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WORKSHEET

1

EVOLUTION OF COMPUTERS

Chapter-1

A. Tick (✓) the correct option.

- The first electro-mechanical computer was
a. MARK-I b. ENIAC c. Difference Engine
- generation computer was made up of vacuum tubes.
a. First b. Second c. Third
- Herman Hollerith built a tabulating machine in year
a. 1642 b. 1890 c. 1940

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

Hints: punched, fourth, abacus, AI

- is also used in schools as an aid in teaching the number system.
- MARK-I is used cards and typewriter for input and output.
- Scientists are trying to develop computers with
- Microprocessor was used in generation of computers.

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

- The use of ICs increased the size of computers.
- Personal computer was developed by IBM in 1977.
- Transistor and magnetic tapes were used in second generation.
- Difference Engine was invented by Herman Hollerith.

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2

EVOLUTION OF COMPUTERS

Chapter-1

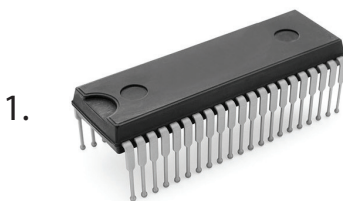
A. Tick (✓) the correct option.

1. He created a machine called Analytical Engine.
a. Blaise Pascal b. Bill Gates c. Charles Babbage
2. She developed the first ever computer program.
a. Charles Babbage b. Blaise Pascal c. Lady Ada Lovelace
3. The first mechanical calculator of the world.
a. Abacus b. Pascaline c. Analytical Engine

B. Write 'T' for true and 'F' for false.

1. Microsoft released the first version of Microsoft Windows in 1960.
2. Presper Eckert was the computer programmer.
3. Abacus is a wooden frame used to calculate numbers, quickly.
4. Charles Babbage is the father of computers.

C. Name the devices given below:



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WORKSHEET**1****PERSONALIZING WINDOWS 7****Chapter-2****A. Tick (✓) the correct option.**

1. are the mini tools provided by windows 7.
a. Gadgets b. Icons c. Buttons
2. The image in the background of the icons is called the Desktop
a. Start menu b. Task bar c. Wallpaper
3. The process of loading an operating system into computer's main memory is called
a. Warming b. Loading c. Booting

B. Fill in the blanks using the words given below.**Hints:** Screen Saver, icon, clock, aero peek

1. An is a small picture that opens or executes a file or program.
2. The and date is displayed of the mouse pointer on the right side of the taskbar.
3. Windows 7 provides a new feature called
4. The moving pattern or animation appears on the screen is called

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

1. Windows is a Geometrical User Interface.
2. Windows changes the transparency and intensity of the window border.
3. Start button is not the gateway to windows and programs.
4. The color used for windows' border, title bar, etc. is called the Window Color.

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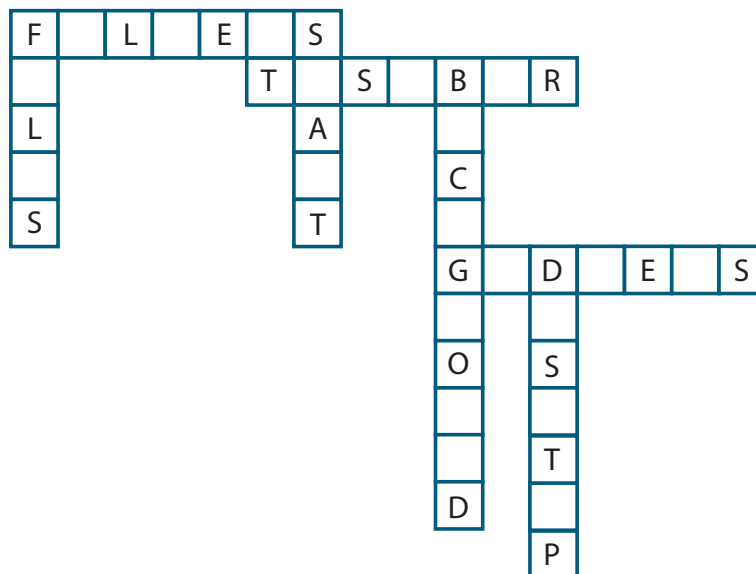
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WORKSHEET
2
PERSONALIZING WINDOWS 7
Chapter-2
A. Tick (✓) the correct option.

- is called the first screen that appears on switching ON the computer system.
 - Wallpaper
 - Folders
 - Desktop
- Windows 7 displays all the of the selected gallery.
 - background
 - browse
 - button
- The saver settings appear on the dialog box.
 - switch
 - screen
 - show

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

- Icon are small graphical representation various files/folders.
- The notification area will stop showing the updated date and time.
- Gadgets are mini tools provided by windows 7 kept on the desktop.
- The default wallpaper is the windows screen.

C. Complete the boxes using words with the help of hints given below.


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WORKSHEET**1****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. Which software detects viruses in a computer?
a. Antivirus b. Internet c. Network

B. Fill in the blanks using the words given below.**Hints:** data, infect, installed, internet

1. A computer virus is a program which can a system.
2. Antivirus software can be on your computer.
3. We can update your copy of antivirus only through the
4. Computer virus can destroy

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

1. Infected computer will load the programs faster.
2. Computer virus cannot spread through several ways.
3. We can install the antivirus program in the system.
4. Virus can crash the hard disk.

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WORKSHEET**2****KNOW ABOUT COMPUTER VIRUSES****Chapter-3****A. Tick (✓) the correct option.**

1. A program that copies itself quickly is a
a. virus b. antivirus c. document
2. Computer virus spread through local
a. windows b. network c. none

B. Fill in the blanks using the words given below.**Hints:** program, delete, scan, detect

1. We can the file through antivirus program.
2. Antivirus software virus in the computer.
3. Antivirus software can clean and the virus.
4. A computer virus is a

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

1. Antivirus software are Norton, McAfee and AVG.
2. We should not open any e-mail attachment from an unknown source.
3. Virus infected CDs/Pen Drives can be harmful for the computer.
4. We should not install antivirus software on our computers.

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WORKSHEET**1****EDITING IN MS WORD 2010****Chapter-4****A. Tick (✓) the correct option.**

1. command in MS Word is used to remove the text from its original location.
a. Remove b. Cut c. Move
2. Making changes to the text is called
a. Formatting b. Tempering c. Editing
3. Shift and arrow keys are used to text.
a. Delete b. Select c. Copy

B. Fill in the blanks using the words given below.**Hints:** delete, Word processing, editing, redo

1. MS Word is a software used to type text.
2. Making changes in the existing text is called
3. is used to reverse the action of Undo command.
4. You can remove text using key combination.

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. Spelling and Grammar button is situated under the Review tab.
4. MS Word is a drawing program.

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2

EDITING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- Which program can use to type, edit and format text?
 - Sound Recorder
 - MS Word
 - Windows 7
- Which text command can insert new text in document?
 - Inserting
 - Deleting
 - Selecting
- Which command is used to duplicate text from one place to another?
 - Copying
 - Cutting
 - None

B. Match the following:

Column A

- Home tab
- Review tab
- Cut/Paste
- Triple click

Column B

- Moving Text
- Editing Text
- Selecting a paragraph
- Spelling and Grammar

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

- What do the red and green wavy lines under the text indicate?
.....
.....
- How will you select a single word and a sentence using the mouse click?
.....
.....
- What are Undo and Redo?
.....
.....

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WORKSHEET**1****FORMATTING IN MS WORD 2010****Chapter-5****A. Tick (✓) the correct option.**

1. The alignment options are found in the group.
a. Paragraph b. Clipboard c. Font
2. Which of these is not a font style available in MS WORD?
a. Italics b. Grow font c. Bold
3. The term which refers to change in the appearance of the text.
a. Setting b. Formatting c. Style

B. Fill in the blanks using the words given below.**Hints:** calibri, font, home, bullet

1. is the look of the alphabet on the screen.
2. The Font Size box is available in the tab.
3. A is a small symbol used to mark each item in a list.
4. In MS Word, the default font is

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

1. The text highlight color option lies in Home tab.
2. We can align a paragraph in four alignment options.
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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2

FORMATTING IN MS WORD 2010

Chapter-5

A. Tick (✓) the correct option.

- button is used to align the text at the left as well as at the right margin.
 - Left
 - Center
 - Justify
- The Font Size box is available on the tab.
 - Insert
 - Font
 - Home
- The alignment options are found in the group.
 - Paragraph
 - Clipboard
 - Font





B. Match the following:

Column A

Column B

- | | |
|------------------|-------------------|
| 1. Sentence case | a. microsoft word |
| 2. Uppercase | b. Microsoft Word |
| 3. Lowercase | c. mICROSOFT wORD |
| 4. Toggle case | d. MICROSOFT WORD |

C. Name the following commands in MS WORD:

- | | | | |
|--|-------|--|-------|
| 1.  | | 2.  | |
| 3.  | | 4.  | |

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WORKSHEET**1****MS POWERPOINT 2010****Chapter-6****A. Tick (✓) the correct option.**

1. To start MS PowerPoint, click on the start button on the
a. Title bar b. Status bar c. Task bar
2. displays the slides as thumbnails.
a. Outline pane b. Slide pane c. Work area
3. is a presentation making software.
a. MS Power Point b. Paint c. MS Word

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

1. Microsoft PowerPoint is a software used for creating presentations.
2. MS PowerPoint is opened with a blank presentation.
3. A placeholder is a page in a presentation.
4. Slide Show view is the full screen view of presentation.

C. Fill in the blanks using the correct option.

1. The title bar is located at the (Top/bottom) of the MS PowerPoint window.
2. A (movie/presentation) is a collection of slides.
3. The shortcut key to view the slide show from current slide is (Alt+F5/Shift+F5).

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WORKSHEET**2****MS POWERPOINT 2010****Chapter-6****A. Tick (✓) the correct option.**

1. The first slide of a presentation is selected as by default.
a. Title Slide b. Title Only c. Title and Content
2. The contains frequently used commands.
a. Ribbon b. Tab c. Quick Access Toolbar
3. The shows a thumbnail version of each slide.
a. Slides pane b. Outline pane c. File Tab

B. Write 'T' for true and 'F' for false.

1. The shortcut to insert a new slide is Ctrl + N key combination.
2. Microsoft PowerPoint is a software used for creating presentations.
3. A slide is not a page in a presentation.
4. Slide Show view is the full screen view of a presentation.

C. Answer the following question in the one word:

1. The shortcut key is pressed to insert a new slide.
2. Series of slides show on the single page.
3. A page in Power Point

WORKSHEET

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WORKSHEET

1

LOGO COMMANDS

Chapter-7

A. Tick (✓) the correct option.

- Which command puts the turtle's pen up from the screen?
 - PU
 - PE
 - PPD
- Which of the following allows you to repeat a set of commands?
 - REPEAT
 - PRINT
 - Circle
- Which command puts the turtle's pen down on the screen?
 - PE
 - PD
 - None

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

Hints: 360, LOGO, PRINT, six

- command prints the numbers or performs calculation.
- Sum of all the angles of a polygon is
- is a programming language used to draw shapes and figures.
- The turtle will make turns to draw a hexagon.

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

- Print command cannot be used for calculations.
- PPT command turns the eraser back into a pen that can draw.
- You can draw only circle with the help of the REPEAT command.....
- A decagon is a nine-sided polygon.

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2

LOGO COMMANDS

Chapter-7

A. Tick (✓) the correct option.

- PE command changes the turtle's pen in
a. Write Mode b. Erase Mode c. Draw Mode
- The triangle shaped object in LOGO is called
a. Square b. Turtle c. Mouse
- command avoids the repetition of commands.
a. PRINT b. REPEAT c. None

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

Hints: repeat, turtle, square, print

- We can use the command to draw a circle.
- LOGO has a small that moves according to the command to draw a shape.
- REPEAT 4 [FD 120 RT 90] will draw a on the LOGO screen.
- commands can be used to perform mathematical operations.

C. Answer the following question in one word:

- Which command moves the turtle forward by a given number of steps?
- Which command is used the turtle's to lift pen up from the screen?
- Which command in order to avoid repetition of commands?

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WORKSHEET**1****INTRODUCTION TO INTERNET****Chapter-8****A. Tick (✓) the correct option.**

1. Internet Explorer is a
a. Web browser b. Website c. Web page
2. is the first page of a website.
a. Home page b. New page c. Web page
3. is special software to open websites.
a. WWW b. Web Browser c. Web Page

B. Fill in the blanks using the words given below.**Hints:** Home page, Website, Internet, Web Page

1. is stored in an electronic form on a computer connected to the Internet.
2. World Wide Web is the largest collection of information in the form of websites on the
3. is a collection of web pages under one website address.
4. The main page (or the first page) of any website is called

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

1. A website is a collection of related web pages.
2. When a computer is not connected to any computer, it forms a network.
3. Website contains many pages.
4. Web Browser is a program to access home pages.

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WORKSHEET

2

INTRODUCTION TO INTERNET

Chapter-8

A. Tick (✓) the correct option.

1. Which of these is not related to the Internet?
 - a. WWW
 - b. Internet Explorer
 - c. MS Word
2. WWW stands for
 - a. World Wide Web
 - b. World Wide Website
 - c. None
3. Google Chrome is an example of
 - a. Web browser
 - b. Search Engine
 - c. Website

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

Hints: e-mails, website, network, title bar

1. Two or more computers connected to each other are called
2. Internet can be used to send and receive messages.
3. shows the title of the opened web page.
4. Web page is a part of a

C. Write 'T' for true and 'F' for false.

1. Toolbar has shortcut buttons for various operations on a web page.
2. A webpage may contain link to other pages.
3. We cannot share information with others.
4. World Wide Web is not a part of the internet.

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WORKSHEET

1

INTRODUCTION TO SCRATCH

Chapter-9

A. Tick (✓) the correct option.

- The color of the motion block are
a. Dark blue b. Brown c. Gold
- The default sprite of scratch is
a. Mouse b. Cat c. Dog
- This is the main working area in the scratch window
a. Script area b. Menu bar c. Stage

C. Write 'T' for true and 'F' for false.

- We cannot change the color of the sprite.
- Scratch is a block-based programming language.
- A backdrop is a block of the stage.
- Scratch is a block-based programming language.

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

Hints: image, sound, green flag, sprite

- We can record a sound and use it through the block.
- is used to run a Scratch program.
- are the objects we see on the Scratch stage.
- You can also upload an as a sprite from the files saved on your computer.

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2

INTRODUCTION TO SCRATCH

Chapter-9

A. Tick (✓) the correct option.

- A Scratch project has the extension
a. pptx b. docx c. sb2
- blocks are used to create a script/program.
a. Stage b. Blocks palette c. Shrink
- The color code of the control block command used to control the scripts in the block.
a. Gold b. Pink c. Brown

B. Write 'T' for true and 'F' for false.

- Sprite is an object that we see on the Scratch stage.
- Shrink is used to make the sprite bigger.
- We cannot change the sprite according to our choice.
- Motion blocks are used to control the sprite movement.

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

Hints: green flag, sprite, blocks, scratch

- are puzzle-piece shapes, used to create code in Scratch.
- is used to run a Scratch program.
- has its own paint editor and sound editor.
- The "cat" is the default

W O R K S H E E T