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**WORKSHEET****EVOLUTION OF COMPUTERS****Chapter-1****A. Tick (✓) the correct option.**

1. The person who created the Analytical Engine was .....  
a. Blaise Pascal      b. Bill Gates      c. Charles Babbage
2. The first mechanical calculator was .....  
a. Abacus      b. Pascaline      c. Analytical Engine
3. Early man carved marks on ..... in order to keep the records.  
a. clay      b. stone      c. wood
4. Herman Hollerith invented .....  
a. UNIVAC      b. Mark-I      c. Tabulating Machine

**B. Fill in the blanks using the words given below.****Hints:** Charles Babbage, John Mauchly, Lady Ada Lovelace, IBM

1. .... is known as the Father of Computers’
2. .... was known as the first programmer in computer history.
3. UNIVAC was invented by ..... and Presper Eckert.
4. .... introduced the PC-XT.

**C. Write the full form of the following.**

1. UNIVAC .....
2. ENIAC .....
3. IC .....
4. VLSI .....

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**WORKSHEET****PERSONALIZING WINDOWS 7****Chapter-2****A. Tick (✓) the correct option.**

- ..... is a mini tool which can be kept on the desktop to get quick access to information.  
a. Gadget                      b. Icon                      c. Wallpaper
- ..... helps to quickly open files or folders by double-clicking on them.  
a. Taskbar                      b. Icons                      c. Gadgets
- The final screen that appears after switching ON the computer is .....  
a. Wallpaper                      b. Folders                      c. Desktop

**B. Write 'T' for True and 'F' for False.**

- Screen Saver does not start by itself. ....
- We can change desktop background. ....
- Windows is a Geometrical User Interface. ....
- Start button is present at the right side on the Taskbar. ....

**C. Fill in the blanks.****Hints:** notification, icons, screen saver, taskbar

- Desktop has some shortcut .....
- ..... is a moving pattern or animation on the screen.
- ..... helps to manage the various currently active programs.
- Clock appears in the ..... area on the taskbar.

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**WORKSHEET****KNOW ABOUT COMPUTER  
VIRUSES****Chapter-3****A. Tick (✓) the correct option.**

1. Which one of the following is not an antivirus?  
a. McAfee                      b. Quick Heal                      c. Code Red
2. .... is a popular antivirus program.  
a. Paint                      b. MS Windows                      c. McAfee

**B. Fill in the blanks using the words given below.**

1. Code Red is a ..... (human/computer) virus.
2. An infected computer system will ..... (increase/decrease) the size of infected files.
3. .... (virus/antivirus) does not let the virus copy itself on our computer system.
3. To prevent a virus infection, never download music, programs or games from ..... (known/unknown) source.

**C. Write 'T' for True and 'F' for False.**

1. YEMROM \_\_\_\_\_
2. OFWRESTA \_\_\_\_\_
3. OPRGAMRS \_\_\_\_\_
4. NRTIETNE \_\_\_\_\_

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**WORKSHEET**
**EDITING IN MS WORD 2010**
**Chapter-4**
**A. Tick (✓) the correct option.**

1. MS Word is a word ..... software.  
a. processing      b. calculating      c. painting
2. .... command in MS Word is used to remove the text from its original location.  
a. Remove      b. Cut      c. Move
3. In MS Word, spelling mistakes are shown by ..... wavy line.  
a. blue      b. green      c. red

**B. Fill in the blanks using the words given below.**
**Hints:** backspace, green, double, select

1. To delete large text, ..... it and press ..... key.
2. Grammatical mistakes are shown in ..... coloured wavy line.
3. You can ..... click to select a word in a MS Word document.

**C. Write 'T' for True and 'F' for False.**

1. Redo is used to cancel a command. ....
2. Word allows to insert text within typed text. ....
3. The Spelling and Grammar button is situated under the Review tab. ....
4. MS Word is a drawing program. ....

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## WORKSHEET FORMATTING IN MS WORD 2010

Chapter-5

### A. Tick (✓) the correct option.

1. Which of the following buttons should be clicked to align the text to the left?




2. Text Effects are available in the ..... group on the Home tab.

a. Font

b. Paragraph

c. Clipboard

3. The  button is used for creating a ..... list.

a. numbered

b. bulleted

c. line

### B. Fill in the blanks using the words given below.

**Hints:** bullet, formatting, bold, enter, right

1. .... means darker text.

2. In ..... alignment, the text is aligned along the right margin.

3. The ..... key is pressed twice for finishing the bulleted or numbered list.

4. The process of changing the appearance and arrangement of the text is called .....

5. A ..... is a small symbol such as a square or a dot, used to mark each item in a list.

### C. Write 'T' for True and 'F' for False.

1. The text highlight color option lies in the Home tab. ....

2. We can align a paragraph in four alignment options in MS Word 2010. ....

3. In a bulleted list each item has a sequential number in front of it. ....

4. Bold means a line under the text. ....

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**WORKSHEET****MS POWERPOINT 2010****Chapter-6****A. Tick (✓) the correct option.**

- To start MS PowerPoint, click the Start button on the .....  
a. title bar                      b. status bar                      c. taskbar
- The ..... contains multiple tabs, each with several groups of commands.  
a. status bar                      b. slide pane                      c. ribbon
- The ..... displays the slides as thumbnails.  
a. outline pane                      b. slides pane                      c. work area

**B. Fill in the blanks using the words given below.****Hints:** slide, MS Office, presentation, title bar, status bar

- MS PowerPoint is a part of the ..... package.
- ..... is located at the top of the MS PowerPoint window.
- A single page of a presentation is called a ..... .
- A ..... is a collection of slides.
- The ..... shows information about the slides.

**C. Write 'T' for True and 'F' for False.**

- Microsoft PowerPoint is software used for creating presentation. ....
- MS PowerPoint is opened with a blank presentation. ....
- A placeholder is a page in a presentation. ....
- Quick Access Toolbar is located at the top right corner of the taskbar. ....

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## WORKSHEET

## LOGO COMMANDS

### Chapter-7

#### A. Tick (✓) the correct option.

- ..... command is used to lift up the turtle's pen.  
a. PD                      b. CU                      c. PU
- The command used to draw a circle is .....  
a. REPEAT              b. PRINT              c. CIRCLE
- The command used to turn the turtle in right direction is .....  
a. FD                      b. LT                      c. RT

#### B. Write 'T' for True and 'F' for False.

- REPEAT command is used to repeat a set of commands. ....
- In a regular polygon the number of sides is not equal to the number of angles. ....
- A decagon is a nine-sided polygon. ....
- To draw a square the turtle has to turn four times. ....

#### C. Fill in the blanks using the words given below.

**Hints:** REPEAT, square, six, PRINT, PENERASE, PE

- The ..... command is used to avoid repetitions of command.
- The turtle will make ..... turns for drawing a hexagon.
- ..... command can also be used to display messages on the LOGO screen.
- REPEAT 4 [FD 120 RT 90] will draw a ..... on the LOGO screen.
- ..... command works like an eraser in the logo screen.
- ..... command works like an eraser in the Logo Screen.

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**WORKSHEET****INTRODUCTION TO INTERNET****Chapter-8****A. Tick (✓) the correct option.**

1. Internet Explorer is a .....  
a. website                      b. icon                      c. web browser
2. .... is not a web browser.  
a. Mozilla Firefox    b. MS Word                      c. Google Chrome
3. The pages on the Internet are called .....  
a. Web browser    b. Network                      c. Web pages

**B. Write 'T' for True and 'F' for False.**

1. Internet stands for International Network. ....
2. You can buy or sell objects on the Internet. ....
3. You cannot send or receive e-mail messages on the Internet. ....

**C. Fill in the blanks using the words given below.****Hints:** stop, collection, internet, world, main page

1. WWW stands for ..... wide web.
2. Website is a ..... of web pages.
3. Home page is the ..... of a website.
4. .... button stops the downloading of current web pages from the Internet.
5. .... is the biggest network of computers.



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## WORKSHEET

## INTRODUCTION TO SCRATCH

### Chapter-9





#### A. Tick (✓) the correct option.

- ..... are pink coloured blocks.  
a. Motion blocks    b. Sound blocks    c. Control blocks
- A Scratch project has the extension .....  
a. pptx                      b. docx                      c. sb2
- The Grow button is used to make the sprite ..... in size.  
a. invisible                      b. smaller                      c. bigger

#### B. Match the following:

##### Column A

##### Column B

- |                                                                                        |                                              |
|----------------------------------------------------------------------------------------|----------------------------------------------|
| 1.  | a. Turns the sprite at a specified degree    |
| 2.  | b. Let the sprite play a sound.              |
| 3.  | c. Moves the Sprite 10 step forward.         |
| 4.  | d. Pauses the script for the specified time. |

#### C. Fill in the blanks using the words given below.

**Hints:** brown, stop, blocks, stage, backdrop

- A ..... is a background of the stage.
- The ..... area shows the output of the program.
- Events blocks are ..... colour-coded blocks.
- ..... button is used to stop project.
- The ..... are arranged in different categories.