

## **BOOK INFO**

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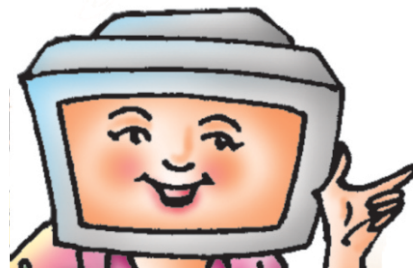
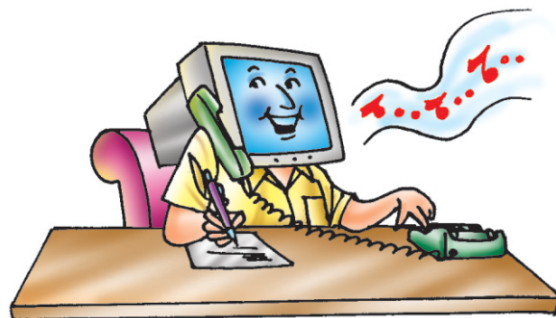
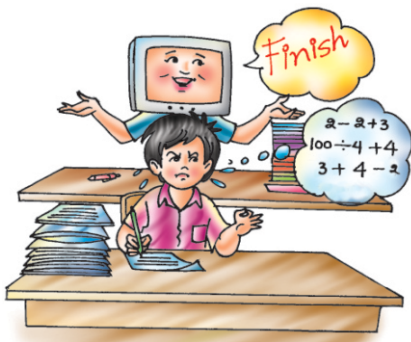
With  
Interactive CD

# Starting With COMPUTERS

## BOOK 2

Ms Sadia Anwar and Ms Mussarat-ul-Ain

Editor: Ali Imam Syed



*I can do so many things.*

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# 1

## A Useful Machine



We see more and more people using computers now. People find that using a computer makes work easier for them.

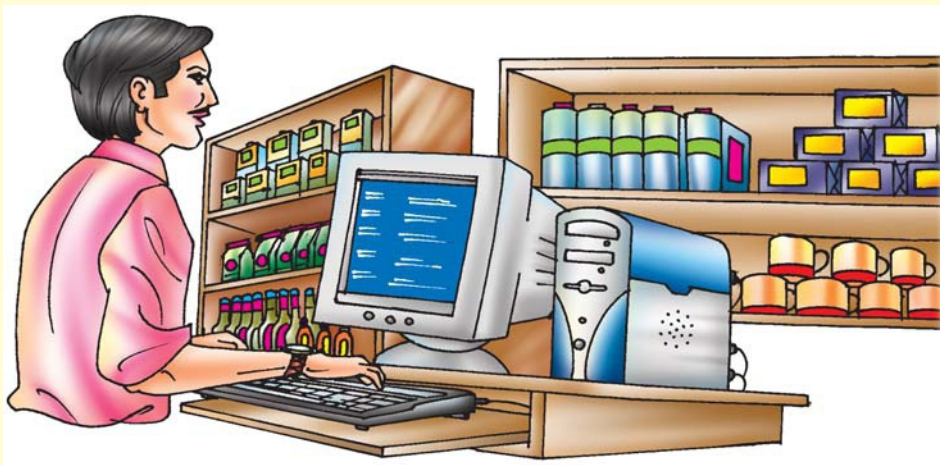
We find such users in different places. Here are some of them.

### In a shop

Alisha wants to buy some things. The shopkeeper uses a computer to make a bill for her.



The shopkeeper uses a computer to keep an account of goods in his shop. He can get more of a thing that gets finished.



### Key words

- make a bill
- keep an account of the goods

# Exercises

## 1. Choose the right option to fill in the blanks.

- a. Saida is in a shop. The shopkeeper uses a computer to .....  
issue a ticket / make a bill / withdraw money
- b. Saira is in an office. She uses a computer to .....  
write a letter / buy biscuits / withdraw money
- c. Nasima is in a bank. She uses a computer to .....  
buy a railway ticket / train people / fill up a passbook
- d. Salim is a teacher. He uses a computer in school to .....  
buy potatoes / find out sales figures / make the annual result of his class
- e. Nasir is a doctor. He uses a computer in hospital to .....  
make a record / withdraw money / train people

## 2. Write T for True or F for False.

- a. A doctor uses a computer to sell things in a shop. ☐
- b. A man in a bank uses a computer to look at records of a patient. ☐
- c. A teacher uses a computer to teach. ☐
- d. A lady in a bank uses a computer to update the passbooks. ☐
- e. A shopkeeper uses a computer to make a bill. ☐

## 3. Name five places where you have seen computers being used.

- a. ....
- b. ....
- c. ....
- d. ....
- e. ....

## 4. List two things you can use a computer to do.

- .....
- .....
- .....
- .....
- .....