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WORKSHEET

NUMBER SYSTEM

Chapter-1

A. Complete the sentences.

1. The base of decimal number system is
2. The position of first digit towards left side of the decimal point is
3. The most widely used number system is
4. A binary number is made up of only
5. Hexadecimal number system provides shortcut method to represent
6. Binary addition is similar to the addition of

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

1. The word binary comes from 'Bi-' meaning three.
.....
2. We cannot perform the addition operation on binary numbers.
.....
3. The letters A to F represent the decimal numbers from 12 to 17 in hexadecimal number system.
.....
4. A single binary digit (like '0' or '1') is called a 'byte'.
.....

C. Read the clues and answer the following:

1. It contains a decimal point.
2. It uses the digits 0 to 7.
3. It consists of 16 digits.
4. It is simply a manner of counting.
5. It is used as a shorthand representation of long binary numbers.

D. Convert the binary number 1011 into decimal number.

.....

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FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

Chapter-2

A. Complete the sentences.

1. Built-in formulas of Excel are called
2. Look up and reference functions locate
3. In Excel, Charts group exist in the
4. Parentheses make your formulas
5. Formulas in MS Excel begin with an

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

1. Excel calculates expressions within parentheses at last.
.....
2. The SQRT() function returns the square of the given number.
.....
3. The UPPER() function is used to convert text string into lower case.
.....

C. Match the columns.

Column A

1. Area chart
2. Pie chart
3. XY Scatter Plot chart
4. Legend

Column B

- a. Show the meaning of symbols and colours in chart
- b. Quantitative magnitude of data
- c. Sector showing relative size of each value
- d. Correlation between two sets of values

D. Write the names of two functions of each category:

1. Date and Time Functions -
2. Text Functions -
3. Mathematical Functions -
4. Statistical Functions -

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MORE ON EXCEL

Chapter-3

A. Complete the sentences.

1. The filter can also be applied through Sort & Filter group under the Data tab by selecting the
2. The Data Bars option is used to add data bars to the cells having
3. The Highlight Cells Rules option is used to highlight all cells satisfying a given
4. The Top/Bottom Rules option is used to highlight some top or bottom cells in a
5. We can select the Conditional Formatting command from Styles group under the

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

1. Excel can arrange the selected data in ascending order only.
.....
2. Conditional Formatting is used to separate unwanted material from a mixture.
.....
3. The conditional formatting applied to a data can be cleared by selecting New Rule option.
.....

C. Tick (✓) the correct option.

1. We use Sort A to Z option to sort
a. Numbers b. Symbols c. Text d. All of these
2. The Sort & Filter command exist under the Editing group in the tab.
a. Home b. Formula c. Insert d. Review

D. What is the difference between sorting data and filtering data?

.....
.....

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INTRODUCTION TO HTML

Chapter-4

A. Complete the sentences.

1. Tags are the basic building blocks of a
2. HTML stands for.....
3. The server stores the files and information in the form of
4. Tag begins with opening angular bracket (<) and ends with
5. All attributes consist of two parts – a name and a

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

1. The 'name' is the value that you want to set.
.....
2. We cannot change the width of the horizontal line on the web page.
.....
3. Values given to the attributes should not be enclosed within the double quotes.
.....
4. There must be a space between < and > in a tag.
.....
5. A HTML file is saved with .docx or .doc extension.
.....

C. Match the columns.

Column A

1. Used to view the Web page
2. Collection of web pages
3. HTML document is called
4. Contains information about header

Column B

- a. Web page
- b. Web browser
- c. <HEAD> Tag
- d. Website

D. Write the HTML code to display the text "Hello from HTML" on the web page by using the heading level 1.

.....

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WORKSHEET INTRODUCTION TO PHOTOSHOP

Chapter-5

A. Write the full forms of the following:

1. RGB -
2. CMYK -

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

1. Rectangle Tool is used to draw a triangle.
.....
2. Rectangle Marquee Tool is used to select an oval or circular portion of an image.
.....
3. Pencil Tool is used to remove unwanted portion from an image.
.....
4. Line Tool is used to draw closed shapes with 3, 5, 6 or more sides.
.....
5. A Photoshop file is saved with .pds extension.
.....

C. Write names of any four hidden tools under the Rectangle Tool.

1.
2.
3.
4.

D. Fill in the blanks.

1. is the place where you create and edit an image.
2. Gradient is used when circles are to be shown in gradient effect.
3. is used to draw a circle or oval shape.

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ANIMATIONS IN FLASH

Chapter-6

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

1. A symbol is a single step of animation or picture on the Flash timeline.
.....
2. Tween animation is used where you need to show movement of objects in a non-periodic manner.
.....
3. Press Ctrl+Del key to run the movie.
.....
4. A keyframe is that which has no object present on the stage.
.....
5. You cannot change the transparency and brightness of an instance.
.....

B. Define the following.

1. Symbol -
2. Instance -
3. Adobe Flash -
4. Layers -
5. Frame span -

C. Match the columns.

Column A

1. Shortcut key to insert a frame
2. Shortcut key to insert a keyframe
3. Shortcut key to insert a blank keyframe
4. Shortcut key to convert an object to a symbol
5. Shortcut key to run the movie

Column B

- a. F7
- b. F5
- c. F8
- d. Ctrl + Enter
- e. F6

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INTERNET AND E-MAIL

Chapter-7

A. Complete the sentences.

1. The World Wide Web consists of several public and private websites which may be interlinked and accessible over the
2. URLs are the key to navigating the.....
3. A hyperlink is simply a part of the web page that is linked to a
4. To send and receive e-mail, the user must have an
5. The most common general purpose and free e-mail service provider is

B. Write the steps to open Gmail in Web browser.

Step 1:

Step 2:

Step 3:

C. Define the following:

1. Website -
.....
2. Webpage -
.....
3. Acronym -
.....
4. Email -
.....

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WORKSHEET

COMPUTER SAFETY AND SECURITY

Chapter-8

A. Explain the following:

1. Optical mouse -
.....
.....
2. Face Recognition -
.....
.....
3. Decryption -
.....
.....

B. Match the columns.

Column A

1. Rootkit
2. Norton
3. Firewall
4. Disk Defragmenter

Column B

- a. Antivirus
- b. Malware
- c. Program in the Control Panel
- d. Network security system

C. Write the names of four online backup services.

1.
2.
3.
4.

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WORKSHEET

PROGRAMMING WITH PYTHON

Chapter-9

A. Write any three rules for naming variables in Python.

1.
2.
3.

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

1. The float () function converts a float or string variable into int data type.
.....
2. Comments are the text written inside the code for better understanding of the code.
.....
3. The + operator is used to check the equality between two values.
.....
4. IDLE stands for Integrated Development and Learning Environment.
.....

C. Match the columns.

Column A

1. print()
2. Run → Run Module
3. //
4. Comment

Column B

- a. Execute a program file
- b. Floor Division
- c. #Program on simple calculator
- d. Display output on the screen

D. Write the names of any three features of Python.

1.
2.
3.