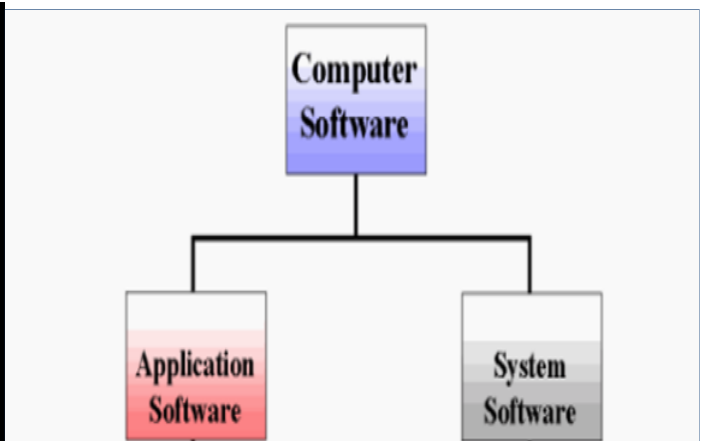


GIRLS' HIGH SCHOOL AND COLLEGE,  
PRAYAGRAJ  
SESSION-(2020-21)  
WORK SHEET NO-2  
CLASS- 3(A-F)  
SUBJECT- COMPUTER  
CHAPTER - A COMPUTER SYSTEM

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- Software and Working of a Computer



As we all know that the physical part of a computer that we can touch and feel is called Hardware, and to make hardware work we need to have Software installed (fix) in it. Thus, we can define software as a set of instructions (commands) given to the computer to do a particular work. Software is that part of a computer which we cannot touch and feel. Let's understand software with the help of a few examples-

#### Examples-

A CD is hardware, but the **song** or **movie**, which are stored in it are **software**, as they cannot be touched.

Likewise, a TV is hardware and the **programmes** that you watch on it are **software**.

#### **There are two types of software-**

1. System Software
2. Application Software

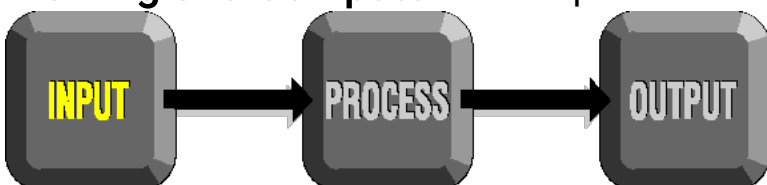
**System Software-** It is a set of programs that controls the overall working of a computer.

For example- OS (operating system) is a part of a computer that makes a computer manage all the input and output operations.

**Application Software-**The software that helps you to do a specific type of work is called Application software.

For example- MS Word, Power Point, MS Excel etc.

**Working of a Computer-** A computer works in three basic steps.



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

sound.

**Process:-**Working on the data is called processing. The **CPU** works on the data to give us useful information.

**Output:-** This useful information is known as output (result).

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

**Q1.** Define the term Software.

**A1.** Software is that part of a computer, which cannot be touched. There are two types of software-

1. System Software
2. Application Software

**Q2.** Name the three-step process in which a computer works.

**A2.** The three basic steps are-

1. Input
2. Process
3. Output

**Q3.** How many types of keys are there on the keyboard? Name them.

**A3.** There are five types of keys –

1. Typing keys
2. Control keys
3. Function keys
4. Numeric keypad
5. Navigation keys

**Fill in the blanks using** (four, Memory Utility, Hardware, Monitor)

1. MU stands for\_\_\_\_\_.
2. A computer has \_\_\_\_\_ main parts.
3. The parts of a computer that can be touched are called \_\_\_\_\_.
4. A \_\_\_\_\_ displays all the work that we do on a computer.

.....End.....