

Name: _____

Roll No: _____






Class: _____ Section: _____ Date: _____

ADVANCED FEATURES OF POWERPOINT 2016

A. Tick (✓) the correct option.

- Which of these are built-in shapes which we can add to our slides?
 - Action buttons ☐
 - Themes ☐
 - Video ☐
- In which tab, Media group is present?
 - Insert ☐
 - View ☐
 - Review ☐
- Which of the following are not the options for printing the presentation?
 - Print all slides ☐
 - Custom range ☐
 - Print layout ☐

B. Write the names of following Action buttons:

- 
- 
- 
- 
- 

C. Rearrange the following words:

- IOUDA 
- ORDREC 
- ODEIV 
- EDIMA 
- HAPSS 

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON EXCEL 2016

A. Match the following:

- | | |
|-----------------|--------------------|
| 1. Formula | a. Format |
| 2. Wrap Text | b. = |
| 3. Column width | c. Alignment group |

B. Tick (✓) the correct option.

- We use Sort A to Z option to sort
 a. Numbers ☐ b. Symbols ☐ c. Text ☐
- The Sort & Filter command exist under the Editing group in the tab.
 a. Home ☐ b. Formula ☐ c. Insert ☐

C. Answer the following questions.

- Write the steps to use Autofill feature.

- What is the difference between sorting data and filtering data?

- What are the rules of precedence, while performing calculations using a formula?

- What are the two methods of copying a formula?

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

FORMULAS AND FUNCTIONS IN EXCEL 2016

A. Complete the sentences.

1. Built-in formulas of Excel are called
2. Look up and reference functions locate
3. In Excel, Charts group exist in the
4. Parentheses make your formulas
5. Formulas in MS Excel begin with an

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

1. Excel calculates expressions within parentheses at last.
.....
2. The SQRT() function returns the square of the given number.
.....
3. The UPPER() function is used to convert text string into lower case.
.....

C. Match the following.

- | | |
|---------------------------|---------------------------|
| 1. ABS(number) | a. Text function |
| 2. RIGHT(text, num_chars) | b. Date and Time function |
| 3. MIN(range) | c. Logical function |
| 4. HOUR(time) | d. Mathematical function |

D. Answer the following questions.

1. What is the use of Label?
.....
2. What are two ways using which a range can be selected in a worksheet?
.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO ANIMATE 2024

A. Read the clues and answer the following:

1. It is a panel at the bottom of the stage.
2. It erases lines and fills.
3. It increases or reduces the view of the stage.
4. It selects objects or parts of objects by dragging a free-form selection marquee.

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

1. We cannot save in Animate.
.....
2. We can create shapes in Animate.
.....
3. We cannot change the order of the layers in Animate.
.....
4. The Properties panel contains all the tools of Animate.
.....

C. Write the steps to create a new Animate document:

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMPUTER MALWARE

A. Tick (✓) the correct option.

- Which one of the following is not an antivirus?

a. McAfee	<input type="checkbox"/>	b. Quick Heal	<input type="checkbox"/>	c. Code Red	<input type="checkbox"/>
-----------	--------------------------	---------------	--------------------------	-------------	--------------------------
- is a popular antivirus program.

a. Paint	<input type="checkbox"/>	b. MS Windows	<input type="checkbox"/>	c. McAfee	<input type="checkbox"/>
----------	--------------------------	---------------	--------------------------	-----------	--------------------------
- Which of the following is an example of Macro Virus?

a. Melissa	<input type="checkbox"/>	b. Spyware	<input type="checkbox"/>	c. Stoned	<input type="checkbox"/>
------------	--------------------------	------------	--------------------------	-----------	--------------------------
- Which of the following is not a type of malware program?

a. Trojan horse	<input type="checkbox"/>	b. Ransomware	<input type="checkbox"/>	c. Symantec	<input type="checkbox"/>
-----------------	--------------------------	---------------	--------------------------	-------------	--------------------------

B. Fill in the blanks using the correct words.

- Code Red is a (human / computer) virus.
- An infected computer system will (increase / decrease) the size of infected files.
- (Virus / Antivirus) does not let the virus copy itself on our computer system.
- To prevent a virus infection, never download music, programs or games from (known / unknown) source.

C. Rearrange the letters to get the correct words.

- YEMROM
- OFWRESTA
- OPRGAMRS
- NRTIETNE

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO HTML5 AND CSS3

A. Complete the sentences.

1. Tags are the basic building blocks of a
2. HTML stands for
3. The server stores the files and information in the form of
4. Tag begins with opening angular bracket (<) and ends with
5. All attributes consist of two parts – a name and a

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

1. The 'name' is the value that you want to set.
.....
2. We cannot change the width of the horizontal line on the web page.
.....
3. Values given to the attributes should not be enclosed within the double quotes.
.....
4. CSS stands for Cascading Standard Sheet.
.....

C. Match the following.

- | | |
|--------------------------------------|----------------|
| 1. Used to view the Web page | a. Web page |
| 2. Collection of web pages | b. Web browser |
| 3. HTML document is called | c. <HEAD> Tag |
| 4. Contains information about header | d. Website |

D. Write the HTML code to display the text "Hello from HTML" on the web page by using the heading level 1 and use internal style sheet to display the text and background color as red and green.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

ALGORITHM AND FLOWCHART

A. Read the clues and answers the following.

1. It is set of steps in a sequential manner to solve a problem or to complete a task.
2. It is used to show the start and stop points of the flowchart.
3. It is a set of instructions given to the CPU in a pre-defined sequence to complete a task.
4. It shows the direction in which the process flows.

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

1. Algorithm facilitates a programmer to analyse the problem in detail.
.....
2. Decision statement is used to start and stop the flowchart.
.....
3. The flowchart should be dirty, unclear and hard to follow.
.....
4. Once a flowchart is drawn, it becomes hard to write the program in any high-level language.
.....

C. Write the names of three symbols used in flowcharts.

1.
2.
3.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO PROGRAMMING

A. Tick (✓) the correct option.

1. Which of the following is not a valid variable name?

a. Employee_num

☐

b. Answer_value

☐

c. Variable1

☐

d. my name

☐

2. Which of the following is not a computer language?

a. Machine Language

☐

b. Assembly language

☐

c. Interpreter

☐

d. Natural Languages

☐

3. What will be the output of the following expression?

22 // 3

a. 7

☐

b. 1

☐

c. 0

☐

d. 5

☐

B. Answer the following questions.

1. Differentiate between compiler and interpreter.

.....

2. How can input data type be changed from string to float?

.....

3. Why one should use comments in program?

.....

4. What are the disadvantages of high level language?

.....

5. Write the steps to work in the interactive mode.

.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTELLIGENCE AND AI APPROACHES

A. Give two qualities of the following people who possess:

1. Verbal-Linguistic Intelligence
2. Logical-Mathematical Intelligence
3. Bodily-Kinesthetic Intelligence
4. Interpersonal Intelligence
5. Existential Intelligence

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

1. People possessing Visual-Spatial Intelligence love exploring the environment and learn about other species
.....
2. AI models have three kinds of approach.
.....
3. Learning based approach is often referred to as black boxes as it is not entirely clear how these systems take decisions.
.....
4. People possessing Verbal-Linguistic Intelligence use humour while telling stories.
.....

C. Match the following.

- | | |
|--------------------------------------|--|
| 1. Naturalistic Intelligence | a. Enjoy analysing theories and ideas |
| 2. Bodily-Kinesthetic Intelligence | b. Good at problem-solving |
| 3. Logical-Mathematical Intelligence | c. Nature lover |
| 4. Intrapersonal Intelligence | d. Love creating things with their hands |

D. Write the names of any two voice assistants.