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Chapter-1

CLASS 5

WORKING WITH WINDOWS 10

A. Tick (✓) the correct option.

1. A file in a computer is represented by an ....

   a. icon ☐
   b. shortcut ☐

   c. none ☐
   d. None of these ☐

2. Which of these contains a collection of related information?

   a. File ☐
   b. Folder ☐

   c. Document ☐
   d. None of these ☐

3. Files/Folders are organised in ....

   a. Windows Explorer ☐
   b. Document ☐

   c. Recycle Bin ☐
   d. None of these ☐

4. Where does the deleted files go?

   a. Documents ☐
   b. Downloads ☐

   c. Recycle Bin ☐
   d. Desktop ☐

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

Hints: Folder, Downloads, Subfolder

1. .... folder is used to store the files downloaded from the internet.

2. A .... is like a file cabinet in which you can keep your files.

3. A folder within a folder is called a ....

C. 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. ....

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TOUCHPAD
PLAY Ver. 2.1

Chapter-2

CLASS 5

PAGE FORMATTING AND MAIL MERGE IN WORD 2016

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

1. The Greeting Line command is used to add a greeting line for the addressee. ....

2. We cannot see the individual letter after Mail Merge. ....

3. We cannot take the print of merged letters. ....

4. We can edit the individual letter after Mail Merge. ....

B. Answer the following questions:

1. What do you mean by Data Source in Mail Merge?

   ....

2. What do you mean by Page orientation? Name two types of orientation.

   ....

3. Which command is used to see the preview of the merged letters?

   ....

C. Write 'A' in the box which represents the advantages of mail merge.

☐ It saves time and efforts.

☐ It does not allow to make changes in several letters very quickly.

☐ It allows to produce thousands of letters quickly.

☐ It does not allow to save the letters as template for later use.

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ENHANCING A PRESENTATION

Chapter-3

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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INTRODUCTION TO EXCEL 2016

Chapter-4

CLASS 5

A. Tick (✓) the correct option.

1. What is the another name of Excel file?

   a. Workbook ☐   b. Worksheet ☐

   c. Spreadsheet ☐   d. None of these ☐

2. Cells arranged horizontally across the screen are called ....

   a. Rows ☐   b. Columns ☐

   c. Grids ☐   d. None of these ☐

3. The intersection of a row and column is called ....

   a. workbook ☐   b. worksheet ☐

   c. cell ☐   d. row ☐

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

1. Excel is the most suited program for documentation. ....

2. A workbook may contain any number of worksheets according to the user's need. ....

3. Letters A to Z, AA to AZ are the row headings. ....

4. Status bar displays the currently selected commands. ....

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

Hints: Column, Name, Non-contiguous, Formula

1. .... bar is used to enter and edit formulas and perform calculations on worksheet.

2. Cells arranged vertically across the screen are called ....

3. .... Cell Range is a collection of cells which are not adjacent to one another.

4. The address of the active cell is displayed in .... box.

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TOUCHPAD
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EDITING IN EXCEL 2016

Chapter-5

A. Complete the sentences.

1. The filter can also be applied through Sort & Filter group under the Data tab by selecting the ....

2. The Data Bars option is used to add data bars to the cells having ....

3. The Highlight Cells Rules option is used to highlight all cells satisfying a given ....

4. The Top/Bottom Rules option is used to highlight some top or bottom cells in a ....

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

1. Excel can arrange the selected data in ascending order only.

   ....

2. Conditional Formatting is used to separate unwanted material from a mixture.

   ....

3. The conditional formatting applied to a data can be cleared by selecting New Rule option.

   ....

C. Tick (✓) the correct option.

1. We use Sort A to Z option to sort ....
   a. Numbers ☐   b. Symbols ☐
   c. Text ☐   d. All of these ☐

2. The Sort & Filter command exist under the Editing group in the .... tab.
   a. Home ☐   b. Formula ☐
   c. Insert ☐   d. Review ☐

D. What is the difference between sorting data and filtering data?

....

....

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TOUCHPAD
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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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CREATING SHAPES IN SCRATCH

Chapter-8

A. Tick (✓) the correct option.

1. Which block is used to turn the sprite's direction?

   a. Pen up ☐   b. Turn ☐

   c. Stamp ☐   d. None of these ☐

2. Which blocks are used to draw the Sprite's footprints?

   a. Looks ☐   b. Pen ☐

   c. Control ☐   d. None of these ☐

3. Which of these is used so that the Sprite will not draw as it moves?

   a. Pen Down ☐   b. Pen Up ☐

   c. Stamp ☐   d. None of these ☐

B. Number the steps to draw a square using Repeat command.

☐ Change the Repeat value to 4 because a square has 4 sides and these commands have to be repeated 4 times to make a square.

☐ Drag the `move 10 steps` block, `turn ↻ 15 degrees` block and `wait 1 second` block one by one and attach inside the Repeat block. Change the values.

☐ Drag the `repeat 10` block from Control blocks menu.

C. Answer the following questions:

1. What is a Polygon? Which command is used to draw a ploygon in scratch?

....

2. Which command is used to turn sprite's direction?

....

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TOUCHPAD
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CREATING A GAME IN SCRATCH

A. Tick (✓) the correct option.

1. Which block is used to hide the Sprite from the stage?

   a. show ☐   b. escape ☐

   c. hide ☐   d. None of these ☐

2. Which blocks are used to draw the Sprite's footprints?

   a. Looks ☐   b. Pen ☐

   c. Control ☐   d. Motion ☐

3. Which of these is the conditional statement used in Scratch?

   a. if ☐   b. forever ☐

   c. repeat ☐   d. for ☐

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

Hints: Relational, CAP, String, Forever

1. The .... block menu has instructions for setting the colour, size and visibility of the Sprite.

2. .... block is used to end the scipts.

3. .... operators are used to compare relation between two values or variables.

4. When we save a word in a variable it is called .... variable.

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

1. We cannot create games in Scratch. ....

2. In scratch, a program is called a code. ....

3. Hat blocks always come at the top of the script. ....

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