will you suggest him to fulfill the task?
-

D. Match the following.

A	B
Blu-ray Disk	4.7" in diameter
MU	Used to listen to music and sound effects
CD	Stores information
Speakers	128 GB

SECTION - B

A. Multiple-choice questions.

- Which output device allows you to record sound?
 - Microphone
 - Speakers
 - Monitor
- Which device is used to control the movement of the pointer on a laptop?
 - Touch Pad
 - Track Ball
 - Touch Screen
- The maximum capacity of a multimedia card is up to
 - 223 GB
 - 31 GB
 - 512 GB
- The storage capacity of a DVD varies from to
 - 4.2 GB, 16 GB
 - 4.7 GB, 17 GB
 - 4.7 GB, 17.1 GB

B. Answer the following questions.

1. Define the term Input device. Name any two.
-
-

2. What is a printer? Name the types of printers.
-
-

3. What do you understand by computer memory? Name its types.

.....
.....

4. How is a hard disk useful?

.....
.....

5. Why do you use the following devices? Answer briefly.

a) Digital Camera

b) Light Pen

ACTIVITY SECTION



MY ACTIVITY

Learning While Playing

A. Pick the words from the bubbles and put them in the blank places to complete the rhythmic lines.

A is circular in shape,
and it wears a shiny drape.
It stores data, like text, movie, and sound,
and plays it moving round and round.

..... is very small,
but transfers data from one to all.
You can connect it to the USB port,
it saves data and gives all support.

..... is like a blackboard,
It keeps the data on hold.
If you don't press SAVE,
The data gets erased.

A is an input device of computer.
It takes a snapshot of your paper and
displays it back on the screen,
It is quite an amazing machine.



B. Visit the computer lab and learn how to use a CD, DVD, and a Pen drive.

LAB SESSION

Perfection Through Practice



- Open **Word 2016** by selecting the **Start > scroll down to Word 2016**. The **Start Screen** appears. Click on the **Blank document**. A new blank document will open.
- Type any two differences between 'RAM' and 'ROM'. Set the font size of the headings to **16** points.
- Type 'RAM' and press the tab key thrice and then type the heading 'ROM'.
- Press the **Enter** key twice, set the font size to **14** and type the points that you have understood in the class. Now, apply italic effect to the text.
- Save the file by using **Ctrl+S** key combination. Specify the name of a file in the **File name** box and click on the **Save** button.
- Close the application by clicking on the **Close** button on the **Title bar**.

GROUP DISCUSSION

For Concept Clarity



Encourage the students to participate in group discussion on the following topics:

- **Digital Camera** and **Web Camera**
- Differentiate between **Touch pad** and **Touch screen**

PROJECT WORK

Using Creativity



Make an informative collage on input, output, and storage devices. Collect pictures from the magazines, newspapers, or the internet with the help of your parents.

ONLINE LINKS

Looking For More



To have better understanding about input and output devices, visit the following websites:

- http://www.teach-ict.com/gcse_computing/ocr/212_computing_hardware/output_devices/quiz/ontarget_output.htm
- www.pitara.com/quizzes_for_kids/technology_quizzes_for_kids/computer_hardware

MANAGING FILES AND FOLDERS

LEARNING IN THIS CHAPTER

- Features of Windows 10
- Starting Windows
- The Start button
- This PC folder
- File explorer
- Files/Folders and their operations
- Using Context menu
- What is a Shortcut?

A computer is a machine that cannot think on its own and requires instructions from us. The most important software of a computer is its operating system. It is a medium through which we can interact with the hardware, using software. It controls all the activities of a computer. There are various types of operating systems, such as Windows, Linux, Unix, etc.

Windows is a Graphical User Interface (GUI - pronounced as **gooy**) between a computer and its user. It has been developed by Microsoft—the world's leading software company.

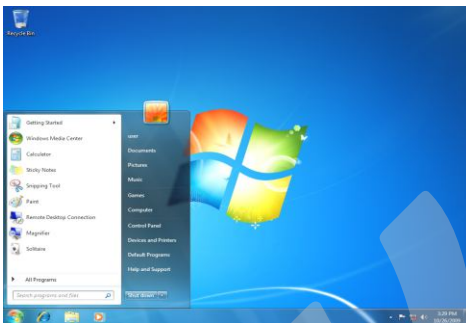


Figure 2.1: Windows 7



Figure 2.2: Windows 8



Figure 2.3: Windows 10

➤ FEATURES OF WINDOWS 10

The first GUI version of Windows Operating System was Windows 1.0. Since then, many versions of Windows operating system have been released. The most popular versions of Windows are: Windows 98, Windows 2000, Windows ME, Windows XP, Windows Vista, Windows 7, Windows 8, and Windows 10.

The Windows 10 operating system has become very popular because of its following features:

ATTRACTIVE AND EASY TO USE

Windows 10 has a very attractive transparent look with blue highlighting features. It has a complete set of new pictures, themes, tiles, and icons. The use of graphics makes it quite interactive. It works the way we want and makes new things possible.

IMPROVED START MENU

The new Start menu of Windows 10 gives you quick access to apps and services. In the left pane, you

can find File Explorer, Settings, and a list of the most used apps, Power option etc. In the right pane, live tiles are displayed, which consist of various apps.

SEARCH TOOL — CORTANA

Windows 10 has a refined and powerful search tool called 'Cortana'. It allows you to search for information on the system or on the web directly. It can also be used to play music, videos, set alarms and reminders, send e-mail, give voice commands, etc.

SUPPORTS MULTIPLE DESKTOPS

Windows 10 has a new 'Task View' button on the taskbar. This button provides the ability to open multiple desktops at the same time. You can create multiple desktops for different tasks so that only one related set of applications is visible in one desktop. There is no limit to the number of desktops that you can create.

WINDOW SNAPPING

This feature assists you to work with multiple applications on the same screen. You can drag and drop a window to any corner of the screen thereby making space for other apps to be opened simultaneously.

THE NEW BROWSER — EDGE

Microsoft Edge is the default browser of Windows 10. It allows you to write and highlight the text directly on web pages. Cortana is an in-built feature of Microsoft Edge that helps you to do things faster.

WINDOWS STORE

The Windows Store application provides you with all kinds of paid and free apps, games, music, movies, etc. With Microsoft Store, you can try an app before you buy it. Windows 10 opens these apps in multiple small windows on the Desktop.

➤ STARTING WINDOWS

When we switch on a computer, the Windows operating system starts loading into the computer's memory. Once the process gets completed, the first screen that appears on the monitor is known as the **Desktop**. It contains **Icons** that are the graphical images or symbols representing files or programs.

Fact File



Bill Gates
Founder of Microsoft
He developed Windows for general purpose computer systems in 1985.



Fact File



Satya Nadella is an Indo American business executive, engineer, and the current Chief Executive Officer of **Microsoft**. He was appointed CEO on February 4, 2014.

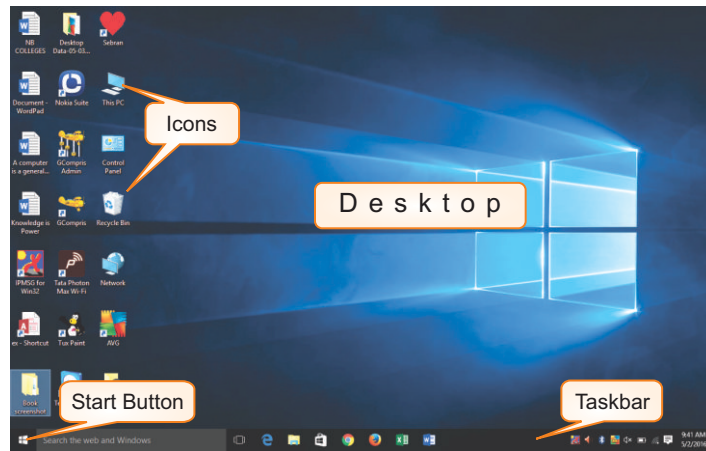


Figure 2.4: Windows 10 Desktop

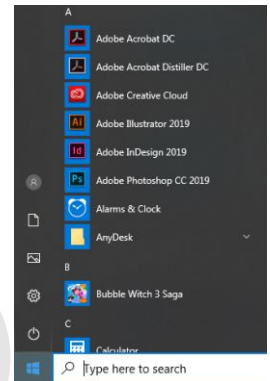





Figure 2.5: Starting a Program

➤ THE START BUTTON

This is probably the most used button on the Windows desktop. When we click on the **Start** button , a menu appears displaying the major options along with the live tiles. This is called the **Start Menu**. It provides access to the installed programs on a computer.

➤ THIS PC FOLDER

This PC folder displays the contents of the computer's hard disk, CD/DVD, or any other external storage media, such as a pen drive. By using **This PC**  icon, we can access and manage all the folders and files stored in a computer. It is useful for finding, organising, moving, and copying files/folders in a computer. Double-clicking on **This PC**  icon opens the folder as shown in Figure 2.6.

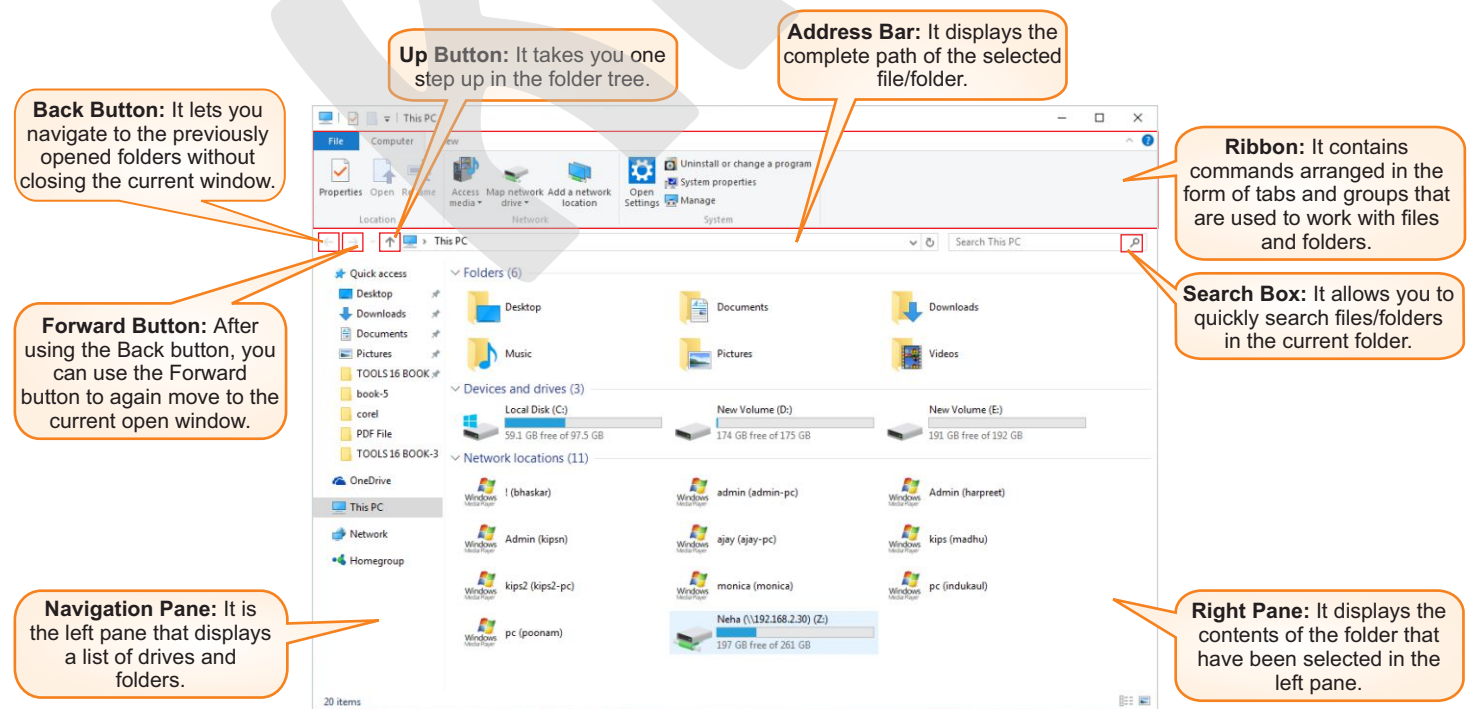



Figure 2.6: This PC Folder

➤ FILE EXPLORER

File Explorer is an application that displays detailed information about files, folders, and drives. It enables you to access, edit, manage, and organise your files and folders. You can use it to view, create, delete, copy, move, rename, and search files and folders.

HOW TO OPEN FILE EXPLORER

To open File Explorer:

- Click on the **Start** button > **File Explorer** option. Or Press **Windows key**  + **E**.
- The **File Explorer** window will open.

The **Left pane** displays all kinds of locations, such as **This PC** folder, devices and drives connected to your computer, and other folders on your computer. Click on a location to view its contents in the right pane.

Quick access is a vertical ribbon that shows a list of frequently used folders and recent files.

The **Status bar** displays the total number of items in a location, or the number of selected items and their total size.

Right pane displays the contents of the folder that have been selected in the left pane.

Details pane shows the most common properties associated with the selected file, such as the author, size, and the date you last changed the file on, etc.

This button displays the items using large thumbnails.

This button displays detailed information about each item in the window.

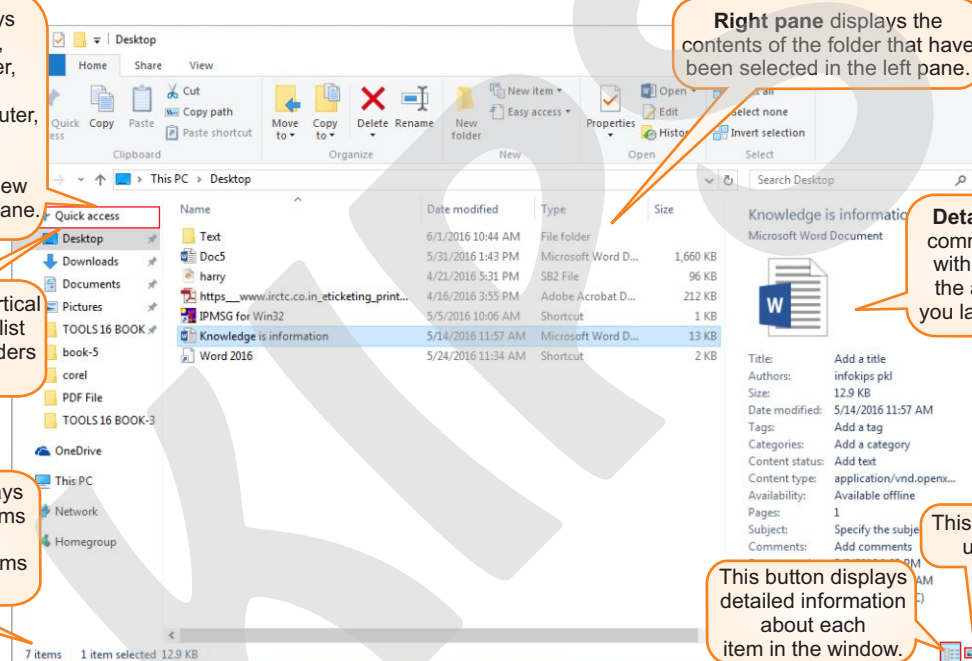


Figure 2.7: Components of File Explorer

VIEWING CONTENTS

- To view the contents of any file or folder, simply double-click on it.
- You can change the layout of files and folders by using the **View** tab.

➤ FILES AND FOLDERS

FILE

It is a collection of related information stored together on some storage device, such as hard disk, CD, DVD, or Pen drive. As we keep important papers in a file, likewise, any information in a computer is saved in the form of a file. Each file is given a filename, which helps us to find it whenever required.

Fact File



Linux is also a very popular operating system Software. It is available free of cost. The most popular versions of **Linux** are - **Redhat, Mint, Fedora, Edubuntu.**

Quick View

Select a file and click on the **View > Preview Pane** to view the contents of a file on the right side of the File Explorer window.

Know the Fact

In Windows 7, **File Explorer** and **This PC** were referred to as **Windows Explorer** and **Computer**, respectively.

FOLDER

As we keep all our files in a file cabinet, similarly, a folder in a computer is like a cabinet where we keep relevant files. A folder can hold other folders as well. A folder within a folder is called a **sub-folder**. You can differentiate a file from a folder with the help of the icons associated with them.

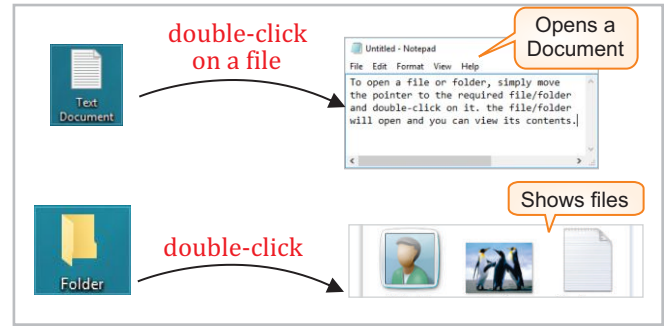


Figure 2.8: Files and Folder

➤ CREATING AND SAVING A FILE

The most common method to create a file is by using any application software. Here we are using Word 2016.

- Open a new blank document in **Word 2016**.
- Start typing text on the blank page.
- After completing your work, save your file by using the **File** tab > **Save** option.
- A window named 'Save As' will appear. Click on the **Browse** button.
- The **Save As** dialog box will open. Select the location and type the file name in the **File name** text box. Click on the **Save** button.
- The document will be saved with the specified file name.

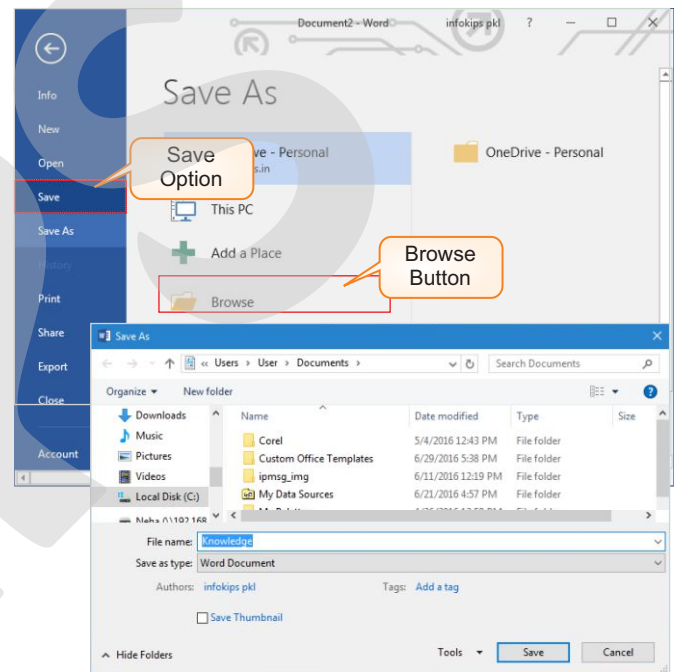


Figure 2.9: Saving a File

➤ CREATING A FOLDER

- Right-click on the blank area of the desktop.
- A Context menu appears.
- Place the pointer on the **New** option. A list of sub-options appears, which is called the **Cascading Menu**.
- Click on the **Folder** option. A new folder icon will be displayed on the desktop with its default name, i.e, 'New Folder'.
- Type a name for the folder and press the **Enter** key.

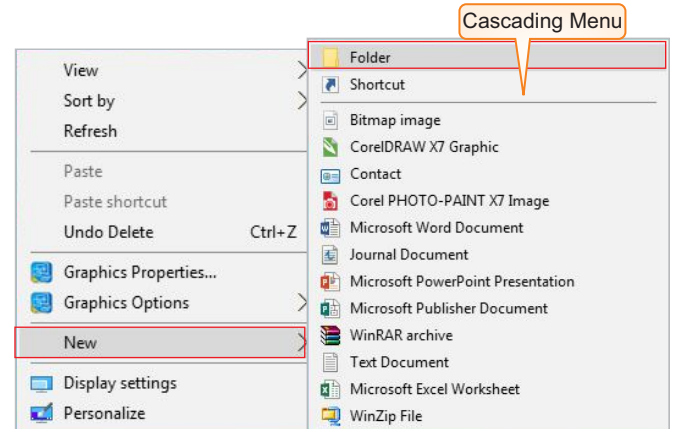


Figure 2.10: Creating a New Folder

➤ OPENING A FILE/FOLDER

To open a file or a folder, simply move the pointer to the particular file/folder and double-click on it. The file/folder will open and you can view its contents.

Quick View

The shortcut to create a new file is **Ctrl + N**.

➤ RENAMING A FILE/FOLDER

Rename means to change the existing name of a file/folder.

To rename any file/folder:

- Right-click on the desired file/folder.
- Select the **Rename** option from the Shortcut menu.
- The file/folder name will be highlighted.
- Now, type the new name that you wish to give to the file/folder.

Context Menu

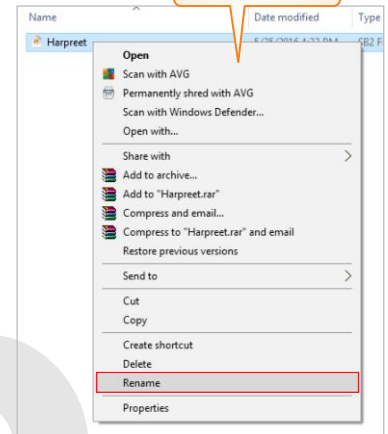


Figure 2.11: Renaming a Folder

➤ USING CONTEXT MENU

When you right-click on any icon, a pop-up menu appears, which is called the **Context Menu**. Using this pop-up menu, you can save your time to access commands. Right-clicking on the different areas and objects displays different sets of commands. The Context menu is also called the Shortcut menu.

Quick View

Press **Shift + Del** to delete files/folders permanently.

RIGHT-CLICKING ON THE BLANK AREA OF THE DESKTOP

When you right-click on the blank area of the desktop, you will find a menu with a list of options. The **Personalize** option can be seen at the bottom of this list. Using the **Personalize** option, you can change the desktop background, Windows colours, lock screen background, settings of the desktop, screen saver, appearance of icons, menus, taskbar, etc.

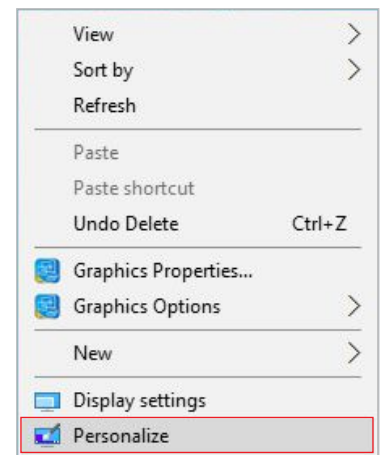


Figure 2.12: Right-clicking on the Blank Area

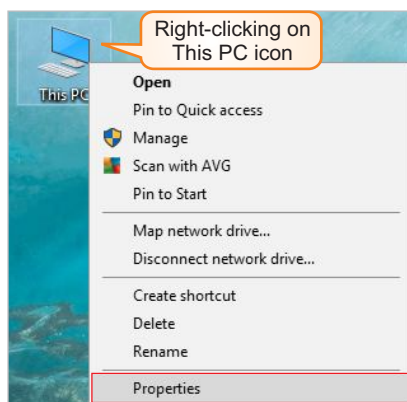


Figure 2.13: Right-clicking on an Icon

RIGHT-CLICKING ON AN OBJECT



When you right-click on any icon on the desktop, you will find an entirely different list of options. The **Properties** option will be found at the bottom of this list. It displays the basic information about the icon.



➤ WHAT IS A SHORTCUT?

A Shortcut is an icon that provides an easy and quick method to open any application or software that we use frequently. There is a small jump arrow present at the lower left corner of the shortcut icon. Double-clicking on the shortcut icon opens the file or program that it represents.

CREATING A SHORTCUT ICON FOR MICROSOFT WORD

- Click on the **Start** button  scroll down and select **Word 2016** program.
- Drag the icon to the Desktop.
- A shortcut icon of **Word 2016**  appears on the desktop with a jump arrow in its lower left corner.
- Double-click on the shortcut icon to open the application directly.

RECAP

- Windows 10 is an attractive and easy-to-use operating system.
- An operating system controls all the activities of a computer.
- The first screen that appears on the monitor is known as the desktop.
- Small graphics or symbols displayed on the desktop, which represent a file or program, are called icons.
- This PC folder displays the contents of the computer's hard disk, CD/DVD, or any other external storage media, such as a pen drive.
- A file is a collection of related information stored together on some storage device.
- A folder in a computer is like a file cabinet where we keep relevant files.
- A shortcut icon provides a quick method to open any application or software that we use frequently.



**BRAIN
DEVELOPER**

SECTION - A

A. Fill in the blanks.

1. When we switch on a PC, the first screen that appears on a monitor is known as the
2. The Search tool, can also be used to play music and videos.
3. The option at the bottom of the left pane of the Start Menu displays all the apps and programs.
4. The icon provides an easy and quick method to open any application or software.

5.provides detailed information about files, folders, and drives.

HINTS

- Shortcut
- Desktop
- Cortana
- File Explorer
- All apps

B. State True or False.

- 1. In Windows 10, only one desktop can be opened at a time.
- 2. An operating system controls all the activities of a computer.
- 3. Right-clicking on any icon will display 'Personalize' option at the bottom of the displayed list.
- 4. Cortana is an in-built feature of Microsoft Edge.
- 5. The shortcut menu is also called the Context menu.

C. Application-based questions.

- 1. Mehak has created a number of files on her school project and stored them on the desktop. She wants to keep all the relevant project files in a folder, but she has forgotten the way to create a new folder. Help her to create a folder.
.....
- 2. Saurabh has created a folder for his Science project and saved it on his computer. But now he wants to rename it. Help him to do so.
.....

SECTION - B

A. Multiple-choice questions.

- 1. Windows is a user interface software.
a. Graphical b. Character c. Word
- 2. A is a collection of relevant files stored together on some storage device.
a. Icon b. Folder c. Desktop
- 3. is the default browser of Windows 10.
a. Internet Explorer b. Microsoft Edge c. Google Chrome
- 4. displays the number of selected items and their total size.
a. Status bar b. Toolbar c. Menu bar

B. Answer in one word or one sentence.

1. Name the application that provides all kinds of paid and free apps.
.....
2. Which option of Context menu is used to change the desktop background?
.....
3. Which option displays the basic information about an icon?
.....
4. Name the area of File Explorer that displays the most common properties associated with the selected file.
.....

C. Answer the following questions.

1. Explain any two features of Windows 10.
.....
.....
.....
2. Differentiate between a file and folder.
.....
.....
.....
3. What is the use of This PC icon?
.....
.....
4. What do you know about Cortana?
.....
.....
5. What is the use of the Start menu?
.....
.....

ACTIVITY SECTION

LAB SESSION

Perfection Through Practice



Activity-1

- Double-click on the **This PC** icon on the desktop. It will display the drives and folders.
- Double-click on **D:** drive. It will display all the files and folders stored in it.
- Now, create a new folder in it and name it 'My Activity'. Create a file in MS Word 2016 and save it in the 'My Activity' folder.
- Right-click on the 'My Activity' folder and select **Send to** option from the Shortcut menu. Now, select the **Desktop (create shortcut)** option.
- You will get the shortcut of 'My Activity' folder on the desktop.

Activity-2

- Right-click on the blank area of the desktop.
- Select the **New** option from the Shortcut menu.
- Choose the **Folder** option from the cascading menu.
- Type a desired name for the newly created folder and press **Enter**.
- Now, rename this folder by right-clicking on it, selecting the **Rename** option from the Shortcut menu, and assigning any new name.

PROJECT WORK

Using Creativity



Prepare a chart on the topic: **Various Versions of Windows**. To make it attractive, paste pictures of each version along with its brief information.

ONLINE LINKS

Looking For More



For better understanding of an operating system, visit the website:

- www.gcflearnfree.org/computerbasics/understanding-operating-systems/1/

To know more about Windows 10, visit the website:

- www.gcflearnfree.org/windows10/



JAGAT TARAN GOLDEN JUBILEE SCHOOL

Session 2020-21

Class- IV

Subject: English

Book : The English Channel by Indiannica Learning Private Limited

(Study Material)

Kindly follow the instructions given below :

1. Click on the link: <https://play.google.com/store/apps/details?id=com.indiannica>
2. Download the ILP app from play store.
3. View the animated videos of the following:
Chapter: The Raindrops
Poem: Wind On The Hill
4. Watch the videos carefully.
5. Complete the assignment given.

The Raindrops: Assignment

A. Answer the following questions -

1. What did Farmer Seth want to do with the wheat?
2. Why did Farmer Seth look up at the sky?
3. Where did Pit and Pat fall?
4. Why did Farmer Seth rejoice after the rain?

B. Tick (✓ □) the correct option -

1. Farmer Seth was worried because



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- a. he had a very small field.
 - b. there was no one to help him.
 - c. he was waiting for the rain.
2. The wheat began to wither because
- a. it had not rained.
 - b. There were too many weeds in the field.
 - c. Farmer Seth had not worked hard enough.
3. When the other raindrops saw Pit and Pat, they
- a. laughed at them.
 - b. followed them.
 - c. waited to see what would happen.
- C. Make sentences with -
1. field
 2. raindrops
 3. rewarded
- D. Learn the given word - meanings -
1. Wither - to become dry and die
 2. Droop - to bend downwards
 3. Stalks - stems of plants
- E. Add un-/dis- to form antonyms of these words -
1. kind
 2. able



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3. agree

4. happy

5. continue

6. order

F. Tick (✓ □) the correct spellings in the following pairs of words -

1. field/feild

2. little/ littel

3. errand/erant

4. finaly/finally

5. thirsty/thirsti

6. watered/waterd

7. harvist/harvest

8. together/ togather

9. ripend ripened

10. rejoiced/rejoyced

Wind On The Hill : Assignment

A. Tick (✓ □) the correct option to complete the sentences -

1. ___ can tell where the wind comes from.

a. Many people

b. Very few people

c. No one



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2. The poet runs
 - a. as fast as the wind.
 - b. slower than the wind.
 - c. faster than the wind.
 3. The poet likes to
 - a. play with the wind.
 - b. fly kites.
 - c. blow the wind.
 4. If the wind took away the kite, the kite would
 - a. float in the air forever.
 - b. fall in some place far away.
 - c. fall at once.
- B. Write four pairs of rhyming words from the poem.
- C. Learn the poem.

* Note : Do the given assignment in your English notebook/school diary of previous class or in any other notebook available at home.



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Session 2020-21

Class- IV

Subject: E.V.S.

Class - 4 E.V.S -(Book- Hello Earth)

Study Material :

Follow the instructions given below -

- 1) Visit and download study material from JTGJS school website: (<https://jtgjschool.in>)
- 2) Download the PDF of class 4 (HE...4...pdf)
- 3) Open the Chapter 1 - My Family & Chapter 2 -The Young Ones
- 4) Read the chapters thoroughly
- 5) Try to understand new words.
- 6) Learn all the key words given at the end of each chapter.

ASSIGNMENT -

Do the exercises in your old notebook / School diary / Activity sheets / Any other notebook available at home.

EXERCISES FOR CHAPTER- 1 & 2

- a) Match the words
- b.) choose the correct words
- c) Fill In the blanks with the correct words
- d). True/False

ACTIVITY

- 1-Paste Pictures of your family members in your notebook & write down 2-3 lines about each.
- 2 -Draw or paste Pictures of 5 animals that give birth to babies and those that lay eggs...



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Video Links for class 4 EVS

Instructions for students of class 4 EVS

For class 4 EVS Ls 1

Visit link: <https://youtu.be/51PyaF4pctc>

For class 4 EVS Ls 2

Visit link: https://youtu.be/Z1g1Z_Gt3Zs



0423CH02



जैसा सवाल वैसा जवाब



बादशाह अकबर अपने मंत्री बीरबल को बहुत पसंद करता था। बीरबल की बुद्धि के आगे बड़े-बड़ों की भी कुछ नहीं चल पाती थी। इसी कारण कुछ दरबारी बीरबल से जलते थे। वे बीरबल को मुसीबत में फँसाने के तरीके सोचते रहते थे।

अकबर के एक खास दरबारी ख्वाजा सरा को अपनी विद्या और बुद्धि पर बहुत अभिमान था। बीरबल को तो वे अपने सामने निरा बालक और मूर्ख समझते थे। लेकिन अपने ही मानने से तो कुछ होता नहीं! दरबार में बीरबल की ही तूती बोलती और ख्वाजा साहब की बात ऐसी लगती थी जैसे नक्कारखाने में तूती की आवाज़। ख्वाजा साहब की चलती तो वे बीरबल को हिंदुस्तान से निकलवा देते लेकिन निकलवाते कैसे!

एक दिन ख्वाजा ने बीरबल को मूर्ख साबित करने के लिए बहुत सोच-विचार कर कुछ मुश्किल प्रश्न सोच लिए। उन्हें विश्वास था कि बादशाह के उन प्रश्नों को सुनकर बीरबल के छक्के छूट जाएँगे और वह लाख कोशिश करके भी संतोषजनक उत्तर नहीं दे पाएगा। फिर बादशाह मान लेगा कि ख्वाजा सरा के आगे बीरबल कुछ नहीं है।



ख्वाजा साहब अचकन-पगड़ी पहनकर दाढ़ी सहलाते हुए अकबर के पास पहुँचे और सिर झुकाकर बोले, “बीरबल बड़ा बुद्धिमान बनता है। आप भी उसकी लंबी-चौड़ी बातों के धोखे में आ जाते हैं। मैं चाहता हूँ कि आप मेरे तीन सवालों के जवाब पूछकर उसके दिमाग की गहराई नाप लें। उस नकली अक्ल-बहादुर की कलाई खुल जाएगी।”

ख्वाजा के अनुरोध करने पर अकबर ने बीरबल को बुलाया और उनसे कहा, “बीरबल! परम ज्ञानी ख्वाजा साहब तुमसे तीन प्रश्न पूछना चाहते हैं। क्या तुम उनके उत्तर दे सकोगे?”

बीरबल बोले, “जहाँपनाह! ज़रूर दूँगा। खुशी से पूछें।”

ख्वाजा साहब ने अपने तीनों सवाल लिखकर बादशाह को दे दिए।

अकबर ने बीरबल से ख्वाजा का पहला प्रश्न पूछा, “संसार का केंद्र कहाँ है?”

बीरबल ने तुरंत ज़मीन पर अपनी छड़ी गाड़कर उत्तर दिया, “यही स्थान चारों ओर से दुनिया के बीचों-बीच पड़ता है। यदि ख्वाजा साहब को विश्वास न हो तो वे फ़ीते से सारी दुनिया को नापकर दिखा दें कि मेरी बात गलत है।”

अकबर ने दूसरा प्रश्न किया, “आकाश में कितने तारे हैं?”





बीरबल ने एक भेड़ मँगवाकर कहा, “इस भेड़ के शरीर में जितने बाल हैं, उतने ही तारे आसमान में हैं। ख्वाजा साहब को इसमें संदेह हो तो वे बालों को गिनकर तारों की संख्या से तुलना कर लें।”

अब अकबर ने तीसरा सवाल किया, “संसार की आबादी कितनी है?”

बीरबल ने कहा, “जहाँपनाह! संसार की आबादी पल-पल पर घटती-बढ़ती रहती है क्योंकि हर पल लोगों का मरना-जीना लगा ही रहता है। इसलिए यदि सभी लोगों को एक जगह इकट्ठा किया जाए तभी उनको गिनकर ठीक-ठीक संख्या बताई जा सकती है।”

बादशाह तो बीरबल के उत्तरों से संतुष्ट हो गया लेकिन ख्वाजा साहब नाक-भौंह सिकोड़कर बोले, “ऐसे गोलमोल जवाबों से काम नहीं चलेगा जनाब!”

बीरबल बोले, “ऐसे सवालों के ऐसे ही जवाब होते हैं। पहले मेरे जवाबों को गलत साबित कीजिए, तब आगे बढ़िए।”

ख्वाजा साहब से फिर कुछ बोलते नहीं बना।





तुम्हारी बात

- (क) ख्वाजा सरा के तीनों सवालों का क्या कोई और जवाब हो सकता है? अपने मन से सोचकर लिखो।
- (ख) अगर तुम ख्वाजा सरा की जगह पर होते तो बीरबल को हराने के लिए कौन-से सवाल पूछते?
- (ग) ख्वाजा सरा का बस चलता तो वे बीरबल को हिंदुस्तान से निकाल देते। अगर तुम्हारा बस चले तो तुम कौन-कौन सी इच्छाएँ पूरी करना चाहोगे?



बस

नीचे लिखे वाक्य पढ़ो—

- मैं **बस** में बैठकर स्कूल जाती हूँ।
- ख्वाजा सरा का **बस** चलता तो वे बीरबल को निकाल देते।
- **बस!** अब रुक जाओ।
- **बस** दो दिन की तो बात है। मैं आ जाऊँगी।

ऊपर लिखे वाक्यों में **बस** शब्द के अर्थ अलग-अलग हैं।

अब इसी तरह **चल** शब्द से वाक्य बनाओ।

(संकेत चल, चल-चल, चला, चलें, चलना, चलती, चलो)



बड़े कहानी

एक दिन अकबर ने बीरबल से पूछा, “बीरबल, दुनिया में सबसे अधिक शक्तिशाली कौन है?”

बीरबल ने क्या कहा होगा? कहानी आगे बढ़ाओ।





खोजो कहानियाँ

बीरबल की चतुराई के किस्से बहुत मशहूर हैं।

(क) तुम भी बीरबल का एक ऐसा ही किस्सा ढूँढो जिसमें वह अपने जवाबों से सबका मुँह बंद कर देता है।

(ख) बीरबल की तरह बहुत से अन्य व्यक्तियों की हाज़िरजवाबी के किस्से प्रसिद्ध हैं। उनके नाम पता करो।



एक और शब्द

नीचे लिखे शब्दों की जगह और कौन-सा शब्द इस्तेमाल हो सकता है? खाली जगह में लिखो।

बुद्धिमान	मूर्ख
अभिमान	विश्वास
संसार	कोशिश



मुहावरे

नीचे लिखे मुहावरों का इस्तेमाल तुम कब-कब कर सकते हो? आपस में चर्चा करो। अब इनका वाक्यों में इस्तेमाल करो।

- नाक-भौंह सिकोड़ना
- कलई खुलना





1

मन के भोले-भाले बादल



0423CH01



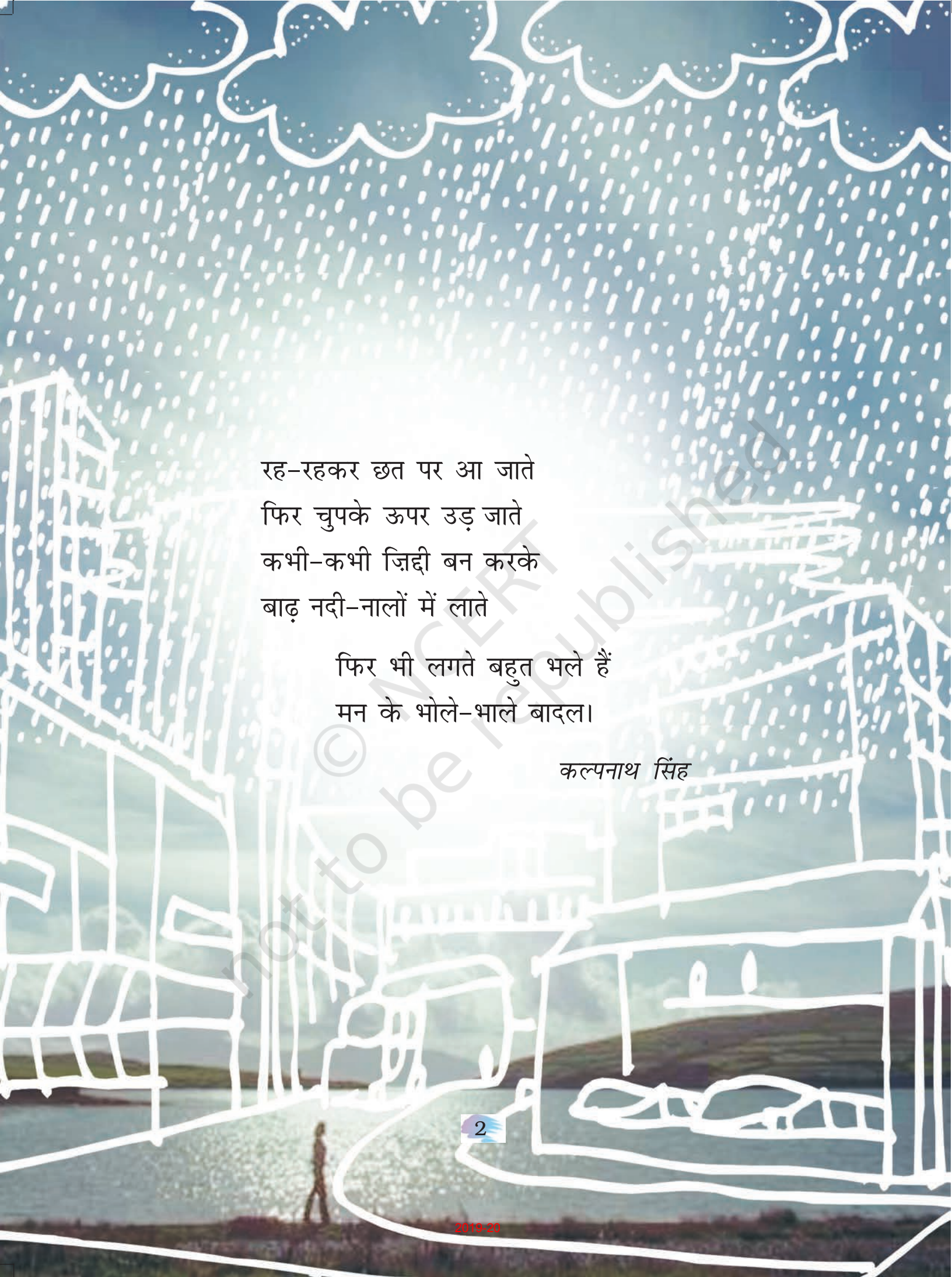
झब्बर-झब्बर बालों वाले
गुब्बारे से गालों वाले
लगे दौड़ने आसमान में
झूम-झूम कर काले बादल।

कुछ जोकर-से तोंद फुलाए
कुछ हाथी-से सूँड़ उठाए
कुछ ऊँटों-से कूबड़ वाले
कुछ परियों-से पंख लगाए

आपस में टकराते रह-रह
शेरों से मतवाले बादल।

कुछ तो लगते हैं तूफ़ानी
कुछ रह-रह करते शैतानी
कुछ अपने थैलों से चुपके
झर-झर-झर बरसाते पानी

नहीं किसी की सुनते कुछ भी
ढोलक-ढोल बजाते बादल।



रह-रहकर छत पर आ जाते
फिर चुपके ऊपर उड़ जाते
कभी-कभी ज़िद्दी बन करके
बाढ़ नदी-नालों में लाते

फिर भी लगते बहुत भले हैं
मन के भोले-भाले बादल।

कल्पनाथ सिंह



तुम्हारी समझ से

कभी कभी ज़िद्दी बन करके
बाढ़ नदी-नालों में लाते

(क) बादल नदी-नालों में बाढ़ कैसे लाते होंगे?

नहीं किसी की सुनते कुछ भी
ढोलक-ढोल बजाते बादल

(ख) बादल ढोल कैसे बजाते होंगे?

कुछ तो लगते हैं तूफ़ानी
कुछ रह-रह करते शैतानी

(ग) बादल कैसी शैतानियाँ करते होंगे?



कैसा-कौन

	कैसा	कौन
सूरज-सीचमकीली.....थाली.....
चंदा -सा
हाथी-सा
जोकर-सा
परियों-सा
गुब्बारे-सा
ढोलक-सा



कविता से आगे

- (क) तूफ़ान क्या होता है? बादलों को तूफ़ानी क्यों कहा गया है?
- (ख) साल के किन-किन महीनों में ज़्यादा बादल छाते हैं?
- (ग) कविता में 'काले' बादलों की बात की गई है। क्या बादल सचमुच काले होते हैं?
- (घ) कक्षा में बातचीत करो और बताओ कि बादल किन-किन रंगों के होते हैं।



कैसे-कैसे बादल

- (क) तरह-तरह के बादलों के चित्र बनाओ।

काले-काले डरावने

गुब्बारे-से गालों वाले

हल्के-फुल्के सुहाने

(ख) कविता में बादलों को 'भोला' कहा गया है। इसके अलावा बादलों के लिए और कौन-कौन से शब्दों का इस्तेमाल किया गया है? नीचे लिखे अधूरे शब्दों को पूरा करो।

म ज़ि

शै तू



बारिश की आवाज़ें

कुछ अपने थैलों से चुपके
झर-झर-झर बरसाते पानी
पानी के बरसने की आवाज़ है झर-झर-झर!
पानी बरसने की कुछ और आवाज़ें लिखो।

Handwriting practice area with three sets of dotted lines for writing.



कैसे-कैसे पेड़

बादलों की तरह पेड़ भी अलग-अलग आकार के होते हैं। कोई बरगद-सा फैला हुआ और कोई नारियल के पेड़ जैसा ऊँचा और सीधा।

अपने आसपास अलग-अलग तरह के पेड़ देखो। तुम्हें उनमें कौन-कौन से आकार दिखाई देते हैं? सब मिलकर पेड़ों पर एक कविता भी तैयार करो।



JAGAT TARAN GOLDEN JUBILEE SCHOOL

Session 2020-21

Class- IV

Subject: Hindi

Study Material

BOOK- रिमझिम भाग 4

PUBLISHED BY NCERT

> OPEN GOOGLE PLAY STORE

> SEARCH NCERT किताबे और समाधान

> DOWNLOAD -NCERT की किताबें

> कक्षा 4 की किताबें

> रिमझिम [4]

> यूनिट - 1, "मन के भोले बादल"(कविता)

> डाउनलोड/ऑनलाइन पढ़े (कोई एक विकल्प चुनें)

> Read the poem thoroughly

> WRITE THE DIFFICULT WORDS IN YOUR HINDI NOTE BOOK OF YOUR PREVIOUS CLASS/ SCHOOL DIARY/ ANY SHEET OR ANY OTHER NOTE BOOK AVAILABLE AT HOME.



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FOR ASSIGNMENT

DO QUESTIONS OF EX :-

- कैसा -कौन

- कैसे-कैसे बादल (ख)

>HINDI LANGUAGE -कविता में से संज्ञा शब्द छांट कर पुस्तिका में लिखिए।

> Activity- पेड़ पर एक कविता लिखिए ।

> यूनिट 2 - "जैसा सवाल वैसा जवाब"

> डाउनलोड/ऑनलाइन पढ़ें

> READ THE LESSON THOROUGHLY.

> WRITE DIFFICULT WORDS IN YOUR NOTEBOOK.

> DO QUESTION OF EX- तुम्हारी बात (क ,ख ,ग)

> चल शब्द से वाक्य बनाओ

HINDI LANGUAGE

1. एक और शब्द [खाली जगह भरो]

2. मुहावरों के अर्थ लिखकर वाक्य प्रयोग कीजिए।

ACTIVITY - अकबर के दरबार के नौ रत्नों के नाम लिखिए।



JAGAT TARAN GOLDEN JUBILEE SCHOOL

For class 4 Hindi

Chapter 1 and 2 -

Video tutorials of the lesson:-

To access the videos tap on the following links:

1. For chapter 1

Video link: <https://youtu.be/iMb-TyHAIrE>

2. For chapter 2

Video link: <https://youtu.be/fyFleZoiilE>



JAGAT TARAN GOLDEN JUBILEE SCHOOL

Session 2020-21

Class- IV

Subject: Maths

Study Material

SUBJECT-MATHS BOOK-MATHS WIZ.

CLASS- 4. _ follow the instructions given below

Visit the school website as www.jtgjschool.in

Download the study material

Open the pdf

Open chapter-1 looking back pages-7 to 9, exercise- 1

Chapter-2 Numeration - pages 10 to 29

Exercise-2A to 2F

Learn tables 2 to 13

Activity-To build greatest and smallest 5digit number using-2, 0, 5, 1, 9

For videos download the app My CBSE

Guide from play store

Open the app and select the class and subject

Click on the chapter 2-Number System

Go through the videos to solve the given exercises.

Note-Do the exercises and activity in your maths notebook of your previous class or any notebook which is available at home.