Computer
Science

3

Sadaf Yousuf

Brushes tool

Brushes tool is used to draw lines of different appearances and textures. By using different brushes, you can draw lines that have different effects. Brushes and Size tools are used together to determine the artistic brush and the thickness of the brush stroke.

Shapes Group

Line and the Curved line tools are in the Shapes Gallery, along with Rectangles, Rounded rectangles, Ellipses and Polygons. There are a number of added shapes: arrows, speech balloons, various stars and others. Click and insert these shapes in the drawing area.
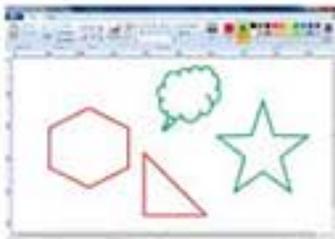
Basics for all Shapes

Open the Shapes by clicking the down arrow under the Shapes picture and click the shape you want to draw. You should choose a shape before using the **Outline** or Fill buttons and choosing a line thickness.

Press the mouse button and drag to draw the shape. If you draw with your left mouse button, Color 1 will be used for the Outline. If you draw with your right mouse button, Color 1 will be used for the Fill. When you are fully satisfied, click well away from the drawn shape to cancel the box.

Size Tool

The Size tool becomes active only after you have chosen either a Brush or a Shape. Choose Brush or Shape and then click the down arrow under **Size** and choose a line thickness.

The line thicknesses offered vary according to the brush you have chosen.

Colors Group

The Color group of the ribbon has three parts: Boxes showing the active colors - Color 1 and Color 2, the Color Palette and the Edit colors button.

Classification of Computer

Student Learning Outcomes
To learn the classification of computer.

Given below are a few modes of transportation.

Each of the above mentioned modes is different due to the following reasons:

1) Seating capacity
2) Speed
3) Place where it moves

Classification of Computer

Similarly, computer is also classified into the following, based on its capacity, number of connected users and speed of processing.

Classification of Computer

| Super computer | Mainframe computer | Mini computer | Micro computer |
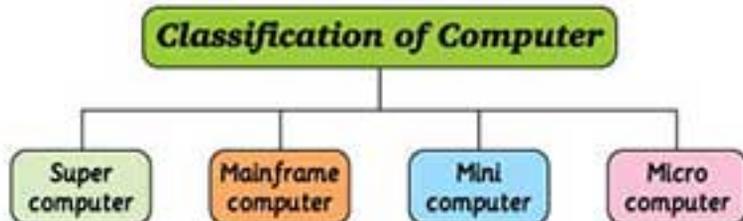
Micro computer is divided into the following categories:

Desktop Computer:

A personal or micro computer that fits on a desk.

Laptop:

A portable computer complete with a screen and keyboard. It is generally smaller in size than a desktop computer.

Palmtop:

A hand-sized computer which has no keyboard but the screen serves both as an input and output device.

What have we learnt?

- Computer is classified into super, mainframe, mini and micro based on its capacity, number of connected users and speed of processing.
- Super computer is the fastest, most expensive computer used for weather forecasting and complicated scientific problems.
- Mainframe is a very large and expensive computer capable of supporting hundreds, or even thousands, of users at the same time.
- Mini computer is a midsized computer. In size and power, mini computer lies between micro computer and mainframe.
- Micro computer is also called Personal Computer (PC).
- PC was designed for a single user in 1970s.
- The introduction of micro computer has brought great changes in the computer world. It is used at homes, in schools and businesses for routine tasks.
- Desktop computer is a personal or micro computer that fits on a desk.
- Laptop is a portable computer complete with a screen and keyboard. It is generally smaller in size than a desktop computer.
- Palmtop is a hand-sized computer which has no keyboard but the screen serves both as an input and output device.

2. Application software

Application software, or simply application, is used to perform specific tasks other than just running the computer system. Application software may consist of:

i) A single program, such as an image viewer.

ii) A small collection of programs (often called a software package) that work closely together to perform a task, such as a word processor.

iii) A larger collection (often called a software suite) of related but independent programs that have a common user interface, such as Microsoft Office (consisting of MS Word, MS Excel, MS PowerPoint etc.).

What have we learnt?

- A computer program is a set of instructions given to the computer to perform a task.
- A computer programmer is a person who writes computer programs.
- Software is not physical like computer hardware.
- Software consists of a set of instructions written by the computer programmers. It can also be described as the program used to direct the operations of a computer.
- Software can be classified into system software and application software.
- System software controls and manages the hardware components of a computer system.
- System software consists of operating system, utilities and language translator.
- Application software, or simply application, is used to perform specific tasks other than just running the computer system.
- Application software may consist of:
  i) A single program, such as an image viewer.
  ii) A small collection of programs (often called a software package) that work closely together to accomplish a task, such as a word processor.
  iii) A larger collection (often called a software suite) of related but independent programs that have a common user interface, such as Microsoft Office (consisting of MS Word, MS Excel, MS PowerPoint etc.).

To zoom in and out in a document, you can also click the Zoom in or Zoom out buttons on the Zoom slider in the lower-right corner of the window.

100% ⊖ ─────⬚───── ⊕

To view the document at its actual size
On the **View** tab, in the **Zoom** group, click **100%**.

To display the ruler
The ruler is a measurement tool found with some programs that allow the user to align graphics, text, tables, or other elements on a page. When enabled, the horizontal ruler appears at the top of the document, and the vertical ruler is on the left-side of the document.

On the **View** tab, in the **Show or hide** group, select the **Ruler** check box. It will display the ruler. Click it again to remove the check and ruler will hide.

To display the status bar
The status bar is located at the bottom of the GUI (graphical user interface) that shows the user different information about the program he is using.
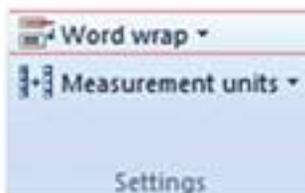
On the **View** tab, in the **Show or hide** group, select the **Status bar** check box. It will display the Status bar. Click it again to remove the check and status bar will hide.

To change the word wrap settings
Word wrapping is when a line of text automatically moves to the next line when it gets to the end of a line.

On the **View** tab, in the **Settings** group, click **Word wrap**, and then click the setting that you want.

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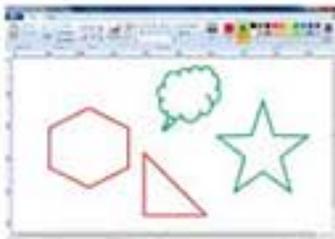
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About the Author

Sadaf Yousuf holds a Master's degree in Computer Science and has an experience of more than 18 years as an instructor, trainer and coordinator at various reputable schools. She is currently working as a subject coordinator at a prestigious O Level school in Karachi. She has also worked as a Deputy Academic Coordinator and conducted academic audit of various schools, colleges and institutes in Karachi as well as other cities.

She has also participated in workshops related to teaching and management and has worked as a teachers' trainer to impart IT training to teachers and executives. Her services have been acknowledged by the organizations she has worked for by presenting her with the 'Best employee of the year' award on a number of occasions.