ORANGE

WORSHEET

TOUCHPAD
MODULAR Ver. 2.1

Chapter-1

CLASS 6

CATEGORIES OF COMPUTER

A. Tick (✓) the correct option.

1. Digital Computer works on digits .... and ....

   a. 1,0 ⬭   b. 10,1 ⬭

   c. 1,2 ⬭   d. 7,9 ⬭

2. Which of these provides services to other computers in a network?

   a. Server ⬭   b. Client ⬭

   c. Main Computer ⬭   d. None ofthese ⬭

B. Give an example of the following:

1. Embedded Computer

2. Handheld computer

3. Supercomputer

4. Gaming console

C. Rearrange the following letters to make the correct words.

1. IGITALD

2. HDYBRI

3. INAMFEAMR

4. TPKODES

5. TPOPLA

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WINDOWS 10

Chapter-2

CLASS 6

A. Identify the features of Windows 10 in the given pictures.

1   ....
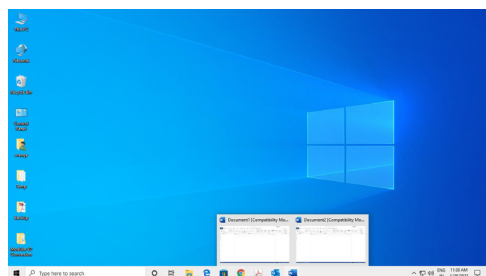
2.   ....
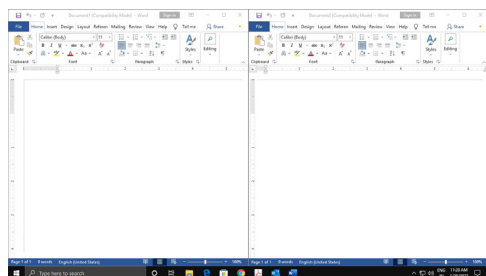
3.   ....
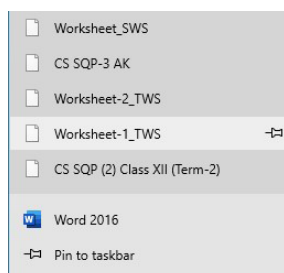
B. Write 'T' for True and 'F' for False.

1.   All the data in a computer is stored in the form of files and folders.   ....

2.   Once a file/folder is deleted from the Recycle Bin, it cannot be restored. ....

3.   Shortcut key to copy a folder is Ctrl+V.   ....

4.   Jump list takes us to the frequently used documents.   ....

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INTRODUCTION TO POWERPOINT 2016

Chapter-3

CLASS 6

A. Tick (✓) the correct option.

1. To start PowerPoint, click the Start button on the ....

   a. title bar ☐   b. status bar ☐

   c. taskbar ☐   d. None of these ☐

2. Which of these contains multiple tabs, each with several groups of commands?

   a. Status bar ☐   b. Slide pane ☐

   c. Ribbon ☐   d. Title bar ☐

3. Which of these displays the slides as thumbnails?

   a. Outline pane ☐   b. Slides pane ☐

   c. Work area ☐   d. Status bar ☐

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

   Hints: Slide, MS Office, Presentation, Title bar, Status bar

1. PowerPoint is a part of the .... package.

2. .... is located at the top of the PowerPoint window.

3. A single page of a presentation is called a ....

4. A .... is a collection of slides.

5. The .... shows information about the slides.

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

1. PowerPoint is software used for creating presentation. ....

2. PowerPoint is opened with a blank presentation. ....

3. A placeholder is a page in a presentation. ....

4. Quick Access Toolbar is located at the top right corner of the taskbar. ....

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WORKING WITH POWERPOINT 2016

A. Tick (✓) the correct option.

1. Which of these is a library of ready-made pictures and graphics?

    a. ClipArt ◯   b. WordArt ◯

    c. Animation ◯   d. Slide ◯

2. Arrangement of text, graphics, images, etc., in a slide is called ....

    a. Animation ◯   b. Slide Layout ◯

    c. ClipArt ◯   d. None of these ◯

3. Which of the following view shows the miniature version of the slides?

    a. Slide Sorter View ◯   b. Outline View ◯

    c. Notes Page ◯   d. Normal View ◯

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

1. You cannot insert downloaded images in a slide.   ....

2. You cannot change the WordArt font.   ....

3. The slide layout is the arrangement of text, images, charts, etc. ....

4. PowerPoint allows you to add shadow effect on text.   ....

C. Name the following file icons:

1.   ....

2.   ....

3.   ....

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ENHANCING A PRESENTATION

Chapter-5

A. Tick (✓) the correct option.

1. Which of the following is not an alignment in PowerPoint?
   - a. Right ⬭
   - b. Justify ⬭
   - c. Justify Centre ⬭
   - d. left ⬭

2. Which of these is used to create the default layout and appearance of the slides in the presentation?
   - a. Theme ⬭
   - b. Slide Master ⬭
   - c. Design ⬭
   - d. None of these ⬭

3. Which of the following option is used to change the background of a theme?
   - a. Color ⬭
   - b. Background Styles ⬭
   - c. Background ⬭
   - d. None of these ⬭

B. Define the following components of a chart.

1. Chart Title ....

2. Plot Area ....

3. Data Series ....

C. Answer the following questions:

1. What do you mean by Alignment? Write the steps to align text.

   ....

   ....

2. Write three things which you should keep in mind while enhancing the look of a presentation.

   ....

   ....

3. When should Slide Master be used in a Presentation?

   ....

   ....

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WORKSHEET

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Chapter-6

CLASS 6

ADVANCED FEATURES OF POWERPOINT 2016

A. Tick (✓) the correct option.

1. Which of these are built-in shapes that can be added to the slides?

   a. Action buttons ◯   b. Themes ◯

   c. Video ◯   d. None of these ◯

2. Under which tab, Media group is present?

   a. Insert ◯   b. View ◯

   c. Review ◯   d. None of these ◯

B. Answer the following questions:

1. Write the steps to add video file in a presentation.

   ....

   ....

   ....

2. What is animation? Write the steps to add animation in a presentation.

   ....

   ....

   ....

C. Rearrange the following words:

1. I O U D A

2. O R D R E C

3. O D E I V

4. E D I M A

5. H A P E S S

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INTERNET AND E-MAIL

A. **Complete the sentences.**

1. The World Wide Web consists of several public and private websites which may be interlinked and accessible over the ....

2. URLs are the key to navigating the ....

3. A hyperlink is simply a part of the web page that is linked to a ....

4. To send and receive e-mail, the user must have an ....

5. The most common general purpose and free e-mail service provider is ....

B. **Write the steps to open Gmail in Web browser.**

Step 1 ....

Step 2 ....

Step 3 ....

C. **Define the following:**

1. Website - ....
   ....

2. Web page - ....
   ....

3. Acronym - ....
   ....

4. Email - ....
   ....

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Chapter-8

CLASS **6**

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.

   ....

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