

**GIRLS' HIGH SCHOOL AND COLLEGE,  
PRAYAGRAJ  
SESSION-(2020-21)  
WORK SHEET NO-2  
CLASS- 2(A-F)  
SUBJECT- COMPUTER  
CHAPTER - COMPUTER- AN ELECTRONIC DEVICE**

**Instructions:** - Parents are instructed to help the child to read, learn and solve the given exercises.

**Note:-** Revise worksheet-1 with the child.( first half of the chapter)

**Topic: -Working of a Computer, Advantages and Disadvantages.**

Computer works on given instructions (commands). We need letters, numbers, pictures to make it work. These are called data. A computer works in three basic steps-



Let's understand with the help of this example.

Dirty clothes



Washing



Clean clothes



**Input:-** The data and instructions that we enter in to a computer are called input . We input data using a **keyboard** and a **mouse**.

**Process:-** Working on the data is called processing. The **CPU (Central Processing Unit)** works on the data.

**Output:-** When the CPU finishes processing the data, the output (result) is displayed on the **monitor**.

### Advantages and disadvantages of a Computer

#### Advantages:-

1. **Speed** - Works fast without getting tired.
2. **Calculation** – It can perform difficult calculations without making any mistake.
3. **Storage capacity** – It stores large amount of information.
4. **Multitasking** – it can do many jobs at the same time, e.g. you can paint and type while listening to music.

**Disadvantages:-**

1. **Decision** – A computer works on human orders as it cannot take its own decision.
2. **Health** – Sitting in front of the computer for a long time can affect eyesight and physical growth (development) of the children.
3. **Time** – It can waste a lot of your time if not used properly. For example, you could be trying to learn more about computers and see an interesting link on making a craft. Then you will waste time in seeing the link on craft.
4. **Cyber Crime** – Use of internet may also increase the number of crimes, like stealing of data, banking frauds.

**Let's read and learn these Answers-**

**Q1.** What is Data?

**A1.** Data can be words, numbers, pictures or sound.

**Q2.**What is processing?

**A2.** Working on the data is called processing.

**Q3.** Which part of a computer works on data?

**A3.** The CPU works on data.

**Q4.** Name the four main parts of a computer.

**A4.** The four main parts are –

1. Monitor
2. Keyboard
3. CPU
4. Mouse.

**Fill in the blanks using** (processing, output, entertainment, listen, three)

1. A computer is a good source of \_\_\_\_\_.
2. Working on data is called \_\_\_\_\_.
3. A computer works in \_\_\_\_\_ basic steps.
4. \_\_\_\_\_ means final result.
5. One can type and \_\_\_\_\_ to music, at the same time.

**Answer in short:-**

1. Name the three-step process in which a computer works.
  - a. \_\_\_\_\_.
2. Write any one advantage and disadvantage of a computer.
  - a. \_\_\_\_\_.
  - b. \_\_\_\_\_.
3. Name any one input and output device. \_\_\_\_\_

.....**End**.....