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WORKSHEET THE COMPUTER— AN OVERVIEW

Chapter-1

A. Tick (✓) the correct option.

1. The data and information together are known as ....

   a. Input   b. Output   c. Storage

2. A set of instructions written in a computer language is called ....

   a. Data   b. Program   c. Information

3. .... is an input device.

   a. Scanner   b. CD-ROM   c. Monitor

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

1. CPU is the heart of every computer.   ....

2. Speaker is an input device.   ....

3. Graphic Tablet is used to directly draw on the computer screen.   ....

4. The CPU has two components: CU and DU.   ....

B. Write the full form of the following:

1. VDU   ....

2. LCD   ....

3. CPU   ....

4. ALU   ....

WORKSHEET

Name: ....   Roll No: ....

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WORKSHEET — COMPUTER MEMORY

Chapter-2

A. Tick (✓) the correct option.

1. Which one of these is not a secondary storage device?

    a. RAM   b. DVD   c. Pen Drive

2. Which one of these is used to record and erase data any number of times?

    a. CD-ROM   b. DVD-R   c. CD-RW

3. Which one of these is used to measure the memory of a computer?

    a. litre   b. byte   c. inches

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

Hints: Read Only Memory, 1 Gigabyte, USB, Dynamic Random Access Memory

1. .... is full form of DRAM.

2. .... is full form of ROM.

3. .... equals 1024 MB.

4. External hard disks can be connected with the help of .... ports.

C. Rearrange the letters to make the correct words:

1. C M O A P T C   __ __ __ __ __ __ __

2. M A R S   __ __ __ __

3. V O T L A I L E   __ __ __ __ __ __ __ __

4. N B B I E L   __ __ __ __ __ __

WORKSHEET

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WORKSHEET   WINDOWS 7

Chapter-3

A. Tick (✓) the correct option.

1. A file in a computer is represented by an ....

a. icon   b. shortcut   c. none

2. A .... contains a collection of related information.

a. file   b. folder   c. document

3. Files/Folders are organised in ....

a. Windows Explorer   b. Document

c. Recycle Bin

4. The deleted files go into ....

a. Documents   b. Downloads   c. Recycle Bin

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

Hints: folder, Windows Explorer, Downloads, subfolder

1. .... folder is used to store the files downloaded from the internet.

2. A .... is like a file cabinet in which you can keep your files.

3. A folder within a folder is called a ....

4. .... is a file manager that organises files and folders in your computer.

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

1. All the data in a computer is stored in the form of files
    and folders.   ....

2. Once a file/folder is deleted from the Recycle Bin, it
    cannot be restored.   ....

3. Shortcut key to copy a folder is Ctrl+V.   ....

4. Jump list takes us to the frequently used documents.   ....

W O R K S H E E T

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WORKSHEET   GRAPHIC IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. .... allows you to create attractive text effects.

     a. ClipArt   b. WordArt   c. Shapes

2. ClipArt command is present in .... tab.

     a. Home   b. Insert   c. Design

3. .... includes photographs and ClipArt.

     a. Pictures   b. Shapes   c. WordArt

4. .... effect adds thickness and rounded edges to shapes.

     a. WordArt   b. ClipArt   c. Bevel

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

Hints: ClipArt, Add Text, Shapes, Insert

1. MS Word 2010 comes with a set of readymade .... that you can use in your documents.

2. To draw a shape, click on the .... tab.

3. If you want to write in a Shape, right-click inside the shape and select the .... option.

4. .... is a collection of a wide variety of pictures.

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

1. Shapes inserted using Shapes can be resized.   ....

2. Symbols can be inserted from Home tab.   ....

3. We cannot add text inside a shape in MS Word 2010.   ....

4. The ClipArt gallery contains ready-made pictures or graphics.   ....

Name: .... Roll No: ....

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WORKSHEET TABLES IN MS WORD

Chapter-5

A. Tick (✓) the correct option.

1. The option to create a table is present under .... tab.

   a. Home   b. Insert   c. Format

2. .... refers to dividing one cell in a table into two or more cells.

   a. Merging   b. Splitting   c. Moving

3. A .... is horizontal and vertical arrangement of text.

   a. cell   b. column   c. table

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

Hints: design, layout, merging, resizing

1. .... a table means to increase and decrease the size of a table.

2. .... refers to combining two or more cells.

3. Options for inserting rows and columns are available in the .... tab.

4. Table styles are available under .... tab on the ribbon.

WORKSHEET

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WORKSHEET — MORE ON MS POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

1. .... is a library of ready-made pictures and graphics.
   a. ClipArt 　　　 b. WordArt 　　　 c. Animation

2. Arrangement of text, graphics, images, etc., in a slide is called ....
   a. Animation 　　　 b. Slide Layout 　　　 c. ClipArt

3. The view that shows the miniature version of the slides is ....
   a. Notes Page 　　　 b. Outline View 　　　 c. Slide Sorter View

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

1. You cannot insert downloaded images in a slide. 　　　 ....

2. You cannot change the WordArt font. 　　　 ....

3. In Normal View, you can see the slide, the outline and the notes pane box. 　　　 ....

4. You can write notes in the notes pane. 　　　 ....

D. Name the following file icons.

1. _____　　　2. _____　　　3. _____

....　　　 ....　　　 ....

W O R K S H E E T

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WORKSHEET

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A.   **Tick (✓) the correct option.**

    1.   An Excel file is often called ....

      a.   Workbook   b.   Worksheet   c.   Spreadsheet

    2.   Cells arranged horizontally across the screen are called ....

      a.   Rows   b.   Columns   c.   Grids

    3.   The intersection of a row and column is called ....

      a.   workbook   b.   worksheet   c.   cell

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

    1.   MS Excel is the most suited program for documentation.   ....

    2.   A workbook may contain any number of worksheets according to the user's need.   ....

    3.   Letters A to Z, AA to AZ are the row headings.   ....

    4.   Status bar displays the currently selected commands.   ....

    5.   Data cannot be entered in an active cell.   ....

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

    Hints: column, name, non-contiguous, formula

    1.   .... bar is used to enter and edit formulas and perform calculations on worksheet.

    2.   Cells arranged vertically across the screen are called ....

    3.   .... Cell Rangeis a collection of cells which are not adjacent to one another.

    4.   The address of the active cell is displayed in .... box.

D.   **Answer the following questions.**

    1.   What is formatting?

      ....

WORKSHEET

Name: .... Roll No: ....

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WORKSHEET — MORE ON INTERNET

Chapter-8

A. Tick (✓) the correct option.

1. Buying goods online is called ....

   a. onlineshopping   b. onlinechatting   c. onlinereading

2. .... is an online communication system.

   a. Web browser   b. Home page   c. E-mail

3. Chrome is a web browser developed by ....

   a. Mozilla   b. Google   c. Youtube

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

Hints: search engines, uploading, downloading, information

1. The Internet is a virtual treasure trove of ....

2. The .... on the Internet can help you to find data on any subject that you need.

3. Getting the data from the host computer to the client computer is known as ....

4. Copying the data from the client computer to the host computer is known as ....

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

1. What is E-mail?

   ....

2. What is meant by downloading?

   ....

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

1. ISP – ....

2. URL – ....

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WORKSHEET — PROGRAMMING IN SCRATCH

Chapter-9

A.   Tick (✓) the correct option.

1. The .... block is used to hide the Sprite from the stage.

    a. show   b. escape   c. hide

2. .... blocks are used to draw the Sprite's footprints.

    a. Looks   b. Pen   c. Control

3. .... is used so that the Sprite will not draw as it moves.

    a. Pen Down   b. Pen Up   c. Stamp

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

Hints: relational, looks, string, forever

1. The .... block menu has instructions for setting the colour, size and visibility of the Sprite.

2. .... is a Control block which runs the script continuously until the Stop button is pressed.

3. .... operators are used to compare relation between two values or variables.

4. When we save a word in a variable it is called .... variable.

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

1. We cannot create variables in Scratch.   ....

2. If...then...Else is a Control block which checks the given condition.   ....

3. All the blocks in Scratch are of same colour.   ....

4. Hide command makes Sprite disappear from the stage.   ....