

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## EVOLUTION OF COMPUTERS

### A. Match the following:

- |                      |                            |
|----------------------|----------------------------|
| 1. First generation  | a. Artificial Intelligence |
| 2. Second Generation | b. Integrated Chip         |
| 3. Third Generation  | c. Vaccum Tube             |
| 4. Fourth Generation | d. Transistors             |
| 5. Fifth Generation  | e. Microprocessor          |

### B. Fill in the blanks using the hints given below:

**Hints:** ENIAC, fourth, abacus, AI

- ..... is also used in schools as an aid in teaching the number system.
- John Mauchly developed ..... in 1946.
- Scientists are trying to develop computers with .....
- Microprocessor was used in ..... generation of computers.

### C. Write 'T' for true and 'F' for false.

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

### D. Answer the following questions.

- Write down two features of the fourth generation.
- What is difference Engine?
- Who invented UNIVAC? What information it can handle?

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## EVOLUTION OF COMPUTERS

### A. Tick (✓) the correct option.

1. Who created Analytical Engine?
  - a. Blaise Pascal ☐
  - b. Bill Gates ☐
  - c. Charles Babbage ☐
2. Who developed the first ever computer program?
  - a. Charles Babbage ☐
  - b. Blaise Pascal ☐
  - c. Lady Ada Lovelace ☐
3. Which was the first mechanical calculator of the world?
  - a. Abacus ☐
  - b. Pascaline ☐
  - c. Analytical Engine ☐

### B. Write 'T' for true and 'F' for false.

1. Microsoft released the first version of Microsoft Windows in 1960. ....
2. Presper Eckert was the computer programmer. ....
3. Abacus is a wooden frame used to calculate numbers quickly. ....
4. Charles Babbage is the father of computers. ....

### C. Name the devices given below:

1.



.....

2.



.....

3.



.....

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## ADVANCED FEATURES OF WORD 2016

### A. Tick (✓) the correct option.

1. Which of the following is a collection of words with their synonyms?  
 a. Dictionary ☐      b. Encyclopedia ☐      c. Thesaurus ☐
2. .... group contains the find command.  
 a. paragraph ☐      b. editing ☐      c. review ☐
3. Which of the following is a page orientation?  
 a. Landscape ☐      b. Portrait ☐      c. All of these ☐
4. Click on ..... tab to change the paper size.  
 a. Home ☐      b. Page ☐      c. Layout ☐
5. Which of the following is a default paper size in word?  
 a. A4 ☐      b. A3 ☐      c. Letter ☐

### B. Fill in the blanks using the hints given below:

**Hints:** line spacing, find and replace, spell check, page formatting, page break

1. .... means the amount of vertical space between the lines of text.
2. .... command is used find and change a word to a different word of your choice.
3. .... feature helps us to check and rectify spelling errors in our document.
4. .... is the arrangement of the all the elements of a page.
5. .... is used to end a page at any point in the document.

### C. Write 'T' for true and 'F' for false.

1. Checking of spelling and grammar mistakes is known as Spell check. ....
2. We use Find command to search for a word or text in a document. ....

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## ADVANCED FEATURES OF WORD 2016

### Chapter-2

CLASS 5

#### A. Write the keyboard shortcuts for the following actions:

1. Check spellings .....
2. Opening Thesaurus .....
3. Find text .....
4. Replace text .....
5. Inserting a page break .....

#### B. Answer the following questions.

1. What is Column Formatting?  
.....  
.....
2. What is find and replace command used for?  
.....  
.....
3. Write the three main steps of Mail Merge.  
.....  
.....
4. What is Data source?  
.....  
.....

Name: \_\_\_\_\_

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Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## FORMATTING A PRESENTATION

### Chapter-3

### CLASS 5

#### A. Write 'T' for true and 'F' for false.

1. You cannot modify themes in PowerPoint. ....
2. Slide Master is used to format font type and size. ....
3. The way one slide follows the other on the screen in a presentation .....  
is called transition.
4. Animations are special visual effects that you add to text and .....  
different objects on a slide.
5. The Slide Master is used to create the default layout and appearance .....  
of the slides in the presentation.

#### B. Fill in the blanks using the hints given below:

**Hints:** subtle, slide transition, motion paths, entrance, smartart

1. .... transition effects are very simple and basic.
2. .... refers to the continuous appearance of slides one after another.
3. .... animation effect is used to move the object on a specific path.
4. .... category has effects that control the entry of an object.
5. .... is a tool used to visualize ideas through graphics.

#### C. Guess who am I?

1. I change the layout of the presentation. ....
2. I provide the themes for presentation. ....
3. I control the entry of an object on the slide. ....
4. I provide option to change the font color and size. ....

Grade:



Teacher's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## FORMATTING A PRESENTATION

### A. Tick (✓) the correct option.

- Which of the following is a feature that offers you a quick way of changing the layout of a presentation?
 

a. Template	<input type="checkbox"/>	b. Layout	<input type="checkbox"/>	c. Themes	<input type="checkbox"/>
-------------	--------------------------	-----------	--------------------------	-----------	--------------------------
- Where is the Themes group located?
 

a. Home tab	<input type="checkbox"/>	b. Insert tab	<input type="checkbox"/>	c. Design tab	<input type="checkbox"/>
-------------	--------------------------	---------------	--------------------------	---------------	--------------------------
- Which of the following tabs contain the Slide Master tab?
 

a. Views	<input type="checkbox"/>	b. Home	<input type="checkbox"/>	c. Insert	<input type="checkbox"/>
----------	--------------------------	---------	--------------------------	-----------	--------------------------
- Which of the following is not a type of smartart?
 

a. Cycle	<input type="checkbox"/>	b. Matrix	<input type="checkbox"/>	c. None of these	<input type="checkbox"/>
----------	--------------------------	-----------	--------------------------	------------------	--------------------------

### B. Answer the following questions.

- What is SmartArt Graphic?

.....

.....

- Write steps to change the background of a slide.

.....

.....

- What are the three categories of transition effects?

.....

.....

Name: \_\_\_\_\_

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Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## INTRODUCTION TO EXCEL 2016

### A. Tick (✓) the correct option.

- What is the another name of Excel file?  
 a. Workbook ☐      b. Worksheet ☐      c. Spreadsheet ☐
- Cells arranged horizontally across the screen are called .....  
 a. Rows ☐      b. Columns ☐      c. Grids ☐
- A group of cells which are adjacent to each other are called a .....  
 a. Worksheet ☐      b. Active cell ☐      c. Cell range ☐
- Which of the following shortcut key is used to move the active cell one row up?  
 a. Shift + Enter key ☐      b. Shift + Tab key ☐      c. Ctrl + End key ☐

### B. Fill in the blanks using the hints given below:

**Hints:** charts, cell, worksheet, functions

- The intersection of a row and a column is called .....
- ..... window is a single page in Excel, it is also called spreadsheet.
- ..... are the built-in formulas used for calculations.
- Data can be viewed in a graphical form as .....

### C. Write 'T' for true and 'F' for false.

- A workbook can contain any number of worksheets. ....
- Data cannot be entered in an active cell. ....
- Title bar is located on the bottom of the window. ....
- Ribbon has tabs with group of related commands displayed on it. ....

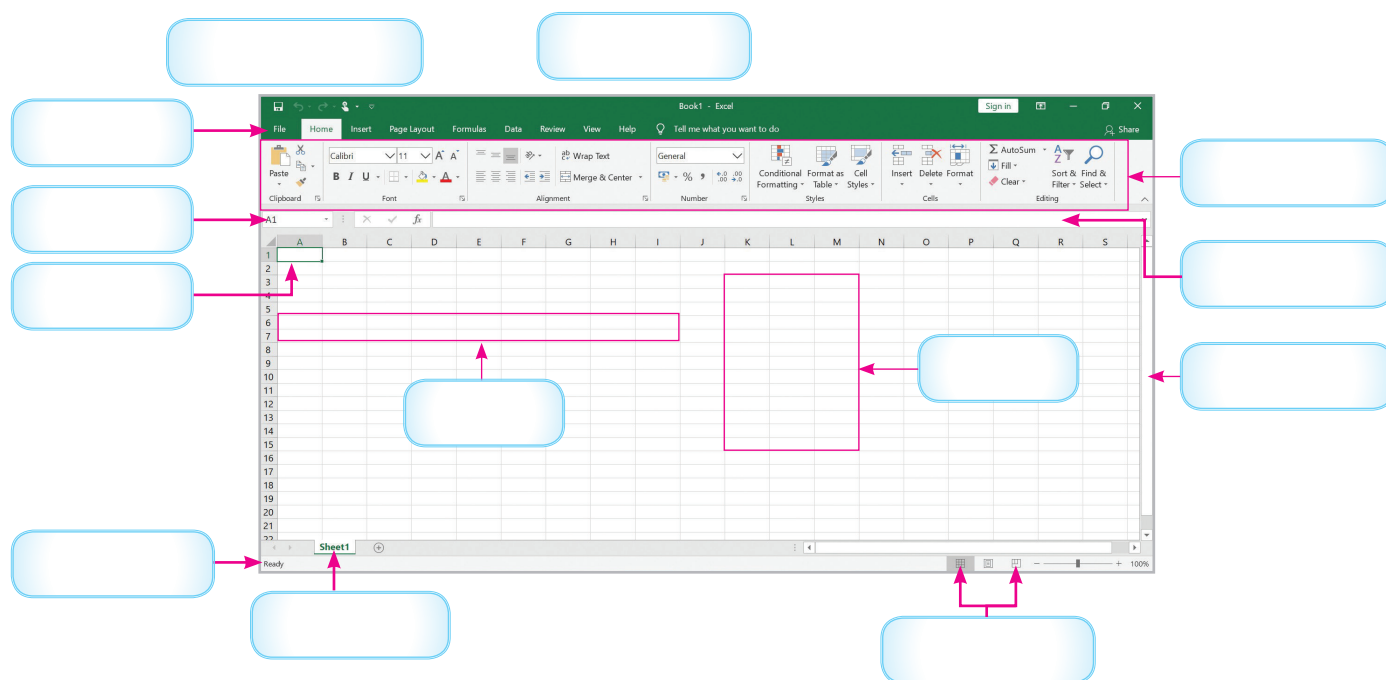
Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## INTRODUCTION TO EXCEL 2016

### A. Label the basic components of Excel 2016 in the given window.



### B. Match the following.

- |                 |                                     |
|-----------------|-------------------------------------|
| 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     | e. D7                               |

### C. Answer the following questions.

1. Write the steps to remove a worksheet.

.....

2. What is an active cell?

.....



Name: \_\_\_\_\_

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Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## EDITING CELL CONTENTS IN EXCEL 2016

### A. Fill in the blanks using the hints given below:

**Hints:** Editing, Cells, Delete, Column, Number

1. To edit any content, you have to select the .....
2. To select a column, place the mouse pointer on the ..... header.
3. Time and date can be entered in a cell from ..... group under Home tab.
4. To delete the contents of cells, select the cells and press the ..... key.
5. The Fill button is in the ..... group under Home tab.

### B. Write shortcut keys for the following:

1. To copy the text .....
2. To paste the text .....
3. To edit a cell .....
4. To select the entire worksheet .....

### C. Answer the following questions.

1. Write steps to select a row.  
.....  
.....
2. Write steps to replace cell contents.  
.....  
.....
3. What is a range? How can you select a range of cells using the mouse?  
.....  
.....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## EDITING CELL CONTENTS IN EXCEL 2016

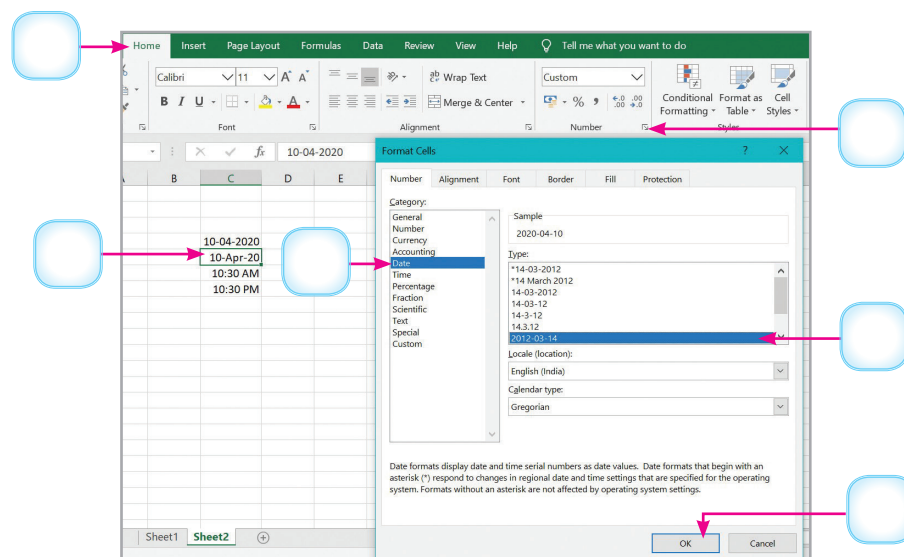
### A. Tick (✓) the correct option.

- Which of the following keys are used to select multiple cells?  
 a. Shift ☐      b. Ctrl ☐      c. Alt ☐
- Which of the following is a feature is used to fill a series automatically?  
 a. Fill automatically ☐      b. Autofill ☐      c. Automatic Fill ☐
- Which of these is not a data type in Excel?  
 a. Labels ☐      b. Digits ☐      c. Formula ☐

### B. Write 'T' for true and 'F' for false.

- You cannot select multiple cells in excel .....
- Alt + A is the shortcut to select entire worksheet. ....
- You can reverse an action by clicking on the undo command. ....
- You can use the keyboard and mouse to select the entire worksheet. ....
- Clicking on the row header will select the entire column. ....

### C. Label the steps to enter date and time in the given Excel window.



The screenshot shows the 'Format Cells' dialog box in Excel 2016. The 'Date' category is selected in the left pane. The 'Type' list on the right shows various date and time formats. Labels with arrows point to the following elements:

- Home tab (top ribbon)
- Format Cells dialog box (main window)
- Date category (left pane)
- 10-04-2020 (sample date in the dialog)
- 10-Apr-20 (sample date in the dialog)
- 10:30 AM (sample time in the dialog)
- 10:30 PM (sample time in the dialog)
- Time category (left pane)
- 14/3/12 (sample date in the dialog)
- 20/03/14 (sample date in the dialog)
- English (India) (locale dropdown)
- Gregorian (calendar type dropdown)
- OK button (bottom right)

Name: \_\_\_\_\_

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Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERNET AND E-MAIL

### 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. ....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter-6

CLASS 5

## INTERNET AND E-MAIL

### A. Tick (✓) the correct option.

- E-mail can be defined as the process of exchanging ..... electronically.
 

a. Hardware	<input type="checkbox"/>	b. Instructions	<input type="checkbox"/>
c. Messages	<input type="checkbox"/>	d. Information	<input type="checkbox"/>
- Which of the following fields is not available while writing a new email in Gmail?
 

a. To	<input type="checkbox"/>	b. Cc	<input type="checkbox"/>
c. Subject	<input type="checkbox"/>	d. New Message	<input type="checkbox"/>
- Which of the following symbols is used in e-mail address to separate user name and domain name?
 

a. @	<input type="checkbox"/>	b. \$	<input type="checkbox"/>
c. &	<input type="checkbox"/>	d. #	<input type="checkbox"/>
- A web browser is an application used to find ..... document on the Web.
 

a. Gmail	<input type="checkbox"/>	b. Hypertext	<input type="checkbox"/>
c. URL	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- ..... button on the Gmail is used to create new email.
 

a. Create Email	<input type="checkbox"/>	b. New Email	<input type="checkbox"/>
c. Compose	<input type="checkbox"/>	d. New Message	<input type="checkbox"/>

### B. Write the full forms of the following:

- ARPA - .....
- HTTP - .....
- WWW - .....
- URL - .....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## DATA PROCESSING

### A. Match the following.

1. Maps

a.

SCHOOL TIME TABLE									
PERIOD	1st	2nd	3rd	4th	R	5th	6th	7th	8th
DAY									
MONDAY					E				
TUESDAY					C				
WEDNESDAY					E				
THURSDAY					S				
FRIDAY					S				
SATURDAY									

2. Pictures

b.



3. Tables

c.



4. Pictograms

d.



### B. Write 'T' for true and 'F' for false.

- In pictograms, information can be represented in the forms of tables. ....
- Decoding is the process of processing coded message into understandable language. ....
- Sorting is arranging data in a specific order. ....
- Data refers to raw information. ....

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Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter-7

CLASS 5

## DATA PROCESSING

### A. Tick (✓) the correct option.

- What is the process of converting a coded message into understandable language?  
 a. Information ☐      b. Decoding ☐      c. Data ☐
- What will be the correct word for the code?  
 3 15 13 16 21 20 5 18  
 a. Decoding ☐      b. Computer ☐      c. None of these ☐
- Which of the following represents the information in the form of drawing?  
 a. Maps ☐      b. Pictograms ☐      c. Pictures ☐

### B. The following table represents the marks obtained by Saurav in each subject. Arrange the information in ascending and descending order of numbers.

Subject	Marks Obtained
English	32
Science	95
Maths	64
Computer	72
Hindi	46
Social studies	59

### C. Answer the following questions.

- What is Decoding?  
 .....
- Give two examples of pictograms.  
 .....






Name: \_\_\_\_\_

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Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## CONDITIONAL BLOCKS IN SCRATCH

### A. Match the following:

- |                   |                                                                                         |
|-------------------|-----------------------------------------------------------------------------------------|
| 1. Boolean Blocks | a.    |
| 2. Stack Blocks   | b.    |
| 3. CAP Blocks     | c.    |
| 4. C Blocks       | d.    |
| 5. Hat Blocks     | e.  |

### B. Guess who am I?

- I am used to make the penguin ask question. ....
- I am an another name of C block. ....
- I am used to make the penguin move. ....

### C. Write 'T' for true and 'F' for false.

- In scratch, a program is called a Script. ....
- Reporter blocks cannot hold values which consist of numbers or strings. ....
- A variable that stores letters in the form of strings or characters is called string variable. ....
- We cannot create our own variables in Scratch. ....

Name: \_\_\_\_\_

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Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## CONDITIONAL BLOCKS IN SCRATCH

### A. Tick (✓) the correct option.

- Boolean blocks are ..... in shape.
  - Octagonal ☐
  - Pentagonal ☐
  - Hexagonal ☐
- Which of the following is a cap block?
  - When green flag is clicked ☐
  - forever ☐
  - think ☐
- There are ..... types of block shapes in Scratch.
  - Five ☐
  - Six ☐
  - Seven ☐

### B. Fill in the blanks using the hints given below:

**Hints:** hat, boolean blocks, ask, variable

- ..... blocks are always found at the beginning of the script.
- ..... are conditional blocks that return "true" or "false".
- ..... blocks is used to ask for some input from the user.
- ..... is a space in the memory that can hold some information.

### C. Answer the following questions.

- Name two blocks from the sensing block category.  
.....
- What is the use of conditional blocks?  
.....



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## CONCEPT OF SMART LIVING

### A. Read the clues and answer the following:

1. It help in saving and conserving the energy. ....
2. It is used to monitor the indoor and outdoor activities. ....
3. It has a built-in camera to watch and a microphone to talk to the visitor through the intercom. ....
4. It can warn you if there is fire in your home. ....
5. It can accept voice commands and can be controlled through smart phones. ....
6. It can play music, movies, or change channels using Internet. ....

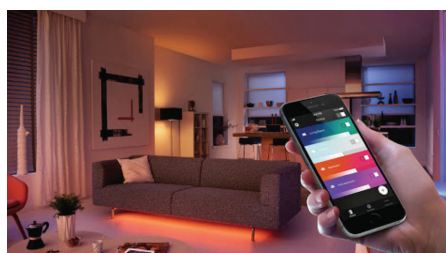
### B. Name the following smart devices.



1. ....



2. ....



3. ....



4. ....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## CONCEPT OF SMART LIVING

### A. Match the following.

1. Smart Cameras

a.



2. Smart TV

b.



3. Smart Homes

c.



4. Smart Smoke Detectors

d.



### B. Write one feature of the following.

1. Video Doorbell - .....
2. Smart Lighting - .....
3. Smart Speakers - .....
4. Smart TV - .....