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WORKSHEET

COMPUTER SOFTWARE

Chapter-1

A. Read the clues and answers the following:

1. They are specifically designed to manage the computer hardware, operating system and application software.
2. It is used to compress a large file into a file of smaller size so that it occupies less space and is easy to store.
3. It is the most important software that runs on a computer.
4. It is a set of instructions that makes the computer perform tasks.
5. It is made up of a number of electronic devices which are connected together.
.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. A database is an organized collection of unrelated data.
.....
2. Spreadsheet software are used to create newspapers, magazines, brochures, still advertisements, etc.
.....
3. An operating system usually comes separately with any computer you buy.
.....
4. An operating system is not the most important software that runs on a computer.
.....

C. Define the following:

1. Multimedia Software -
.....
2. Customised Software -
.....
3. Hardware -
.....

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WINDOWS 7

Chapter-2

A. Read the clues and answers the following:

1. It manages all the activities of a computer.
.....
2. It is an operating system launched by Microsoft Corporation in 2009.
.....
3. It shows you a preview of the windows that are currently opened.
.....
4. It shows you what is happening in all other open windows on the computer system.
.....
5. It is used to control and modify many features of Windows 7 on your computer.
.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Programs option is used for setting the overall operations and security of the Windows 7.
.....
2. System and Security option is used to adjust the visual effects of your computer like how the Start menu and desktop should look, etc.
.....
3. We cannot change the data and time of our computer.
.....
4. An operating system is a hardware component of a computer.
.....

B. Name three control buttons of a window:

1.
2.
3.

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MORE ON MS POWERPOINT 2010

Chapter-3

A. Read the clues and answers the following:

1. It is a software application used to create electronic presentations.
.....
2. It is made up of several slides.
.....
3. It is a set of predefined layouts that can be used to add a professional touch to your presentations.
.....
4. This tab in PowerPoint provides a variety of options for designing and formatting a presentation.
.....
5. It determines how your presentation moves from one slide to the next.
.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Transition can be used in PowerPoint to make a presentation more interesting..
.....
2. The Format tab will let you set up how your show will progress.
.....
3. We cannot move to the next slide during the slide show by clicking the mouse.
.....
4. We cannot start the slide show from the current slide.
.....

C. Name three slide transition effects:

1.
2.
3.

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MORE ON MS WORD 2010

Chapter-4

A. Read the clues and answers the following:

1. This space is left so that when the papers are arranged as a book, the printed text does not get hidden inside the binding.
.....
2. This command is used to locate a word or phrase in a document.
.....
3. This command is used to substitute all or only the selected occurrences of a word or phrase.
.....
4. This tab in MS Word provides options such as Margins, Orientation, and Watermark.
.....
5. This command is used to mathematical equations in a document.
.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Paragraph Spacing is the blank space between two lines in a paragraph.
.....
2. The Equation command is available in the Home tab.
.....
3. Watermark is a non-faded text or image that you want to appear behind the text on each page.
.....
4. Header is the text like page number that appears at the bottom of each page.
.....

C. Write the name of command used to:

1. Insert a smart art -
2. Insert watermark to a document -
3. Set page orientation -

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WORKSHEET

LEARNING MS EXCEL 2010

Chapter-5

A. Read the clues and answers the following:

1. It is a collection of different worksheets.

.....

2. It is formed by the intersection of a row and a column.

.....

3. The address of the active cell is displayed in this box.

.....

4. This command is used to merge the selected cells in MS Excel.

.....

5. This command is used to apply the style on a cell.

.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Automatically Fill feature automatically fills a series of data in your worksheet.

.....

2. MS Word is an application software to store and analyse numerical data.

.....

3. Row height and column width cannot be changed.

.....

4. We cannot format numbers in a cell.

.....

C. Write the steps to merge cells in MS Excel:

Step 1

Step 2

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WORKSHEET**INTRODUCTION TO FLASH CS6****Chapter-6****A. Read the clues and answers the following:**

1. It is the grey area around the Stage.

.....

2. The objects placed on this will appear in your published movie.

.....

3. It is used to control the images and sounds in your Flash document.

.....

4. It is a single step of animation or picture on the flash timeline.

.....

5. They control the stacking order of objects.

.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. We cannot create a new layer in a Flash document.

.....

2. The white rectangular area of the Adobe Flash workspace is called Timeline.

.....

3. We cannot change the order of the layers in Flash.

.....

4. The Properties panel contains all the tools of Flash.

.....

C. Write the steps to create a new Flash document:

Step 1

Step 2

Step 3

Step 4

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WORKSHEET

USING TOOLS IN FLASH CS6

Chapter-7

A. Read the clues and answers the following:

1. This tool is used to adjust magnification of the stage.
.....
2. It changes the inside shape color of the object.
.....
3. This tool is used to add text on the stage.
.....
4. This tool is used to remove the unwanted parts or the whole object drawn on the Stage.
.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. We cannot draw a pentagon in Flash.
.....
2. We cannot draw freehand lines and curves on the stage.
.....
3. We can draw circular shapes by using the Pen Tool.
.....
4. Fill color changes the boundary color of the shape.
.....

C. Write the names of five modes of the Eraser Tool:

1.
2.
3.
4.
5.

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COMPUTER PROGRAMMING

Chapter-8

A. Read the clues and answers the following:

1. It translates and executes one statement at a time.
2. It is a program used to translate assembly language into machine language.
.....
3. It is a set of instructions given to the CPU in a pre-defined sequence to complete a task.
4. It is the process of writing a program.

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. People who write programs are called manufacturers.
.....
2. A computer understands only human language.
.....
3. HLL stands for High Language Level.
.....
4. A second generation language uses English like statements.
.....

C. Write the names of three third generation languages:

1.
2.
3.

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WORKSHEET

VISUAL BASIC 9

Chapter-9

A. Read the clues and answers the following:

1. It is a control used to display a list of items from which a user can select one or more options.
2. It is a window where all controls are put up.
3. It is a window that shows some more features of the Form or control selected.
4. It is a window that contains all the controls available in Visual Basic.

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. A CheckBox is used when a choice has to be given to the user to select only one option from the given list of options.
.....
2. The TextBox is used to display text which a user cannot directly edit or change.
.....
3. A ComboBox is same as the PictureBox.
.....
4. We can create a new project in Visual Basic by pressing the Shift + N keys.
.....

C. Write the names of three controls which are required to calculate the sum of two numbers in Visual Basic:

1.
2.
3.