Dear Students!!

In this e-book of <u>7th class</u>, study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.

7th Class - Monthly distribution of Computer Science Syllabus & Video Lecture Links (Pbi)

Month	Chapter and its Name	Link of Video Lecture
April	Chapter-1 Typing Tutor	https://youtu.be/GUFCpc_x-DA
May	Chapter -2 Windows Explorer	https://youtu.be/0E3I0GFbMJs
July	Chapter -3 Microsoft Word (Part-1)	
Aug	Chapter -4 Microsoft Word (Part-2)	https://youtu.be/vvQwkvhAXPI
Oct	Chapter -5 Microsoft Word (Part-3)	https://youtu.be/OWBofDDSpH0
Nov	Chapter -6 Microsoft Word (Part-4)	https://youtu.be/1s5-qjor608
Dec	Chapter -7 Introduction to Multimedia	
Jan	Chapter -8 Storage Devices	https://youtu.be/HcGdrY9BQiE

Video Lectures for Practical:

Windows Explorer	https://youtu.be/XgaC4GRhOgs

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▶ YouTube **http://youtube.com/c/computersciencepunjab**

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Please use the following link to download the study material/e-books/e-contents for 6th to 12th classes:

http://cspunjab.nirmancampus.co.in/study.php

Chapter 1ˢᵗ
Typing Tutor

Que:1 Fill in the blanks

1. To use number pad, _____ should be kept ON

a) Num Lock　　　　b) Caps Lock　　　　c) Scroll Lock　　　　d) None of These

2. In home row, _____ key is pressed with little finger of left hand.

a) A　　　　b) S　　　　c) D　　　　d) F

3. In home row, _____ key is pressed with Middle finger of right hand.

a) J　　　　b) K　　　　c) L　　　　d) ;

4. In Second row, _____ key is pressed with ring finger of left hand.

a) Q　　　　b) W　　　　c) E　　　　d) R

5. In third row, _____ key is pressed with index finger of right hand.

a) B　　　　b) N　　　　c) M　　　　d) M, N

Que:2 Very Short Answer type Questions:

I.　For typing purpose, a keyboard can be divided in _____ parts.

II.　_____ is the technique for typing with all fingers without looking at keyboard.

III.　_____ finger is used to press spacebar during typing.

IV.　_____ key is used to go to new line during typing.

Ans:　I. Two　　　　II. Touch Typing　　　　III. Thumb　　　　IV. Enter
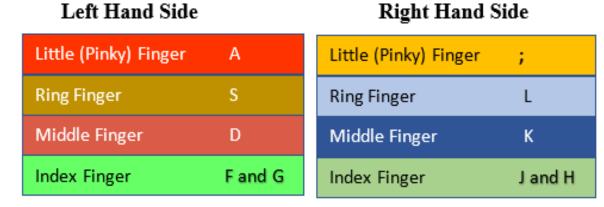
Que:3 Short Answer type Questions:

Q:1 What is Touch Typing?

Ans: Touch typing is a technique by which we can learn typing with all fingers, step by step, without having to look down at the keyboard. If all the time we keep on looking for right keys on keyboard, it slows our typing speed a lot.

Q:2 Describe the position of our fingers on Home Row Key?

Ans: Following figure shows the position of fingers on Home Row Key:

Q:3 What are the tips to improve typing speed?

Ans: Following are the tips to improve the typing speed:

1. Our hand/finger position should always be in home position. We must start from and return to this position.
2. We should focus on accuracy not speed.
3. Don't look at the keyboard.
4. Be steady, even pace and strive for accuracy.
5. As we tap each key, we should say its letter to ourselves

Q:4 While typing numbers from numeric key pad, which hand we should use? Explain the position of your fingers on numeric key pad.

Ans: Numeric Key Pad is present on right side of the keyboard. We have to use only one hand (Right Hand) to work with its keys. For using these keys, fingers should be used as below:

- **Index Finger** is used for 1, 4 and 7 keys
- **Middle Finger** is used for 2, 5 and 8 keys
- **Ring Finger** is used for 3, 6 and 9 keys
- **Little Finger** is used for *Enter*, "+" and "-" keys
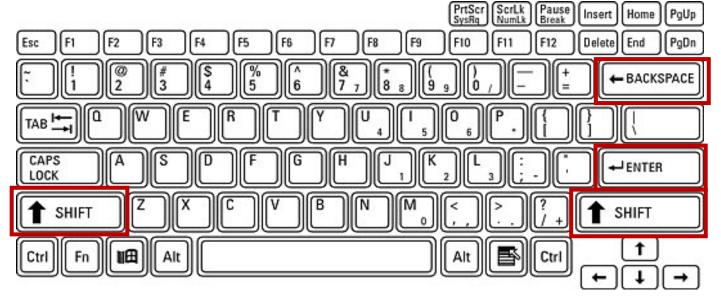- **Thumb** is used for 0 key

Que:4 Long Answer type Questions:

Q:1 Explain the Proper Posture while typing?

Ans: Following points should be taken care for proper posture whike typing:

1. We should sit up straight, directly in front of keyboard.
2. Our feet must be flat on floor.
3. Monitor should be at our eye level.
4. Our eyes should be on copy or monitor.
5. Our fingers must be curved and upright over home keys.

Proper Posture

Q:2 Explain following keys:

a) **Enter key:** It is used to move down the cursor to a new line. Use our right little finger for the Enter key.

b) **Backspace key:** It deletes one character to the left of the blinking cursor. Use our right little finger for the Backspace key.

c) **Shift key:** It is present on both the sides of keyboard. It is used to write capital letters or to write the letter printed on the upper side of the key.