

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

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

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

**TOUCHPAD**

PLAY Ver. 2.1 >

## WORKING WITH WINDOWS 10

Chapter-1

CLASS 5

### A. Tick (✓) the correct option.

1. Which of the following option is used to recover a file?

a. Recycle

☐

b. Restore

☐

c. Delete

☐

d. Save

☐

2. Which folder is used to store the files that are downloaded from Internet?

a. Documents

☐

b. Downloads

☐

c. Subfolder

☐

d. Picture

☐

3. A deleted file goes into .....

a. Documents

☐

b. Downloads

☐

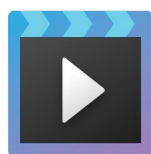
c. Recycle Bin

☐

d. This PC

☐

### B. Identify the below icons and write their names.



1. .... 2. .... 3. .... 4. ....

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

**Hints:** This PC, Icon, File

1. .... contains a collection of related information.

2. .... represents a file in a computer.

3. To open file explorer, you can click on ..... icon.

Grade:



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

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

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

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

## WORKING WITH WINDOWS 10

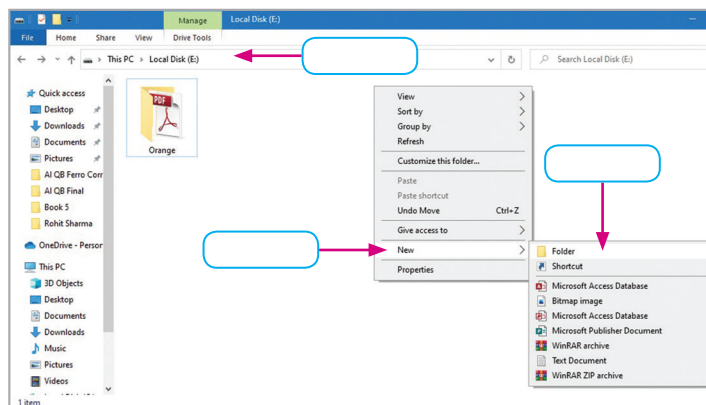
### Chapter-1

### CLASS 5

#### A. Guess who am I?

- I am a shortcut key to cut a file or folder. ....
- I store all the deleted files. ....
- I am a folder to store all your digital pictures. ....

#### B. Label the steps to create a new folder.



#### C. Answer the following questions:

- What is a subfolder?  
.....
- What is File Explorer?  
.....
- Write a difference between cutting a folder and copying a folder.  
.....

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

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

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

## PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-2

CLASS 5

### A. Tick (✓) the correct option.

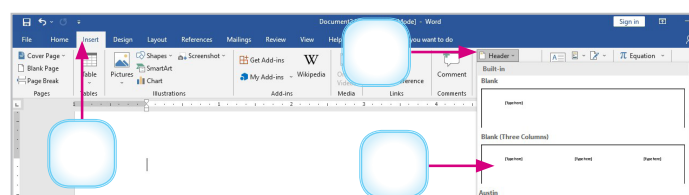
- Which of the following is used to create address list?
 

a. Address Block	<input type="checkbox"/>	b. Type New List	<input type="checkbox"/>
c. Address List	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- ..... is the text that appears at the top of each page of the document.
 

a. Header	<input type="checkbox"/>	b. Blank	<input type="checkbox"/>
c. Footer	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- A header is printed in the ..... margin.
 

a. top	<input type="checkbox"/>	b. side	<input type="checkbox"/>
c. bottom	<input type="checkbox"/>	d. middle	<input type="checkbox"/>

### B. Label the steps to insert header and footer in a word document.



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

**Hints:** Layout, Page margin, Enter key, Letters

- Size command is found in ..... tab.
- ..... is white space all around the printed area of a paper.
- ..... is the command used for creating Mail Merge.
- ..... creates a new paragraph.

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

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

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

## PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-2

CLASS 5

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

1. By default, MS Word document is written into a single column. ....
2. Write & Insert Fields group is present under Home tab. ....
3. Footer is the text that appears at the top of each page of the document. ....

### B. Guess who am I?

1. I am a shortcut key to insert a column break. ....
2. I am used to align the text. ....
3. I am the text that appears at the top of each page of the document. ....
4. I am a feature in MS Word used to create personalized letters. ....

### C. Answer the following questions:

1. What is Tab Stop?  
.....
2. What is indentation?  
.....
3. Name two orientation of MS Word.  
.....
4. What is use of tabs in MS Word?  
.....

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

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

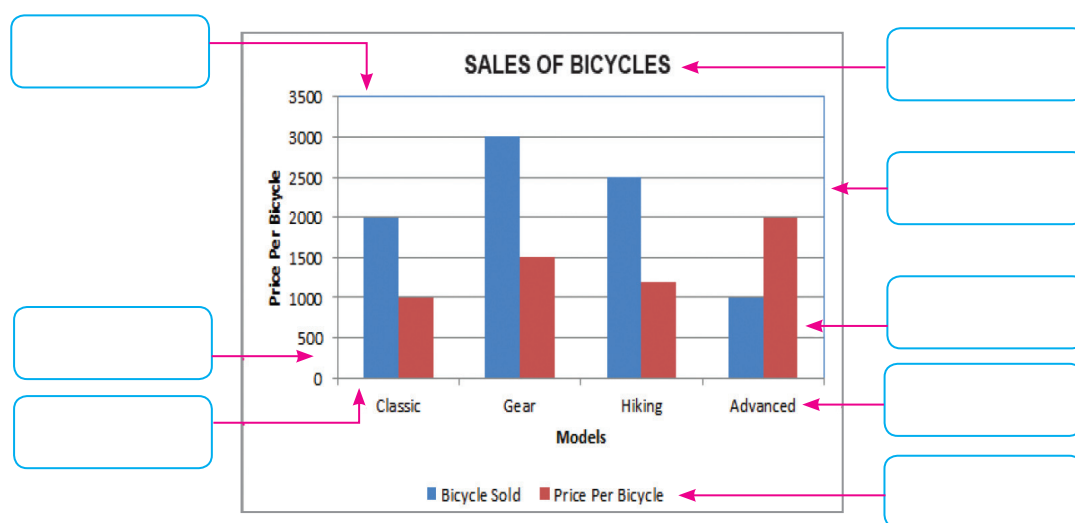
Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## ENHANCING A PRESENTATION

Chapter-3

CLASS 5

### A. Label the components of the chart of the PowerPoint.



### B. Tick (✓) the correct option.

- Which tab is used to create a table in PowerPoint?
 

a. Home ☐

c. Insert ☐

b. Format ☐

d. None of these ☐
- The intersection of a row and a column in a table is called a .....
 

a. Cell ☐

c. Table ☐

b. Row ☐

d. Column ☐

### C. Answer the following questions:

- Write the names of any three charts provided by PowerPoint.

.....

- What is the use of the Table Styles?

.....

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

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

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

## ENHANCING A PRESENTATION

Chapter-3

CLASS 5

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

**Hints:** Shading, Insert, Axis Titles, Chart Layouts, Legend Hints

1. The Table option is present under the Tables group of the ..... tab.
2. .... command is used to change the background of the table.
3. Chart styles are listed in the ..... group of the Design tab.
4. .... is a key which shows the meaning of symbols and colours used in the chart.
5. The ..... command is used to give titles of both x-axis and y-axis.

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

1. We cannot give background colour in a table. ....
2. PowerPoint does not provide any tool to improve the appearance of a chart. ....
3. Plot area of a chart is the rectangular area bounded by the two axis. ....
4. The bar chart displays the data in the form of long rectangular rods also called bars. ....
5. You cannot align text in a table. ....

### C. Match the following:

- |               |   |
|---------------|---|
| 1. Legend     | a. Value axis                                   |
| 2. X-axis     | b. shows the meanings of symbols and colours    |
| 3. Y-axis     | c. includes all objects and elements in a chart |
| 4. Chart Area | d. Category axis                                |

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

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

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

## INTRODUCTION TO EXCEL 2016

### Chapter-4

### CLASS 5

#### A. Tick (✓) the correct option.

1. What is the intersection of a row and column called?

a. Row

☐

b. Column

☐

c. Cell

☐

d. None of these

☐

2. A cell that appears highlighted with dark black border is called .....

a. Active cell

☐

b. Deleted cell

☐

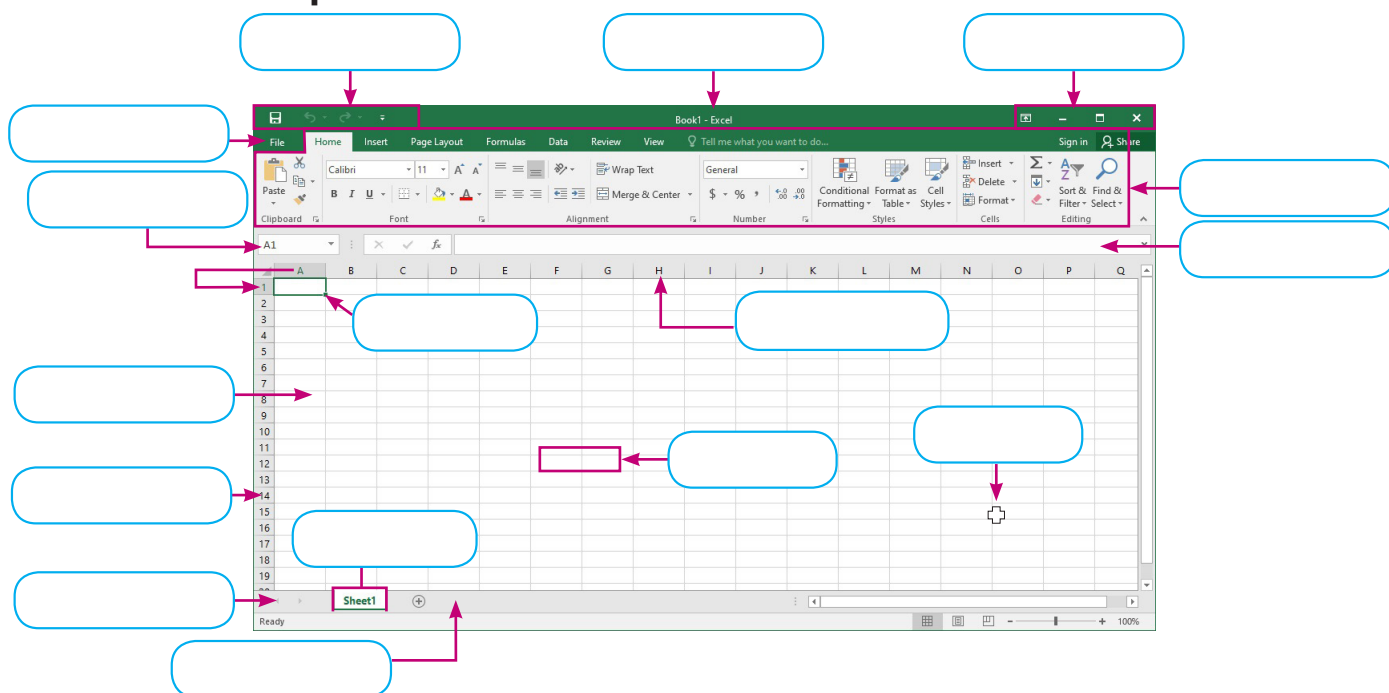
c. Main cell

☐

d. First cell

☐

#### B. Label the components of MS Excel 2016 window.



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

Hints: =, 10,48,576

1. A formula starts with an ..... sign.

2. A worksheet contains ..... rows.

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

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

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

## INTRODUCTION TO EXCEL 2016

Chapter-4

CLASS 5

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

1. By default, an Excel workbook contains 4 worksheets. ....
2. Letters A to Z, AA to AZ are the Row headings. ....
3. Rows are denoted by letters in a worksheet. ....

### B. Answer the following questions:

1. What is MS Excel?  
.....
2. What is a formula?  
.....
3. How will you enter data in a worksheet?  
.....
4. What is a cell?  
.....

### C. Match the following:

- |                          |  |
|--------------------------|--|
| 1. Merge & Center button | a. To move one screen up                         |
| 2. Page Up               | b. Home tab                                      |
| 3. Ctrl+Home             | c. To move to the first cell of the topmost row. |



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

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

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

## EDITING IN EXCEL 2016

### Chapter-5

### CLASS 5

#### A. Define the following:

1. Formula Bar - .....
2. Cell - .....
3. Workbook - .....

#### B. Tick (✓) the correct option.

1. The currently selected cell that appears highlighted with dark black border is called .....
 

a. Active cell	<input type="checkbox"/>	b. Selected Cell	<input type="checkbox"/>
c. Main Cell	<input type="checkbox"/>	d. Name Box	<input type="checkbox"/>
2. By default, how many sheets are there in a Workbook?
 

a. 2	<input type="checkbox"/>	b. 4	<input type="checkbox"/>
c. 3	<input type="checkbox"/>	d. 1	<input type="checkbox"/>
3. How many rows are there in a worksheet?
 

a. 1048576	<input type="checkbox"/>	b. 148576	<input type="checkbox"/>
c. 16384	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

#### C. Write the steps to create a new workbook in MS Excel.

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

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

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

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

## EDITING IN EXCEL 2016

### Chapter-5

### CLASS 5

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

**Hints:** Cell Styles, Select All, Insert, Merge & Center

1. The ..... button on the Home tab is used to add a column into a worksheet.
2. We can apply a style on the cells by using the ..... command on the Styles group under the Home tab.
3. We can select entire worksheet by clicking on the ..... button.
4. We can use ..... option in the Alignment group to combine two or more selected cells into a single cell.

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

1. We cannot select more than one cell at a time in an Excel worksheet. ....
2. We can format number in a cell. ....
3. We cannot merge two or more cells. ....
4. AutoFill allows user to automatically fill a number or text series. ....
5. The contents of a cell can be moved or copied to other cells. ....

#### C. Answer the following questions:

1. What is the use of Copy command on the Home tab?  
.....
2. Which feature of MS Excel allows us to display multiple lines of text inside a cell?  
.....

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

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

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

## INTERNET AND E-MAIL

### Chapter-6

### CLASS 5

#### 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: \_\_\_\_\_

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## INTERNET AND E-MAIL

Chapter-6

CLASS 5

### 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	<input type="checkbox"/>	b. Instructions	<input type="checkbox"/>
c. Messages	<input type="checkbox"/>	d. Information	<input type="checkbox"/>
2. 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"/>
3. Which of these is used to show Sleeping expression emoticon?
 

a. (-_-)zzz	<input type="checkbox"/>	b. (= _ =)	<input type="checkbox"/>
c. :\$	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

### C. Match the following:

- |                                |                              |
|--------------------------------|------------------------------|
| 1. Internet                    | a. Software application      |
| 2. Collection of related pages | b. Web address of a web page |
| 3. Web browser                 | c. A large computer network  |
| 4. URL                         | d. Website                   |

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

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

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

**TOUCHPAD**

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## CREATING SHAPES IN SCRATCH

Chapter-8

CLASS 5

### A. Tick (✓) the correct option.

1. Which of the following command is used to draw circles and semicircles?

a. Repeat

☐

b. Turn

☐

c. Stamp

☐

d. None of these

☐

2. Which block is used to duplicate the sprite's image onto the stage?

a. Pen up

☐

b. Stamp

☐

c. Clear

☐

d. Motion

☐

3. Which block is used to draw shapes?

a. Pen

☐

b. Control

☐

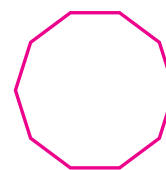
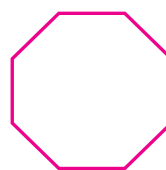
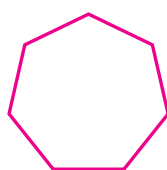
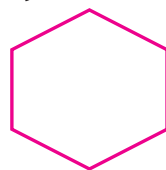
c. Motion

☐

d. None of these

☐

### B. Identify the below figures and write their names.



1. .... 2. .... 3. .... 4. ....

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

**Hints:** Motion, Set pen color to, Anti-clockwise direction

1. .... block changes pen colour based on your choice from colour picker.

2. The  degrees block will turn the Sprite in ..... by the specified number of degrees.

3. The Turn block is under the ..... blocks menu.

Grade:



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

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

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

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

**TOUCHPAD**

PLAY Ver. 2.1 >

## CREATING SHAPES IN SCRATCH




Chapter-8

CLASS 5

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

1. A hexagon has seven sides. ....
2. Control block is used to draw shapes. ....
3. We cannot draw shapes in scratch. ....

### B. Match the following:

- |  |  |
|--|--|
| 1.    | a. To duplicate the sprite's image onto the stage.                   |
| 2.  | b. To put sprite's pen up  |
| 3.  | c. To change the pen colour based on your choice from colour picker. |

### C. Answer the following questions:

1. What is total sprite trip?  
.....
2. Which block is used to change the direction of the sprite?  
.....
3. What is a regular polygon?  
.....

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

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

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

## CREATING A GAME IN SCRATCH

Chapter-9

CLASS 5

### A. Tick (✓) the correct option.

1. Which block is used to run a set of instructions till a condition is satisfied?

a. Repeat Until

☐

b. Forever

☐

c. Repeat

☐

d. Motion

☐

2. Which of the block is used to hold values?

a. Variables

☐

b. Operators

☐

c. Blocks

☐

d. None of these

☐

3. Operators blocks are colour-coded as .....

a. blue

☐

b. purple

☐

c. light-green

☐

d. black

☐

### B. Identify and name the category in which these blocks appear:

1.  .....

2.  .....

3.  .....

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

**Hints:** Sensing, Conditional, Variables

1. The statements that are executed on the basis of decision take from a choice are called ..... statements.

2. The blocks in the ..... category are colour-coded as light blue.

3. .... are used to hold values.

Grade:



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

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

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

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

**TOUCHPAD**

PLAY Ver. 2.1 >

## CREATING A GAME IN SCRATCH

Chapter-9

CLASS 5

### A. Guess who am I?

1. I am a logical operator which gives the result true only if the two expressions are true. ....
2. I store the input given by the user. ....
3. I help the selected sprite to detect the presence of other sprites. ....

### B. Answer the following questions:

1. What is looping?  
.....
2. Write the use of operator blocks.  
.....
3. Name two conditional statements.  
.....
4. How many relational operators are there in scratch?  
.....

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

1. Escape block is used to hide the sprite from the stage. ....
2. The 'if' statement has three variants. ....
3. In Scratch, the variables can be created using Data blocks. ....

Grade:



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