BOOKMARK

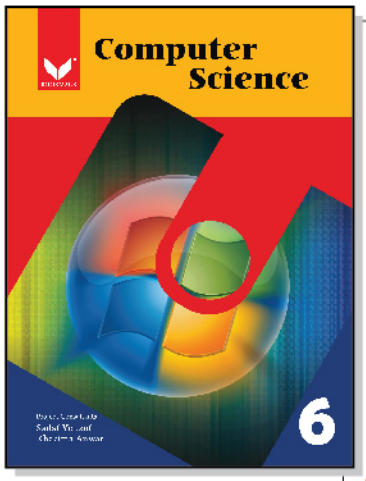
Computer Science

A comprehensive series to understand computer science and programming with ease

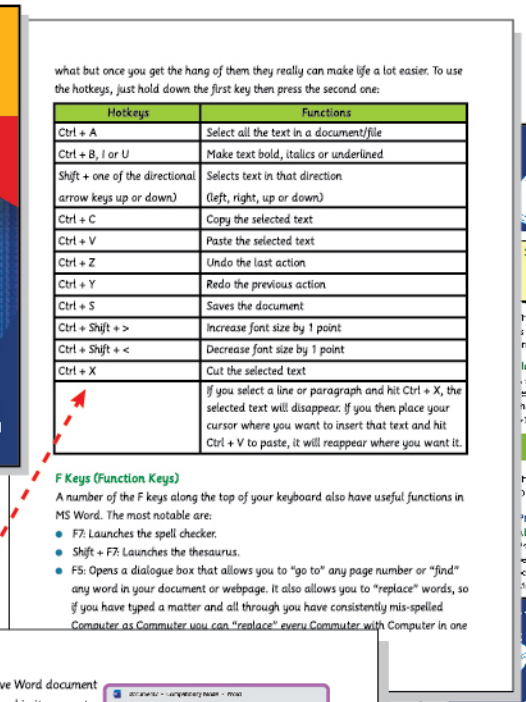
Computer Science

Grade 1 – 8

Computer Science series is a comprehensive computing course up to secondary level. This thoroughly revised edition is empowered with colourful pictures, illustrative diagrams, real-life examples, 'Chapter Overview', end-of-chapter 'Exercises', additional information in 'TitBits', 'Research Work' and a 'Glossary' of important terms. It introduces key concepts and provides information on major topics in a very clear and concise manner. It aims to promote technical competencies within the children. The language used in this set of books is simple yet easy to get into the mind of young learners.



Hotkeys along with their tips for making typing and editing quicker.



what but once you get the hang of them they really can make life a lot easier. To use the hotkeys, just hold down the first key then press the second one:

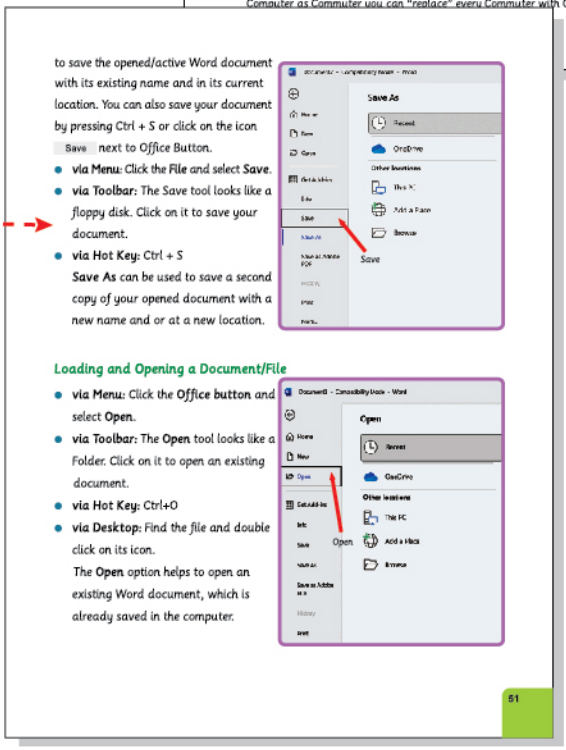
Hotkeys	Functions
Ctrl + A	Select all the text in a document/file
Ctrl + B, I or U	Make text bold, italics or underlined
Shift + one of the directional arrow keys up or down)	Selects text in that direction (left, right, up or down)
Ctrl + C	Copy the selected text
Ctrl + V	Paste the selected text
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the previous action
Ctrl + S	Saves the document
Ctrl + Shift + >	Increase font size by 1 point
Ctrl + Shift + <	Decrease font size by 1 point
Ctrl + X	Cut the selected text
	If you select a line or paragraph and hit Ctrl + X, the selected text will disappear. If you then place your cursor where you want to insert that text and hit Ctrl + V to paste, it will reappear where you want it.

F Keys (Function Keys)

A number of the F keys along the top of your keyboard also have useful functions in MS Word. The most notable are:

- F7: Launches the spell checker.
- Shift + F7: Launches the thesaurus.
- F5: Opens a dialogue box that allows you to "go to" any page number or "find" any word in your document or webpage. It also allows you to "replace" words, so if you have typed a matter and all through you have consistently mis-spelled Computer as Commuter you can "replace" every Commuter with Computer in one

Explanation of advance and basic features of the commonly used software.



to save the opened/active Word document with its existing name and in its current location. You can also save your document by pressing Ctrl + S or click on the icon Save next to Office Button.

- via Menu: Click the File and select Save.
- via Toolbar: The Save tool looks like a floppy disk. Click on it to save your document.
- via Hot Key: Ctrl + S

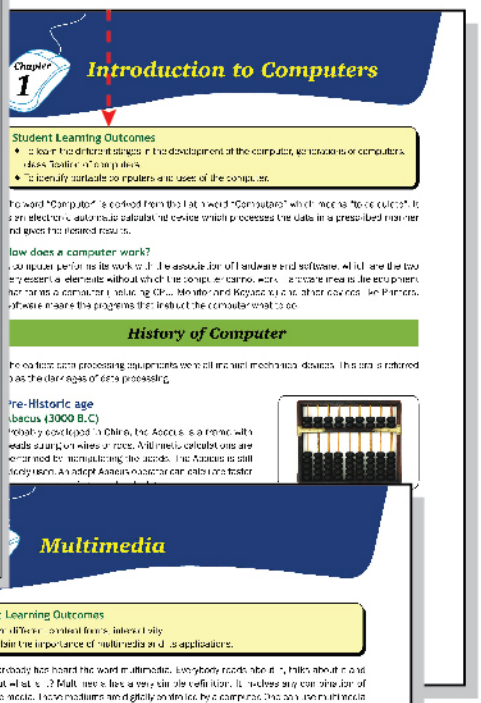
Save As can be used to save a second copy of your opened document with a new name and or at a new location.

Loading and Opening a Document/File

- via Menu: Click the Office button and select Open.
- via Toolbar: The Open tool looks like a Folder. Click on it to open an existing document.
- via Hot Key: Ctrl+O
- via Desktop: Find the file and double click on its icon.

The Open option helps to open an existing Word document, which is already saved in the computer.

Student learning Outcomes assist teachers to know the concepts of the chapter.



Chapter 1

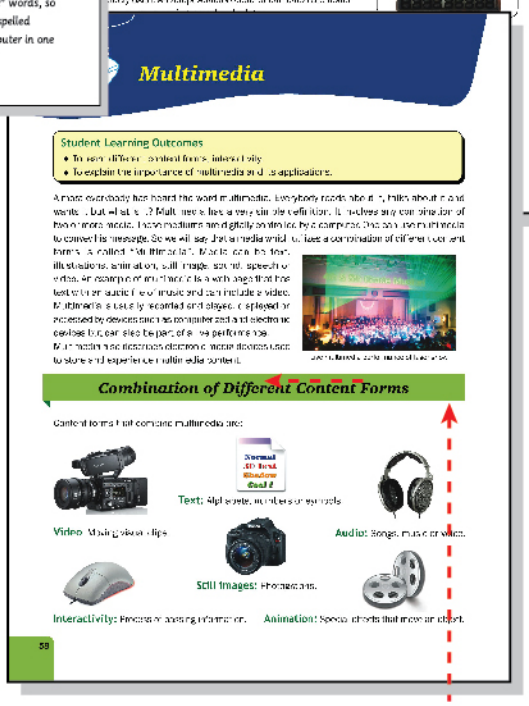
Introduction to Computers

Student Learning Outcomes

History of Computer

Pre-Historic age

Abacus (3000 B.C)



Multimedia

Student Learning Outcomes

Combination of Different Content Forms

Text:

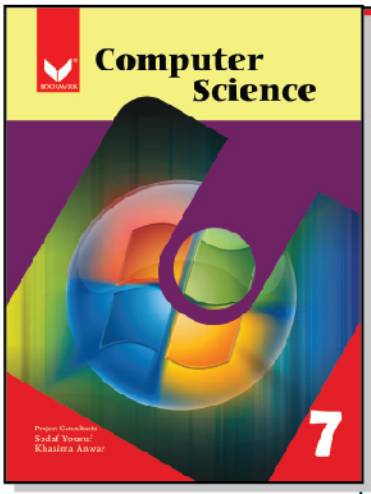
Audio:

Still Images:

Interactivity:

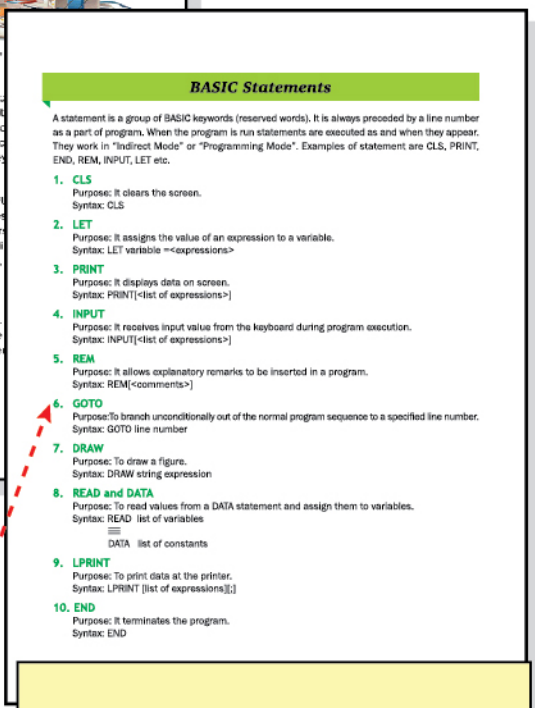
Animation:

Advanced concepts are defined in simple language.

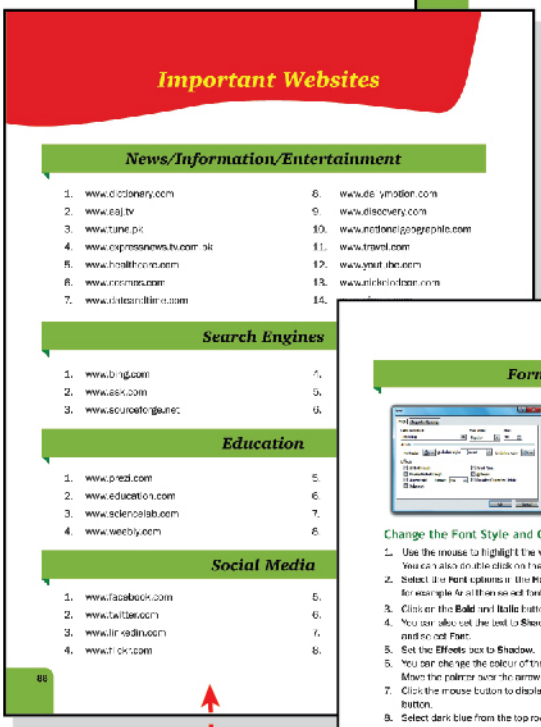


Student learning Outcomes assist teachers to know the concepts of the chapter.

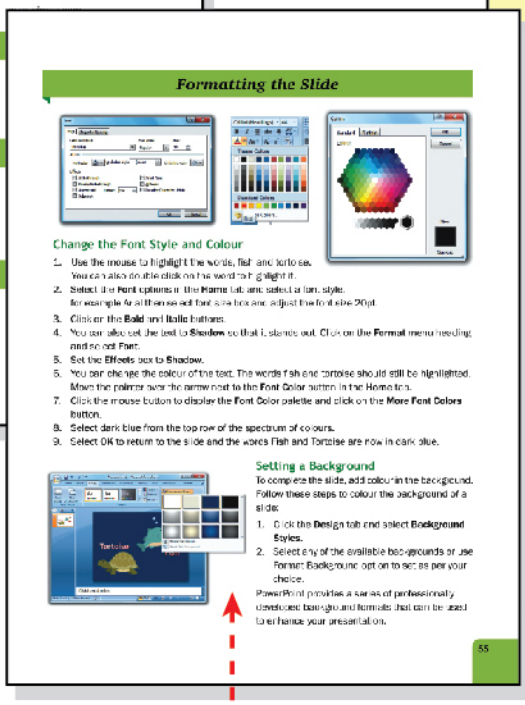
Explanation of core concepts in simple language using illustrations.



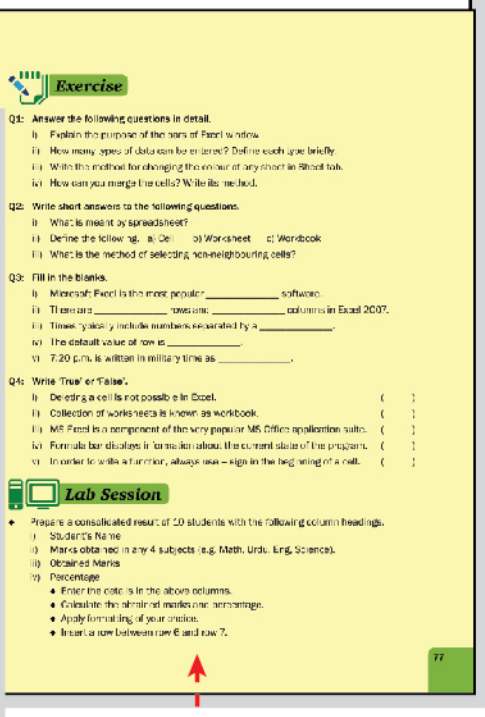
Simple and easy to learn programming language introduced in methodical order.



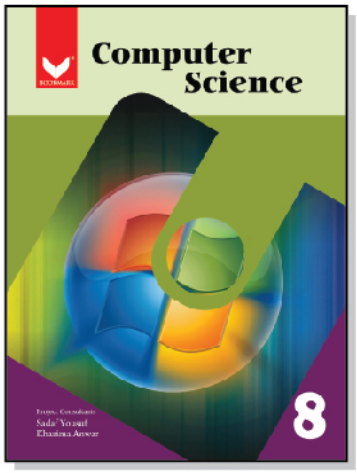
Important websites are given at the end of each book to support learning beyond curriculum.



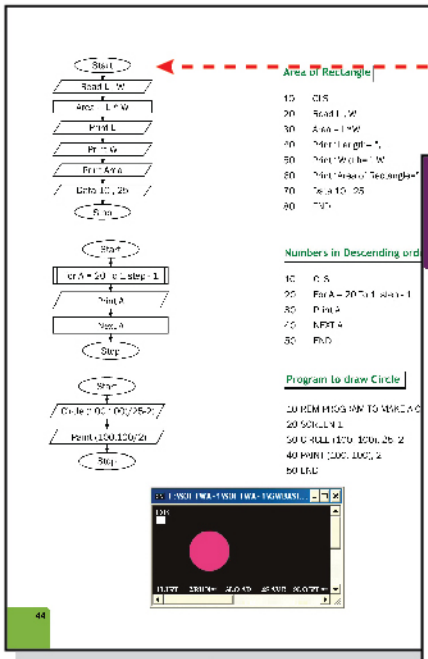
The basic concepts of most common software are explained in structured manner using screenshot.



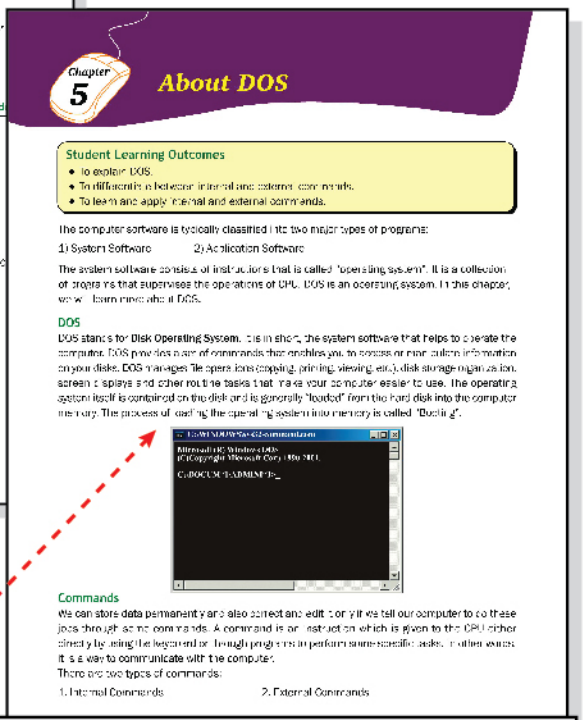
Lab session are included to demonstrate the students practical skills.

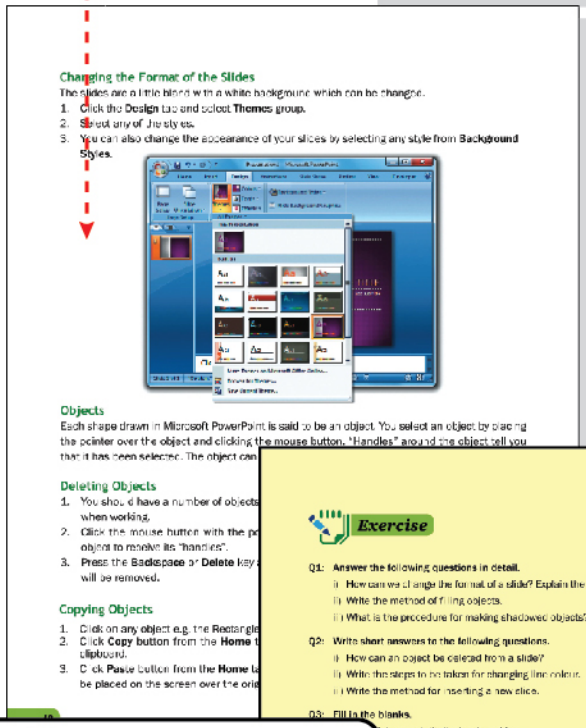


Step-by-step procedures to apply on the practical applications of software.

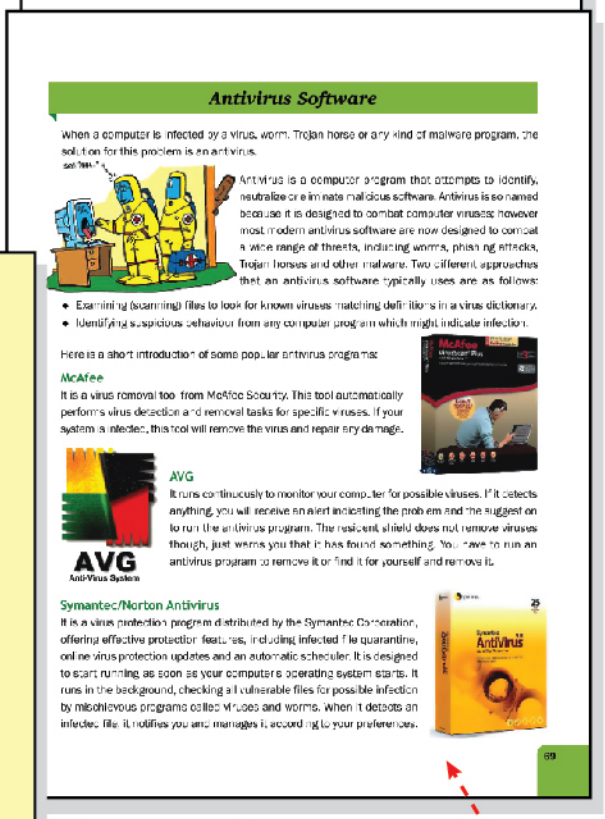


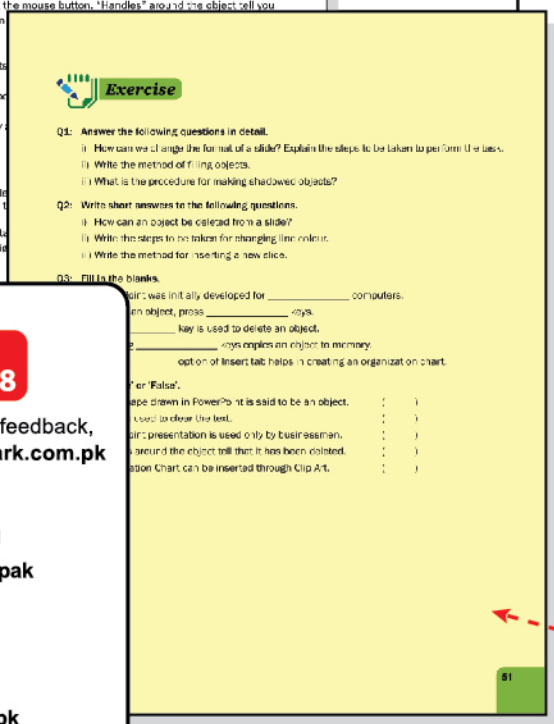
"Dos" is explained with emphasis on the types of Dos commands.





Integrating BASIC programs and flowcharts along with the outputs develop the practical and theoretical concepts.





Exercises at the and of each chapter enhances the students understanding.

Teaching the commonly used software and its application.

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