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WORKSHEET

1

EVOLUTION OF COMPUTERS

Chapter-1

A. Tick (✓) the correct option.

1. The first electro-mechanical computer was
a. MARK-I b. ENIAC c. Difference Engine
2. generation computer was made up of vacuum tubes.
a. First b. Second c. Third
3. 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

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

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

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

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PERSONALIZING WINDOWS 7

Chapter-2

A. Tick (✓) the correct option.

- are the mini tools provided by windows 7.
a. Gadgets b. Icons c. Buttons
- The image in the background of the icons is called the Desktop
a. Start menu b. Task bar c. Wallpaper
- 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

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

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

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

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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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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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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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MS POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

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

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

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

C. Fill in the blanks using the correct option.

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

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LOGO COMMANDS

Chapter-7

A. Tick (✓) the correct option.

- Which command puts the turtle's pen up from the screen?
a. PU b. PE c. PPD
- Which of the following allows you to repeat a set of commands?
a. REPEAT b. PRINT c. Circle
- Which command puts the turtle's pen down on the screen?
a. PE b. PD c. 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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INTRODUCTION TO INTERNET

1

Chapter-8

A. Tick (✓) the correct option.

- Internet Explorer is a
a. Web browser b. Website c. Web page
- is the first page of a website.
a. Home page b. New page c. Web page
- 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

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

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

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

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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.