

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

NUMBER SYSTEM

Chapter-1

A. Match the following.

Column A

1. Binary number system
2. Octal number system
3. Decimal number system
4. Hexadecimal number system

Column B

- (a) base 16
- (b) base 2
- (c) base 8
- (d) base 10

B. Circle the correct option.

1. The digital computer represents all kinds of data and information in binary/octal numbers.
2. The binary/decimal number system consists of ten digits from 0 to 9.
3. Decimal/Octal number system is used as a shorthand representation of long binary numbers.
4. The hexadecimal/octal number system consists of 16 digits from 0 to 15.
5. The positional value of each digit in octal number is twice/thrice the place value.

C. Write the full forms of the following:

1. MSD –
2. LSD –

D. Extract the binary number from the following example and write below:

2	64
2	32 – 0
2	16 – 0
2	8 – 0
2	4 – 0
2	2 – 0
	1 – 0

Binary number is:

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

NUMBER SYSTEM

Chapter-1

A. Explain the following:

1. Number system-
2. Radix-
3. Binary addition-

B. Tick (✓) the correct option.

1. Base 2 is another name for the

a. Binary number system	b. Decimal number system
c. Hexadecimal number system	d. None of these
2. In binary addition, $1 + 1 = \dots\dots\dots$.

a. 0	b. 10	c. 1	d. 11
------	-------	------	-------
3. Which of the following is a valid octal number?

a. 183	b. 965	c. 983	d. 345
--------	--------	--------	--------
4. In binary number system, 1 Nibble is equals to

a. 4 bits	b. 8 bits	c. 16 bits	d. 1 bit
-----------	-----------	------------	----------
5. The digital computer represents all kinds of data and information in numbers.

a. binary	b. hexadecimal	c. decimal	d. None of these
-----------	----------------	------------	------------------

C. Convert the decimal number 44 into binary number.

.....

.....

.....

.....

WORKSHEET

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

Chapter-2

A. Read the clues and answer the following.

1. It is mathematical symbol used to start a formula in MS Excel.
2. It is a type of charts in MS Excel that shows the correlation between two sets of values.
3. It is a key which shows the meanings of symbols and colours used in the Chart.
4. It is a built-in function that returns the current date.
5. It calculates the maximum, minimum, average etc. of a set of numeric data.

B. Circle the correct option.

1. Absolute cell references in MS-Excel use the dollar (\$) / equal (=) symbol.
2. Built-in formulas in Excel are called functions/methods.
3. The hash / exclamation sign point separates the worksheet portion of the reference from the cell portion.
4. Formula is visible in the Status bar / Formula bar when you select a cell that contains the result of the formula.
5. Statistical / Mathematical function calculates the average of a given set of numbers.

C. Write the use of the following functions in MS Excel:

1. LEN() –
2. COUNT() –
3. UPPER() –
4. SQRT() –

D. Identify the following icons of MS Excel.



.....

.....

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

Chapter-2

A. Explain the following:

1. SUM() -
2. Operators -
3. Chart -
4. Legend -

B. Tick (✓) the correct option.

1. Which one of the cell references can be included in relative reference?
 - a. A3
 - b. A\$1
 - c. \$A\$4
 - d. \$D6
2. Which of the following chart is usually used to display the data in the form of vertical bars?
 - a. Bar
 - b. Pie
 - c. Column
 - d. Area
3. The common functions like SUM, AVERAGE, MAX, MIN, can be accessed by using the down-arrow of the command.
 - a. AutoSum
 - b. Insert
 - c. Format
 - d. None of these
4. Numbers or text values that do not change are called
 - a. Function
 - b. Constant
 - c. Reference
 - d. All of these
5. What will be the result of =UPPER("formula")?
 - a. Formula
 - b. FORMULA
 - c. formula
 - d. None of these

C. Write the formula to:

1. Concatenate the text strings "Touch" and "Pad".
.....
2. Find the maximum value from the 3, 5, 9, 10, and 13 values.
.....
3. Find the current day from the date 7/23/2019.
.....
4. Extract three characters from the right side of the text string "Concatenate".
.....

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

MORE ON EXCEL

Chapter-3

A. Read the clues and answer the following.

1. It is used to highlight cells that contain values greater than a particular value.
2. It is a way to arrange the data in ascending or descending order.
3. It is used to separate unwanted material from a mixture.
4. It is shortcut key used to print the worksheet.

B. Circle the correct option.

1. The Add Level button is available under Insert tab/Sort dialog box.
2. The Conditional/Optional Formatting option is available in Styles group under the Home tab.
3. The Highlight Cells Rules/Data Bars option is selected when you want to highlight all cells satisfying a given condition.
4. The filters once applied can/cannot be easily removed.
5. The filter can also be applied through Sort & Filter group under the Data/Review tab.

C. Write the name of command used to:

1. Add colour schemes to all selected cells slowly varying from top to bottom items.
.....
2. Add icon sets to show which cells are acceptable, which are moderate and which need attention.
.....
3. Add data bars to the cells having numeric data.
.....

D. Name the following icons.



.....

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

MORE ON EXCEL

Chapter-3

A. Explain the following:

1. Conditional Formatting-
.....
2. CustomSort-
.....
3. Sorting -
.....

B. 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
3. The Sort smallest to largest option is used to sort
a. Numbers b. Symbols c. Text d. Noneofthese
4. The Sort & Filter group exist under the tab.
a. Home b. Data c. Both a and b d. Noneofthese
5. The option used to define your own rule for highlighting cells is
a. New Rule b. Clear Rules c. Create Rule d. Add Rule
6. The Print option available in the tab.
a. Data b. Home c. File d. Noneofthese

WORKSHEET

Name:

Roll No:

Class: Section:

Date:

WORKSHEET**1****INTRODUCTION TO HTML****Chapter-4****A. Read the clues and answer the following.**

1. It includes both opening and closing tags.
2. It is a symbol used to close a tag.
3. It is an attribute used to define a colour to the background of your web page.
4. It is a tag defines the header area of your web page.
5. It is a property that provides some additional information about a tag.

B. Circle the correct option.

1. HTML was developed by Tim Berners Lee/ Edward Jennings.
2. Websites consist of millions of pages/tags.
3. Nesting of tags means that you can start a new tag before/after closing the previous tag.
4. The markup/empty tags tell the Web browser how to display the web page.
5. The <BODY> / <HEAD> tag contains the title of the document along with general information.

C. Write the tag used to:

1. Start a paragraph -
2. Start a new line -
3. Add a horizontal line -
4. Apply the bold effect -
5. Turn the enclosed text into superscript -

D. Identify the types of tags in the following example and write the name below:

<TagName> content </TagName>

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

INTRODUCTION TO HTML

Chapter-4

A. Explain the following:

1. Empty Tags -
.....
2. Attribute -
.....
3. <BODY> -
.....

B. Tick (✓) the correct option.

1. The tag is to change the certain properties such as font size, face and colour of a block of text on a web page.
a. b. c. <FACE> d. <HR>
2. The tag is used to give italic effect to your text.
a. <HTML> b. <U> c. <I> d.
3. The tag is used to give italic effect to your text.
a. <HTML> b. <U> c. <I> d.
4. Which of the following is not a container tag?
a. b. <U> c.
 d. <SUB>
5. A is used for viewing the HTML documents.
a. Notepad b. Web browser c. Text Editor d. None of these

C. Write the full forms of the following:

1. HTML -
2. SGML -
3. WYSIWYG -

WORKSHEET

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

INTRODUCTION TO PHOTOSHOP

Chapter-5

A. Read the clues and answer the following.

1. It is an image creation and editing software developed by Adobe Inc.
.....
2. It displays different options and properties that are available for the selected tool.
.....
3. It contains various tools that are used to create, edit and enhance an image.
.....
4. It is used to set order of visibility of the objects.
.....
5. It is the place where you create and edit images.
.....

B. Circle the correct option.

1. Photoshop was first developed by Thomas Knoll/Thomas Edison.
2. Resolution/Color Mode specifies the number of pixels per inch.
3. Photoshop adds .psd/.pds extension to the filename.
4. Crop Tool/Lasso Tool is used to remove unwanted portion from an image.
5. The Fill/Stroke option is used to select colour to be filled in the rectangle.

C. Name the following tools in Photoshop:



.....

WORKSHEET

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

INTRODUCTION TO PHOTOSHOP

Chapter-5

A. Write the name of tool used to:

1. Erase or rub some portion of an image or workspace -
2. Draw a rectangle or a square -
3. Give blending effect between two or more colours to the workspace -
4. Fill colour in closed image and selected parts of an image -
5. Type text on the image or blank workspace -

B. Explain the following:

1. Photoshop -
.....
2. Quick Selection Tool -
.....
3. Brush Tool -
.....

C. Tick (✓) the correct option.

1. Which of the following options is used to increase or decrease the transparency of the brush color?
 - a. Opacity
 - b. Stroke
 - c. Fill
 - d. All of these
2. The tool used to detect the edges of the image automatically is
 - a. Quick Selection Tool
 - b. Marquee Tool
 - c. Move Tool
 - d. Crop Tool
3. Which of the following tools is used to draw freehand shapes?
 - a. Brush Tool
 - b. Hand Tool
 - c. Pencil Tool
 - d. None of these
4. Which of the following panels is used to set order of visibility of the objects?
 - a. Adjustments panel
 - b. Layers panel
 - c. Color panel
 - d. None of these

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

ANIMATIONS IN FLASH

Chapter-6

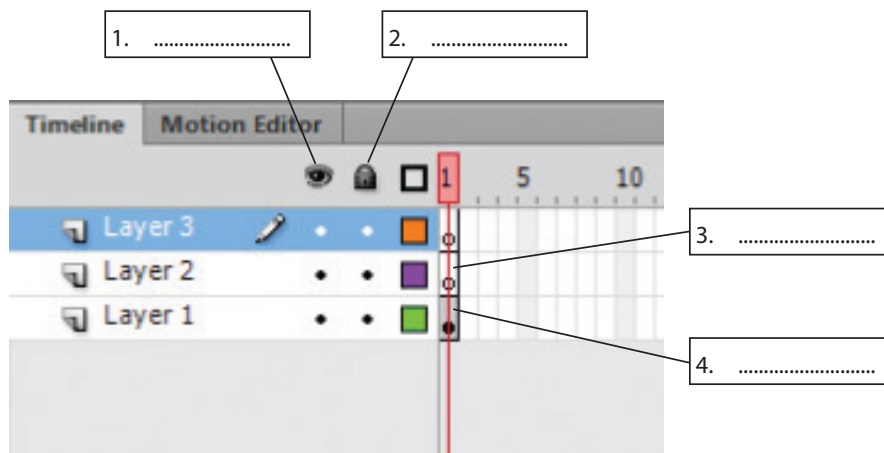
A. Read the clues and answer the following.

1. It is an authoring tool to create games, applications, simple animations, etc.
.....
2. It is a reusable object in Flash.
.....
3. It is the place where symbols that you create are stored in Flash.
.....
4. It is a type of symbol used to add interactivity to the movie.
.....
5. It is a shortcut key to convert an object to a symbol.
.....

B. Circle the correct option.

1. Graphic/Button symbols are used to create backgrounds.
2. Any object on the stage can/cannot be converted into a movie clip symbol.
3. Click File/Insert → New Symbol to create new symbol in Flash.
4. Click Modify/Change → Convert to Symbol to convert an object into symbol.
5. Press Ctrl/Shift + L keys to open the Flash library.

C. Label the following:



WORKSHEET

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

ANIMATIONS IN FLASH

Chapter-6

A. Write the shortcut key to:

1. Insert a frame -
2. Insert a keyframe -
3. Insert a blank keyframe -
4. Run a movie -
5. Open Flash Library -

B. Write the steps to convert an object into a symbol.

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5

C. Tick (✓) the correct option.

1. are the thin pieces of transparent sheets.
 - a. Timeline
 - b. Frames
 - c. Layers
 - d. Buttons
2. Which of the following is not a symbol type in Flash?
 - a. Button
 - b. Graphic
 - c. Movie Clip
 - d. None of these
3. Which of the following is a reusable object in Flash?
 - a. Frame
 - b. Rectangle
 - c. Movie
 - d. Symbol
4. are those frames where major changes take place in the animation.
 - a. Keyframes
 - b. Blank Keyframes
 - c. Both a and b
 - d. None of these

Name:

Roll No:

Class: Section:

Date:

WORKSHEET
1
INTERNET AND E-MAIL
Chapter-7
A. Read the clues and answer the following.

1. It is an address of a Web page over the Internet.
.....
2. It is an Internet host computer that often store thousands of individual Web pages.
.....
3. It is a system of interconnected networks.
.....
4. It is a collection of related web pages.
.....
5. It is a software application designed to find hypertext documents on the Web and then open the documents on the user's computer.
.....

B. Circle the correct option.

1. Internet/E-mail is a huge, cooperative community with no central ownership.
2. The seeds of the Internet were planted in 1959/1969.
3. HTTP/WWW is a large information system where you can surf and get information.
4. A collection of related pages is called website/web browser.
5. A web browser/hyperlink is simply a part of the web page that is linked to a URL.

C. Name the different parts of the following email:

orangeeducation123@gmail.com

1.

2.

WORKSHEET

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

INTERNET AND E-MAIL

Chapter-7

A. Write the full forms of the following:

1. ARPA -
2. HTTP -
3. WWW -
4. NCSA -
5. URL -

B. Tick (✓) the correct option.

1. E-mail can be defined as the process of exchanging electronically.
 - a. Hardware
 - b. Instructions
 - c. Messages
 - d. Information
2. Which of the following fields is not available while writing a new email in Gmail?
 - a. To
 - b. Cc
 - c. Subject
 - d. NewMessage
3. Which of the following symbols is used in e-mail address to separate user name and domain name?
 - a. @
 - b. \$
 - c. &
 - d. #
4. Which of these is used to show Sleeping expression emoticon?
 - a. (-_-)zzz
 - b. (= _ =)
 - c. :\$
 - d. None of these
5. button on the Gmail is used to create new email.
 - a. Create Email
 - b. New Email
 - c. Compose
 - d. NewMessage

C. Match the following.

Column A

1. Internet
2. Collection of related pages
3. Web browser
4. URL

Column B

- a. software application
- b. web address of a web page
- c. a large computer network
- d. website

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

COMPUTER SAFETY AND SECURITY

Chapter-8

A. Read the clues and answer the following.

1. It is the process of verifying a user's identity before granting him or her access to a computer system.
.....
2. It is a word or collection of characters used for user authentication to prove the identity or get approval to gain access to the computer.
.....
3. It is a process of authentication in which biological characteristics such as finger print, face, and retina are used to check the identity of an individual.
.....
4. It is the process to identify an individual by using his/her facial features.
.....
5. It is the coloured band of tissue that surrounds the pupil of the eye.
.....

B. Circle the correct option.

1. Use a soft/hard and clean cloth to wipe the screen clean.
2. Ciphertext can/cannot be easily understood by unauthorised people.
3. Encryption/ Decryption is the process of converting encrypted data back into its original form.
4. You can back-up your files to one of the online backup services like Google Drive / External Hard Disk Drive.
5. Disk Defragmenter/ Disk Cleanup scans the files of your hard disk drive and rearranges them to free-up space.

C. Name the following devices:



.....

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

COMPUTER SAFETY AND SECURITY

Chapter-8

A. Define the following:

1. Authentication -
.....
2. Biometric Authentication -
.....
3. Rootkit -
.....

B. Tick (✓) the correct option.

1. Which of the following is not antivirus software?
a. Norton b. AVG c. McAfee d. Worm
2. Which of the following is not a malware program?
a. Rootkit b. Ransomware c. Backdoor d. SmartDog
3. A is a software or hardware-based network security system that controls the incoming and outgoing network traffic based on applied rule set.
a. Firewall b. Password c. Worm d. Virus
4. Which of these is not an online backup service?
a. Google Drive b. Carbonite c. Dropbox d. Noneofthese

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

1. Malware is useful software.
.....
2. LED stands for light-emitting data.
.....
3. You cannot remove the files from Recycle Bin.
.....

WORKSHEET

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

PROGRAMMING WITH PYTHON

Chapter-9

A. Read the clues and answer the following.

1. It is a programming language developed by Guido Van Rossum in 1991.
.....
2. It is a memory location used to store a value.
.....
3. It cannot be used as variable name.
.....
4. It is a data type in Python to store numeric values.
.....
5. It is a special symbol in Python used to perform arithmetic or logical computation.
.....

B. Circle the correct option.

1. Logical/Arithmetic operators are used to do basic mathematical calculations.
2. Comments are written by using the #/@ symbol.
3. The AND operator returns true/false value if all the given conditions are true.
4. Comments are ignored/interpreted by the Python interpreter.
5. The input()/print() statement is used to display the output on the screen.

C. Write the name of three types of operators used in Python.

1.
2.
3.

D. Write the code to display the string "Hello World" on the screen.

.....

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

PROGRAMMING WITH PYTHON

Chapter-9

A. Write a short not on the following:

1. Arithmetic Operators -
.....
2. Variables -
.....
3. Comment -
.....

B. Tick (✓) the correct option.

1. The statement is used to take the input from the user.
a. del() b. input() c. list() d. prompt()
2. are the reserved words in Python.
a. Keywords b. Operators c. Comments d. Noneofthese
3. Which of the following is not related to Python?
a. input() b. Operators c. Comments d. Noneofthese
4. Which of these is not a data type in Python?
a. Number b. String c. List d. AutoNumber
5. Which of the following ways is correct to declare multiple variables?
a. a = b = c = 32 b. a, b, c = 32, 96.4, "Aryan"
c. Both a and b d. None of these

C. Write a Python program to take unit price of an item as input from the user and display the amount payable for 5 pieces of the item.

.....
.....
.....