

Name:

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WORKSHEET

1

COMPUTER SOFTWARE

Chapter-1

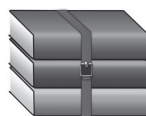
A. Circle the correct option.

1. Software is another term for a computer program/hardware.
2. Hardware refers to the physical/program components that make up a computer system.
3. Software/Hardware controls the computer and makes it do useful work.
4. Linux is a system/utility software.
5. CUI stands for Character/Console User Interface.

B. Complete the sentences.

1. Utility software are provided as a part of.
2. Software can be classified into two broad categories: system software and
3. A computer system is made up of both hardware and
4. Without an operating system, a computer is
5. Software used for keeping the backup files is called

C. Identify and name the following software.



1.

2.

3.

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2

COMPUTER SOFTWARE

Chapter-1

A. Define the following:

1. Data Compression Program -
.....
2. Virus Scanner -
.....
3. Word Processors -
.....

B. Tick (✓) the correct option.

1. Which of the following is an example of application software?
a. Linux b. WinRAR c. Quick Heal d. MS Excel
2. are used to calculate, compare and analyze data and used to prepare different reports?
a. Spreadsheets b. Word Processors
c. Virus Scanners d. Graphics Software
3. Which of the following is an example of utility software?
a. MS Word b. MS PowerPoint c. MS Excel d. None of these
4. of a computer is divided into small blocks.
a. Hardware b. Software c. Memory d. All of these
5. organises the fragments of files into continuous blocks to improve performance of the computer.
a. Virus Scanner b. Disk defragmenter c. Both a and b d. None of these

C. Write the full form of the following:

1. CUI -
2. GUI -
3. OS -

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WORKSHEET

1

WINDOWS 7

Chapter-2

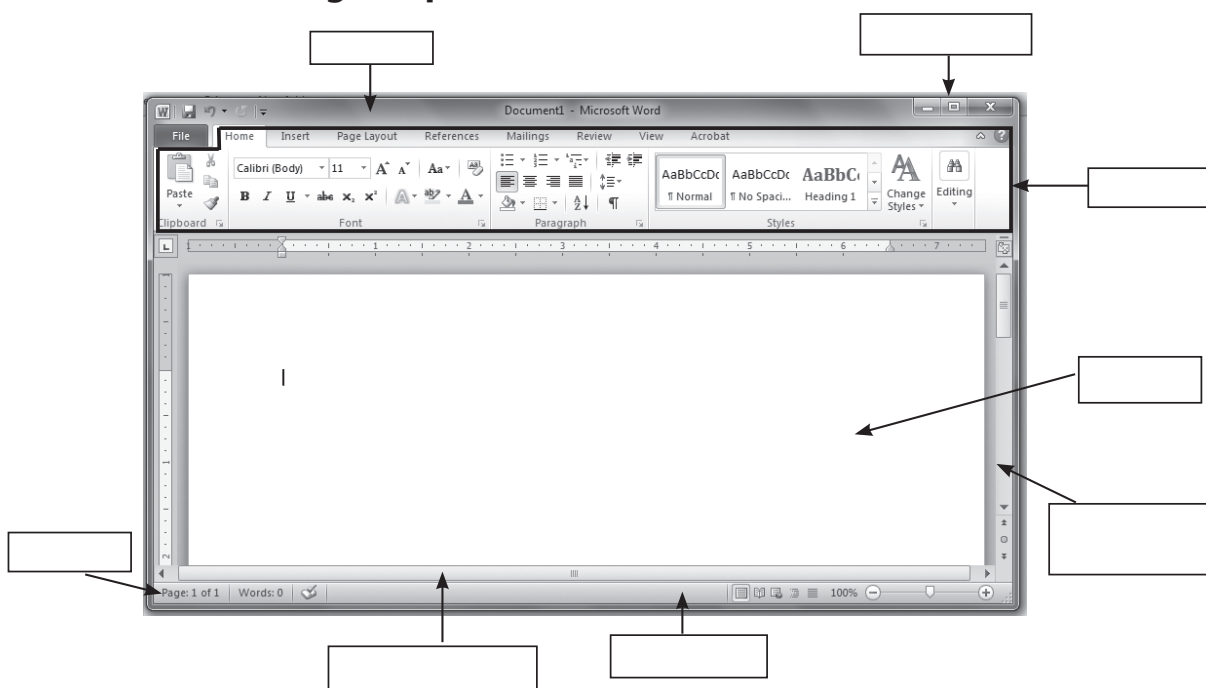
A. Circle the correct option.

1. Windows 7 is an operating system launched by Microsoft Corporation in the year 2009/2010.
2. The Sneak/Shake feature of Windows 7 shows you on the taskbar a preview of the windows that are open.
3. Taskbar/Start Menu is the bar that is displayed at the bottom edge of your monitor.
4. The section at the left/right end of the Taskbar is called Notification Area.
5. We can/cannot change the date and time of our computer.

B. Complete the sentences.

1. To use aero flip feature, you need to press the
2. To see jump list, right-click on any program icon in the
3. TheControlPanelisusedtocontrolandmodifymanyfeaturesof.....
4. Programs setting is used to
5. Minimize button is used to minimize or hide

C. Label the following components of a window:





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WORKSHEET

2

WINDOWS 7

Chapter-2

A. Define the following:

1. Ribbon -
2. Title bar -
3. Status bar -

B. Tick the correct option.

- Which of the following is the actual area of a program where you can work?
 - Ribbon
 - Work Area
 - Status bar
 - Title bar
- A tool is used to search on the hard disk for files that can be deleted from your computer.
 - Spreadsheets
 - Word Processors
 - Disk Cleanup
 - Graphics
- Which of the following options in Control Panel is used to change sound settings of your speakers?
 - Programs
 - Recording
 - Playback
 - Hardware and Sound
- To open the Start Menu, click on button in the Task bar.
 - Start
 - Folder
 - Show hidden icons
 - None of these
- The section at the right end of the Taskbar is called.....
 - Status bar
 - Notification Area
 - Icon
 - Start button

C. Write the steps to open the Control Panel.

Step 1

Step 2

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WORKSHEET

1

MORE ON MS POWERPOINT 2010

Chapter-3

A. Circle the correct option.

1. A presentation is made up of several slides/pages.
2. MS PowerPoint/Word is a very useful software application which is used to create electronic presentations.
3. A theme/slide is a set of predefined layouts that can be used to add a professional touch to your presentations.
4. The Design/Format tab in PowerPoint provides a variety of options for designing and formatting a presentation.
5. You can/cannot customize the existing themes or build your own themes.

B. Complete the sentences.

1. Transition determines how your presentation moves from
2. Animations can be used in PowerPoint to make a presentation more
3. The Slide Show tab will let you set up how your show will
4. Press F5 key to start the slide show
5. Press Shift + F5 keys to start the slide show

C. Write the steps to add transition to your presentation.

Step 1

Step 2

Step 3

W O R K S H E E T

Name:

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WORKSHEET

2

MORE ON MS POWERPOINT 2010

Chapter-3

A. Define the following:

1. Presentation -
2. PowerPoint -
3. Transition -

B. Tick (✓) the correct option.

1. Which of the following tabs is used to add transition to a presentation?
 - a. Animation
 - b. Transition
 - c. Design
 - d. Format
2. Which of the following command is used to start slide show from the beginning?
 - a. From Beginning
 - b. From Current Slide
 - c. From End
 - d. None of these
3. helps in giving a moving effect to the text and other objects on a slide.
 - a. Transition
 - b. Theme
 - c. Animation
 - d. All of these
4. Which of the following options is used to start an animation?
 - a. On mouse click
 - b. After previous
 - c. With previous
 - d. All of these
5. We can apply a transition effect to all the slides by clicking on the button.
 - a. Apply To All
 - b. Notification Area
 - c. Icon
 - d. Start button

C. Write the steps to add a video to the presentation

- Step 1
- Step 2
- Step 3

WORKSHEET

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WORKSHEET

1

MORE ON MS WORD 2010

Chapter-4

A. Circle the correct option.

1. In MS Word, formatting refers to the appearance/background of a document.
2. We cannot/can find a word or phrase in a document.
3. Line/Paragraph Spacing is the blank space between two lines in a paragraph.
4. Page margin/orientation is the white space all around the printed area of the paper.
5. A faded text or image behind the text on each page is called a watermark/background.

B. Complete the sentences.

1. Header is the text that appears at the top of each
2. Footer is the text like page number that appears at the
3. There are two types of orientations in MS Word - Portrait and
4. We can set the page orientation from the Page Layout
5. We can use Watermark command from Page Background

C. Identify and name the following commands of MS Word.



1.....

2.

3.

Name:

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WORKSHEET

2

MORE ON MS WORD 2010

Chapter-4

A. Define the following:

1. Line Spacing -
.....
2. Page margin -
.....
3. Watermark -
.....

B. Tick (✓) the correct option.

1. The feature in MS Word is used to create personalised letters to be sent to many persons?
a. Mail Merge b. Envelopes c. Watermark d. None of these
2. Which of the following commands is used to insert an equation in MS Word?
a. Symbol b. Insert c. Equation d. Add
3. Hierarchy series can be created by using the in MS Word.
a. Shapes b. SmartArt c. ClipArt d. WordArt
4. is the text that appears at the top of each page of the document.
a. Equation b. Watermark c. Footer d. Header
5. Spacing is the blank space between two paragraphs, both before and after the paragraph.
a. Paragraph b. Line c. Word d. Sentences

C. Write the steps to set the page margin.

Step 1

Step 2

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WORKSHEET

1

LEARNING MS EXCEL 2010

Chapter-5

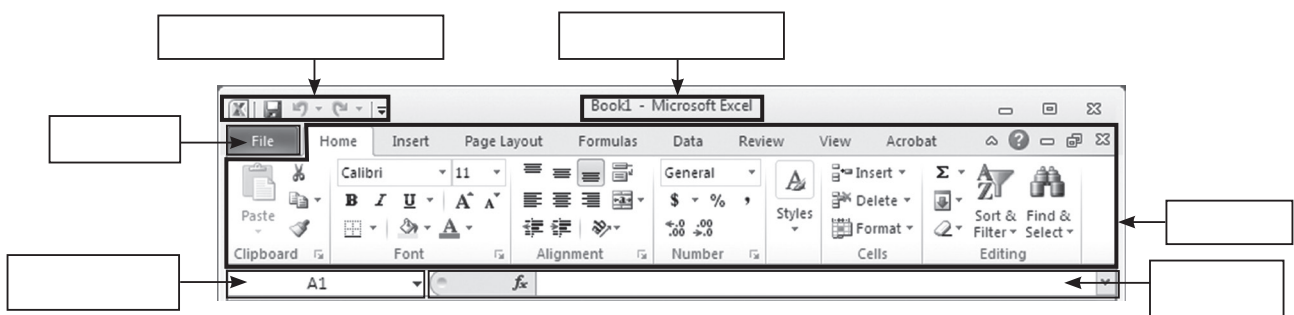
A. Circle the correct option.

1. MS Word/Excel is an application software that help us to store and analyse data.
2. You can/cannot create charts and graphs from the data to convey more meaningful information.
3. The intersection of a row and a column is called a cell/address.
4. A workbook is a collection of different worksheets/workbooks.
5. You cannot/can change the width of a column and height of a row in MS Excel.

B. Complete the sentences.

1. The currently selected cell that appears highlighted with dark black border is called
2. A cell in Excel worksheet looks like a
3. Address of an active cell is displayed in the
4. A green button located at the top left corner that contains commands such as New, Open, Save, etc. is called

C. Label the following components in MS Excel window.



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WORKSHEET

2

LEARNING MS EXCEL 2010

Chapter-5

A. Define the following:

1. Formula Bar-
2. Cell -
3. Workbook -

B. Tick (✓) the correct option.

1. The currently selected cell that appears highlighted with dark black border is called
 - a. Active cell
 - b. Selected Cell
 - c. Main Cell
 - d. Name Box
2. By default, how many sheets are there in a Work?
 - a. 2
 - b. 4
 - c. 3
 - d. 1
3. Total number of rows in a worksheet are
 - a. 1048576
 - b. 148576
 - c. 16384
 - d. Noneofthese
4. What is the name of the box in which the address of the selected cell is displayed?
 - a. Address Bar
 - b. Formula Bar
 - c. Name Box
 - d. Title Bar
5. Default height of a row in a worksheet is
 - a. 15 characters
 - b. 15 points
 - c. 15 centimeters
 - d. 15 inches

C. Write the steps to create a new workbook in MS Excel.

- Step 1
- Step 2
- Step 3
- Step 4

W O R K S H E E T

Name:

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WORKSHEET

1

INTRODUCTION TO FLASH CS6

Chapter-6





A. Circle the correct option.

1. The white rectangular area of the Adobe Flash Professional workspace is called stage/timeline.
2. The objects placed in the pasteboard/stage will not appear in the finished movie.
3. A frame is a single step of animation or picture on the flash timeline/stage.
4. The objects you place on the Stage/pasteboard will appear in your published movie.
5. You can/cannot draw and edit objects on one layer without affecting objects on another layer.

B. Complete the sentences.

1. The layer controls appear on the left side of the
2. The timeline is divided into
3. The grey area around the Stage is called
4. By default, the Properties panel and the Library panel are docked to the right side of the

C. Name the following tools of Flash.

1. 
2. 
3. 
4. 

WORKSHEET

Name:

Roll No:

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WORKSHEET

2

INTRODUCTION TO FLASH CS6

Chapter-6

A. Define the following:

1. Stage -
2. Frame -
3. Pasteboard -

B. Tick (✓) the correct option.

1. Which of the following panels is used to control the images and sounds in your Flash document?
 - a. Timeline
 - b. Properties
 - c. Library
 - d. None of these
2. in the Timeline panel provide a way to organise the elements of your movie.
 - a. Objects
 - b. Layers
 - c. Frames
 - d. Icons
3. The default extension of a Flash file is
 - a. .spd
 - b. .fla
 - c. .wmv
 - d. .flv
4. Which of the following options is used to close the Flash application?
 - a. File → Close
 - b. File → New
 - c. File → Exit
 - d. File → Exit Flash
5. Which of the following terms is related to Flash?
 - a. Stage
 - b. ActionScript 3.0
 - c. Timeline
 - d. All of these

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

- Step 1
- Step 2
- Step 3
- Step 4

WORKSHEET

Name:

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WORKSHEET

1

USING TOOLS IN FLASH CS6

Chapter-7

A. Circle the correct option.

1. Pencil/Pen tool is used to draw freehand lines and curves.
2. Oval/Circle Tool is used to draw closed circular shapes like eggs.
3. Rectangle/Square Tool is used to draw a closed rectangle.
4. The Hand/Move Tool is used to move to different parts of the stage without changing the view of the stage.
5. You can/cannot write text on the stage in Flash.

B. Fill in the blanks.

1. Tool is used to draw closed shape having either three sides or more than five sides.
2. Tool is used to remove the unwanted parts or the whole object drawn on the Stage.
3. Tool is used to fill colour in closed shapes.
4. Tool is used to adjust magnification of the stage.

C. Name the following tools of Flash.

1. 

2. 

Name:

Roll No:

Class: Section:

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WORKSHEET

2

USING TOOLS IN FLASH CS6

Chapter-7

A. Define the following:

1. Line Tool -
.....
2. Pencil Tool -
.....
3. Pen Tool -
.....

B. Tick (✓) the correct option.

1. Which of the following tools is used to draw closed rectangle?
a. Oval Tool b. Line Tool c. Rectangle Tool d. None of these
2. Which of the following shapes can be drawn by using the PolyStar Tool?
a. Triangle b. Pentagon c. Both a and b d. None of these
3. Which of the following is not a mode for Eraser Tool?
a. Erase Normal b. Erase Fills c. Erase Behind d. Erase All
4. The Tool is used to adjust magnification of the stage.
a. Zoom b. Hand c. Magnifier d. Zoom In
5. color changes the boundary color of the shape.
a. Fill b. Stroke c. Border d. Line

WORKSHEET

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WORKSHEET

1

COMPUTER PROGRAMMING

Chapter-8

A. Circle the correct option.

1. A program is a set of instructions/words.
2. Syntax is the grammar of a computer language/program.
3. The process of writing a program is called programming/manufacturing.
4. People who write programs are called programmers/manufacturers.
5. A low-level language is a programming language that is machine dependent/independent.

B. Complete the sentences.

1. Assembly Language is also known as
2. Machine language is the only language understood by a
3. A language translator is a software that converts a High Level Language (HLL) program into a
4. The first step in every programming language is to write an

C. Define the following:

1. Algorithm -
.....
2. Flowchart -
.....

WORKSHEET

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WORKSHEET**2****COMPUTER PROGRAMMING****Chapter-8****A. Define the following:**

1. High Level Language -
.....
2. Low level language -
.....
3. Programming -
.....

B. Tick (✓) the correct option.

1. In machine language, '0' and '1' are
a. Binary digits b. Bytes c. Numbers d. Digits
2. Which of the following languages is the low level language?
a. Machine language b. Assembly language
c. Both a and b d. None of these
3. Natural language, sometimes called as
a. Fifth Generation Language b. Fourth Generation Language
c. Third Generation Language d. Second Generation Language
4. A language translator is a software that converts a High Level Language (HLL) program into a language.
a. Symbolic b. Human c. Machine d. English
5. In a flowchart, process box is represented by a symbol.
a. Triangle b. Rectangle c. Square d. Line

WORKSHEET

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WORKSHEET**1****VISUAL BASIC 9****Chapter-9****A. Circle the correct option.**

1. The Pointer/Button is used to select any control on the Form.
2. The Label/TextBox is used to display text which a user cannot directly edit or change.
3. A CheckBox/RadioButton is used when a choice has to be given to the user to select one or more options from the given list of options.
4. A ListBox/ComboBox is used to display a list of items from which a user can select one or more options.
5. The Month Calendar/Date TimePicker tool is used to display monthly calendar as a part of your application window.

B. Fill in the blanks.

1. A is used when you want some image or graphic to appear in your application window.
2. A is used to start or stop a particular process.
3. A Form is a where all controls are put up.
4. The step by step instructions are written to perform a specific task known as computer

C. Define the following:

1. ComboBox -
.....
2. RadioButton -
.....

Name:

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WORKSHEET

2

VISUAL BASIC 9

Chapter-9

A. Define the following:

1. ListBox -
.....
2. PictureBox -
.....
3. Month Calendar -
.....

B. Tick (✓) the correct option.

1. A program is a set of
a. Instructions b. Words c. Sentences d. Digits
2. Which of the following controls is used to display text which a user cannot directly edit or change?
a. TextBox b. Label c. ListBox d. ComboBox
3. Which of the following controls is the best suited to accept the Gender of a person in a form?
a. RadioButton b. TextBox c. CheckBox d. All of these
4. Which of the following windows is used to set the properties of the controls on the form?.
a. Form b. Toolbox c. Code d. Properties
5. Which of the following commands is used to create a message box in Visual Basic?
a. MessageBox() b. Message() c. MsgBox() d. Box()
6. The window contains all controls of Visual Basic.
a. Properties b. Toolbox c. Form d. Message