**GREENWOOD PUBLIC SCHOOL, ADITYAPURAM**

**OUR MOTTO-DEVELOPMENT WITH DELIGHT**

**CLASS-III SUBJECT- COMPUTER**

**Chapter 1**

**New Words :-**

1. Software 6. Operating system
2. Hardware 7. Multimedia
3. Instructions 8. Graphics
4. Motherboard 9. Spreadsheet
5. Hard disk 10. Microphone

**Glossary :-**

1. **Hardware :-** It is a collection of all those parts of a computer that we can see and touch.
2. **Software :-** Software is the set of instructions that tells the computer what to do.
3. **Application Software :-** Application software is designed to perform specific tasks on the

computer.

1. **System Software :-** It is the main software program that runs the computer hardware and

application software.

**Answer the following questions :-**

**Q1. Name two basic elements of a computer.**

**Ans** Computer processes data through two elements –

1. Hardware 2. Software

**Q2. Write some examples of hardware and software.**

Ans Examples of hardware and software –

Hardware – Monitor, CPU, Keyboard, Mouse, Printer, Hard disk and Speaker etc.

Software – Notepad, WordPad, MS Word, MS Access, MS Paint and calculator etc.

**Q3. What is an application software? Give two examples.**

Ans Application software is designed to perform specific tasks on the computer.

For ex. Word Processing Software and Database Software.

**Q4. Write two differences between application software and system software**.

Ans Differences between Application software and system software –

**Application software :-** These are those softwares that are designed to perform specific types

of jobs. For Example, Paint program is used to draw and paint. But we

cannot use paint to do calculations.

**System Software :-** System software is the software that helps the computer to run and perform

Its tasks It controls and manages the overall activity of a computer system.

For ex- Windows 7,Mac OS etc.

**Chapter 2 - Operating System**

**New Words :-**

1. Desktop 6. Memory
2. Icons 7. Access
3. Folder 8. Currently
4. Taskbar 9. Recycle bin
5. Wallpaper 10. Document

**Glossary :-**

1. Icons :- The small pictures on the desktop are called icons.
2. Recycle bin :- All the deleted files and folders are stored in the recycle bin.
3. Taskbar :- Taskbar is present at the bottom of the desktop.
4. Title bar :- Title bar shows the name of the program.

**Answer the following :-**

**Q1. What is an operating system? Give some examples of an operating system.**

Ans An operating system is a system software that monitors all the activities of

a computer system.

Some ex- Microsoft Windows, Mac OS and Linux etc.

**Q2. Explain the different types of control buttons**.

Ans Different types of control buttons are –

1. **Minimize button** :- This button when clicked hides the window but shows its title

on Taskbar.

1. **Maximize button** :- This button when clicked enlarges the window to fill the whole

screen.

1. **Close button** :- This button when clicked closes the window.

**Q3. Distinguish between files and folders**.

Ans

|  |  |
| --- | --- |
| **Files** | **Folders** |
| 1. A file is an item that can be anything like an image, a document. | A folder is a container which is used to store files. |
| 1. A file is represented by its name. | A folder is also represented by its name. |

**Q4. Name some parts of an application window.**

Ans Some parts of an application window are-

1. Title bar 2. Menu bar 3. Status bar 4. Work area

**Q5. What is the function of the Maximize button?**

Ans Maximize button is used to enlarge the window to fill the whole screen.