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

Class: .... Section: ....   Date: ....

WORKSHEET 1

THE COMPUTER— AN OVERVIEW

Chapter-1

A. Tick (✓) the correct option.

1. Data and information are known as ....

   a. Input   b. Output   c. Storage

2. .... performs mathematical and logical operations.

   a. CU   b. ALU   c. MU

3. .... controls the pointer on the screen.

   a. Mouse   b. Joystick   c. Both a and b

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

Hints: joystick, pixels, program, webcam

1. A set of instructions written in any computer language is known as ....

2. .... helps to put your image into the computer when you are connected to the Internet.

3. .... controls the movement of the pointer on the screen.

4. The images that we see on the monitor are made up of tiny dots called ....

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

1. Data is any collection of numbers, characters or other symbols. ....

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

3. The motherboard is called the system board or main circuit board. ....

4. Impact printers create an image on a paper by spraying the paper with metal. ....

D. Circle the odd one out.

1. scanner, touch screen, printer, mouse

2. printer, monitor, speaker, microphone

WORKSHEET

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

Class: .... Section: ....   Date: ....

WORKSHEET 2

THE COMPUTER— AN OVERVIEW

Chapter-1

A. Tick (✓) the correct option.

1. Which of the following is an input device?

    a. Printer   b. Monitor   c. Graphic Tablet

2. Which of these is a pointing and controlling device?

    a. Joystick   b. Mouse   c. Both a and b

3. Which one of these printer work like a typewriter?

    a. Dot matrix   b. Laser   c. Inkjet

B. Match the objects shown in Column A with their names given in Column B.

Column A	**Column B**
1. Laser Printer	a.
2. Microphone	b.
3. Mouse	c.
4. Webcam	d.

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

Hints: processor, sheetfed, graphic tablet, touchscreen

1. .... scanner allows multiple papers to be scanned.

2. .... allows you to directly draw on a computer screen.

3. A .... is a screen, sensitive to touch.

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

Class: .... Section: .... Date: ....

WORKSHEET

1

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 non-volatile memories of the computer?

     a. ROM   b. CD   c. RAM

3. Which one of these a deviceis covered with a magnetic coating?

     a. Optical Disc   b. Magnetic Disk   c. Hard Disk

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

Hints: Blu-ray, byte, platters, memory card

1. The basic unit for measuring the memory of a computer is ....

2. .... are used in mobile phones and digital cameras.

3. The hard disk consists of one or more magnetic disks called ....

4. .... disc is an optical disc.

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

1. Dynamic RAM requires continuous power to refresh the data stored.   ....

2. Secondary memory is also called non-volatile memory.   ....

3. DVDs are widely used for storing and viewing movies.   ....

4. CPU cannot directly access secondary memory.   ....

WORKSHEET

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

Class: .... Section: ....   Date: ....

WORKSHEET

2

COMPUTER MEMORY

Chapter-2

A. Tick (✓) the correct option.

    1. The main storage device of a computer system is ....

       a. Hard disk   b. Pen drive   c. DVD

    2. RAM stands for ....

       a. Read Access Memory

       b. Random Access Memory

       c. Read Only Memory

    3. 1 Kilobyte (KB) equals to ....

       a. 1024 B   b. 1024 GB   c. 1024 MB

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

    Hints: platters, nibble, hard disk, storage

    1. The .... devices are used to store data and information.

    2. CPU can directly access ....

    3. A group of 4 bits is known as a ....

    3. Hard disk consists of one or more magnetic disks called ....

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

    1. RAM is a permanent memory.   ....

    2. Blu-ray disc is an optical disc.   ....

    3. The basic unit for measuring the memory of a computer is bit.   ....

    4. DVD stands for Digital Versatile or Video Disc (DVD).   ....

WORKSHEET

1

WINDOWS 7

Chapter-3

A. Tick (✓) the correct option.

1. Collection of related information is called ....

   a. file   b. folder   c. icon

2. The deleted files are stored in the ....

   a. Documents   b. Desktop   c. Recycle Bin

3. .... is a file manager that organises files and folders.

   a. Internet Explorer

   b. Windows Explorer

   c. None

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

1. Files once deleted, cannot be recovered.   ....

2. A folder within a folder is called a subfolder.   ....

3. When you copy a file, the file will not remain in its original location.   ....

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

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

Hints: downloads, recycle bin, clipboard, rename

1. Cutting a file moves it from the original location to a temporary location called ....

2. To rename a file, click the .... option from the drop-down list.

3. Once a file or folder is deleted from the .... , it cannot be restored.

4. .... folder is used to store the files that are downloaded from the internet.

WORKSHEET

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

Class: .... Section: .... Date: ....

WORKSHEET

2

WINDOWS 7

Chapter-3

A. Tick (✓) the correct option.

1. Which option is used to open Windows Explorer?

   a. Start → All Programs → Accessories → Windows Explorer

   b. Start → Accessories → Windows Explorer

   c. Start → All Programs → Windows Explorer

2. A file in a computer is represented by a/an ....

   a. shortcut   b. icon   c. folder

3. Which of the following folders is used to store audio files?

   a. Music   b. Videos   c. Pictures

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

Hints: Ctrl + V, Downloads, Ctrl, pictures

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

2. .... folder is used to store images.

3. Shortcut key to paste a folder or file is ....

3. We can select multiple files by pressing .... key.

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

1. We cannot rename a file.   ....

2. We cannot create a folder inside another folder.   ....

3. Windows Mobile software is used to play and organise
   digital Media files.   ....

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

WORKSHEET

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

Class: .... Section: ....   Date: ....

WORKSHEET

1

GRAPHIC IN MS WORD 2010

Chapter-4

A.   **Tick (✓) the correct option.**

    1.   Which command is used to insert symbols?

       a.   Symbol   b.   Picture   c.   None

    2.   ClipArt command is present in the .... group.

       a.   ClipArt   b.   Illustrations   c.   Text

    3.   Shapes command is used to insert ....

       a.   Styles   b.   Symbols   c.   Shapes

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

   Hints: format, insert, shapes, symbols

    1.   Bevel adds thickness and rounded edges to ....

    2.   To draw a shape in MS Word, click on the .... tab.

    3.   .... are punctuations or specials characters generally not found on the keyboard.

    4.   Shape Fill command is present in the .... tab.

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

    1.   Text can also be added in a shape in MS Word 2010.   ....

    2.   The two basic types of graphics are drawing objects and pictures.   ....

    3.   MS Word does not provide shape effects.   ....

    4.   We can change the colour of a shape.   ....

W O R K S H E E T

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

Class: .... Section: .... Date: ....

WORKSHEET

2

GRAPHIC IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. Shape Outline is a part of .... tab.

   a. Home   b. Insert   c. Format

2. .... adds thickness and rounded edges to the shapes.

   a. Bevel   b. 3-D Rotation   c. None

3. The .... gallery includes a wide variety of pictures.

   a. WordArt   b. ClipArt   c. Picture

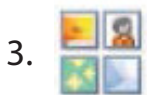## B. Match the objects shown in column A with their names given in Column B

Column A	Column B
1. Ω	a. Shapes
2.	b. Symbols
3.	c. Picture
4.	d. ClipArt

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

1. The Shapes command can be found in the Insert tab.   ....

2. Text cannot be entered in a shape.   ....

3. WordArt command can be found in the Text group.   ....

4. WordArt allows you to create text effects.   ....

WORKSHEET

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

Class: .... Section: ....   Date: ....

WORKSHEET

1

TABLES IN MS WORD

Chapter-5

A. Tick (✓) the correct option.

1. Tables group is present in the .... tab.

   a. Insert   b. Symbols   c. Layout

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

   a. cell   b. column   c. table

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

   a. Border   b. Table   c. Cell

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

1. Press Shift + Del keys to move the selected rows/columns.   ....

2. We cannot apply design to the table.   ....

3. Cells cannot be merged in a table.   ....

4. AutoFit Contents option adjusts the column width according to the data entered.   ....

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

Hints: Table Styles, Merge Cells, Table, Resizing

1. A .... can be useful in enhancing your document.

2. The .... command is used to merge the cells.

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

4. With .... feature you can format an entire table quickly.

WORKSHEET

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

Class: .... Section: .... Date: ....

WORKSHEET

2

TABLES IN MS WORD

Chapter-5

A. Tick (✓) the correct option.

1. Which of the following commands is used to add shading to the cells?

   a. Border   b. Shading   c. Table styles

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

   a. cell   b. data   c. table

3. Which tab is used to split the cell into multiple cells?

   a. Home   b. Insert   c. Layout

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

1. The Borders and Shading commands are present in the Table Styles group. ....

2. You cannot delete rows of a table. ....

3. We cannot change the height of a row in a table. ....

4. Merging refers to combining two or more cells into a single cell. ....

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

Hints: border, resizing, table, splitting

1. A .... is an arrangement of text in the form of columns and rows.

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

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

4. The .... style will be applied to the selected table.

WORKSHEET

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

Class: .... Section: .... Date: ....

WORKSHEET

1

MORE ON MS POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

1. The view in which you can change the order of the slides.

   a. Outline View   b. Slide View   c. Slide Sorter View

2. Arrangement of text, graphics, images, etc., in a slide ....

   a. Animation   b. ClipArt   c. Layout

3. .... is the container that hold contents on a slide.

   a. Animation   b. Placeholder   c. ClipArt

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

1. A presentation is made up of multiple slides.   ....

2. Slide show view displays miniatures of your slides.   ....

3. We cannot change the font of the Word Art.   ....

4. MS PowerPoint 2010 is a graphics presentation software.   ....

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

Hints: reading view, modes, slide layout, slides

1. The .... is the arrangement of text, images, ClipArt, charts.

2. .... is used when you want to view a presentation in a windowed format.

3. A presentation is made up of a series of ....

4. The PowerPoint view .... help you with the various presentation elements that you want to edit.

D. Answer the following questions.

1. What do you mean by Slide Sorter View?

   ....

W O R K S H E E T

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

Class: .... Section: ....   Date: ....

A. Tick (✓) the correct option.

1. Which of the following is a presentation software?

   a. Word   b. Paint   c. PowerPoint

2. The view in which PowerPoint displays a presentation by default is ....

   a. Outline view   b. Normal view   c. Slide View

3. .... is a library of ready-made pictures and graphics.

   a. ClipArt   b. WordArt   c. Animation

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

   Hints: design, insert,WordArt, cycle

1. ClipArt command is located in the .... tab.

2. .... allows you to create text effects which are not available through font formatting.

3. .... information block is in the form of a loop with no end.

4. SmartArt graphic commands are available under the new .... tab.

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

1. A presentation is made up of a group of slides.   ....

2. Slide show view displays miniatures of the slides.   ....

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

4. PowerPoint displays your slides in the Normal view.   ....

D. Name the following file icons.

1.   2.   3.

   ....
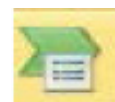
WORKSHEET

1

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. A group of cells which are adjacent to each other are called a ....

   a. Worksheet   b. Active cell   c. Cell range

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

Hints: charts, cell, worksheet, functions

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

2. .... window is a single page in Excel, it also called spreadsheet.

3. .... are the built-in formulas used for calculation.

4. Data can be viewed in a graphical form as ....

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

1. A workbook can contain any number of worksheets.   ....

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

3. Title bar is located on the bottom of the window.   ....

4. Ribbon has tabs with group of related commands displayed on it.   ....

WORKSHEET

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

Class: .... Section: ....   Date: ....

WORKSHEET

2

INTRODUCTION TO MS EXCEL 2010

Chapter-7

A. Tick (✓) the correct option.

1. By default, there are .... worksheets in a workbook.

   a. 2   b. 3   c. 4

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

   a. Rows   b. Columns   c. Grid

3. A group of cells when selected forms a rectangle which is called a ....

   a. Cell   b. block   c. None

B. Match the following.

Column A	Column B
1. Cell Address	a. Collection of worksheet
2. Cell Range	b. Text
3. Data Type	c. Intersection of rows and columns
4. Cell	d. A5:C6
5. Workbook	d. D7

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

1. MS EXCEL is a spreadsheet software.   ....

2. AutoFill feature allows us to arrange data in a series.   ....

3. Data cannot be viewed in a graphical form as charts.   ....

4. Functions are built-in formulas in MS Excel.   ....

WORKSHEET

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

Class: .... Section: ....   Date: ....

WORKSHEET

1

MORE ON INTERNET

Chapter-8

A. Tick (✓) the correct option.

1. Every web page has a unique address called ....

    a. URL   b. IP   c. IE

2. Moving from one website to another or one webpage to another is called
    ....

    a. Searching   b. Surfing   c. None

3. .... is an online communication system.

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

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

1. ISP stands for Information Service Provider.   ....

2. Facebook is an online shopping website.   ....

3. Online chatting allows us to exchange ideas text messages
    on the internet.   ....

4. Web page is a collection of websites.   ....

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

Hints: Twitter, Uploading, Internet, E-mail

1. .... is a global network of millions of computers.

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

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

4. .... is a social networking site where users post and interact with
    messages known as "tweets".

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

Class: .... Section: ....   Date: ....

WORKSHEET

2

MORE ON INTERNET

Chapter-8

A. Tick (✓) the correct option.

1. Which of these is not a social networking site?

   a. Facebook   b. Google   c. Twitter

2. Which of these is not a web browser?

   a. Google   b. Google Chrome   c. Mozilla Firefox

3. Which of these devices transfer digital information over telephone lines?

   a. Set Top Box   b. Modem   c. Mouse

B. Match the columns.

Column A	Column B
1. Antivirus	a. Electronic mail
2. URL	b. Designed by Microsoft
3. E-mail	c. Saves the computer from virus
4. Facebook	d. Web address
5. Internet Explorer	e. Social networking

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

1. Website is a collection of webpages. ....

2. Computers connected to a network can share data and files efficiently without any delay. ....

3. We cannot share video on online. ....

4. Google is a search engine. ....

WORKSHEET

1

PROGRAMMING IN SCRATCH

Chapter-9

A. Tick (✓) the correct option.

1. .... block is used to draw shapes.

   a. Pen   b. Operators   c. Looks

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

   a. F   b. S   c. T

3. The .... duplicates the Sprite's image onto the stage.

   a. stamp   b. pen up   c. None

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

Hints: Script, Operators, Sprite's, Variable

1. .... blocks are used to do arithmetic and logical calculations.

2. Blocks are used to control the .... appearance.

3. .... blocks are used to hold values and strings.

4. Forever is a Control block which runs the .... continuously until stopped.

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

1. We cannot create variable in Scratch.   ....

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

3. We cannot draw shapes in Scratch.   ....

4. Relational Operators allow you to compare the relationship between two values or variables.   ....

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

Class: .... Section: ....   Date: ....

WORKSHEET

2

PROGRAMMING IN SCRATCH

Chapter-9

A. Tick (✓) the correct option.

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

    a. pen down   b. pen up   c. stamp

2. If...then...else and Forever are .... blocks.

    a. Pen   b. Control   c. Motion

3. .... block is used to draw shapes.

    a. Pen   b. Operators   c. Looks

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

1. Forever is used to repeat a task in Scratch.   ....

2. The AND block returns true only if the two expressions are true.   ....

3. Operators blocks are colour-coded as blue.   ....

4. Looks blocks are used to control a Sprite's appearance.   ....

C. Answer the following questions:

1. What is the use of Show block?

    ....

2. What is the purpose of using a variable?

    ....

WORKSHEET