

# COMPUTER

## A WONDER MACHINE

Aligned  
with  
NEP

Includes  
AI

# COMPUTER

## A WONDER MACHINE

Includes  
AI

Aligned  
with  
NEP

**Seema Chauhan**  
M.Sc. (IT), MBA (IT)

## SULTAN CHAND & SONS (P) LTD

*Educational Publishers*

4859/24, Darya Ganj, New Delhi-110 002

Phones : 4354 6000 (100 Lines), 2324 3939

Fax : (011) 4354 6004, 2325 4295

E-mail : [scs@sultanchandebooks.com](mailto:scs@sultanchandebooks.com)

Buy books online at : [www.sultan-chand.com](http://www.sultan-chand.com)

ISBN: 978-81-19446-44-5

First Published 2007

Thirteenth Thoroughly Revised Edition

and Nineteenth Impression 2025

© All rights reserved.

No part of this book may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping, or information retrieval system) or reproduced on any disc, tape, perforated media or any other information storage device, etc., without the prior written permission of the publishers. Breach of this condition is liable for legal action. Persons found dealing in pirated version of this product will be dealt with strictly. To avoid purchase of sub-standard pirated version, insist on taking a cash memo.

**Anyone who brings information regarding any such reproduction will be handsomely rewarded.**

Publication of **Key** to this book is strictly prohibited.

Every effort has been made to avoid errors or omissions in this publication. In spite of this, some errors might have crept in. Any mistake, error or discrepancy noted may be brought to our notice and it shall be taken care of in the next edition. It is notified that neither the publishers nor the author or seller will be responsible for any damage or loss of any kind, in any manner, therefrom.

For faulty binding, misprints or for missing pages, etc., the publishers' liability is limited to replacement within one month of the purchase by a similar edition. All expenses in this connection are to be borne by the purchaser.

All disputes are subject to Delhi jurisdiction only.

# Foreword

Developments in science and technology are affecting our lives more than ever and computers have played a lead role in this. Computers have evolved at a fast pace and are used in almost every sphere of life today. It has hence become imperative for us to know the usage of computers.

The series, **Computer—A Wonder Machine**, for Classes I to VIII, has been thoroughly revised and new topics, relevant in today's time, have been introduced at different levels for the benefit of students. The series is well focused on building a strong foundation and achieving age-appropriate competencies and is designed to:

- ❖ facilitate understanding of fundamental computer operations and practices.
- ❖ develop attitudes that are value and technology-driven.
- ❖ strengthen the ability to use the latest IT environment (MS Windows 11) and latest productivity tools (MS Office 365).
- ❖ enable students to learn about artificial intelligence (AI), its uses and its impact across sectors.
- ❖ inculcate the ability to use communication tools.

The 'Learning by Doing' approach adopted in the books lays down detailed steps to navigate the students effortlessly through the learning process and motivate them to acquire mastery over computers.

Students and teachers will find this series informative and interesting. Constructive criticism and suggestions are welcome and shall be gratefully acknowledged.

**AUTHOR**

# Contents



1. COMPUTER SYSTEM	... 7
--------------------	-------



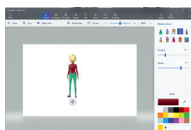
2. GUI OPERATING SYSTEM— AN INTRODUCTION	... 19
---	--------



3. WORD PROCESSOR	... 33
-------------------	--------



4. INTERNET—AN INTRODUCTION	... 51
-----------------------------	--------



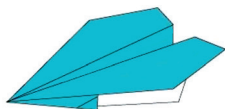
5. FUN WITH PAINT 3D	... 62
----------------------	--------



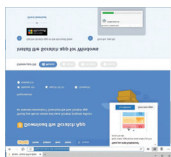
6. TUX, OF MATH COMMAND	... 77
-------------------------	--------



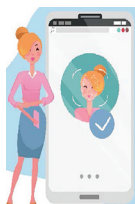
7. FILE MANAGEMENT— ORGANIZATION OF FOLDERS	... 85
--	--------



8. STEP-WISE THINKING	... 97
-----------------------	--------



9. INTRODUCTION TO SCRATCH PROGRAMMING	... 107
---	---------



10. ARTIFICIAL INTELLIGENCE IN DIGITAL WORLD	... 122
---	---------