

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MANAGING FILES OR FOLDERS IN UBUNTU

A. Read the given clues and write the folder name.

1. This folder is used to store Writer files, Calc files, Impress files and other business oriented files.
2. This folder is used to store all your digital pictures that can be copied from a camera or downloaded from the Internet.
3. This folder is used to store music files, such as songs copied from an audio CD or downloaded from the Internet.
4. This folder is used to store videos taken from a digital camera or downloaded from the Internet.

B. Write steps to create a new folder.

- Step 1
- Step 2
- Step 3

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 Trash, it cannot be restored.
3. By clicking on Search option, you can learn to edit, select and hide the files.
4. Downloads folder is used to store the files that are downloaded from the Internet.
5. Downloads stores unwanted garbage of our system.

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DRAWING OBJECTS IN LIBREOFFICE WRITER

A. Identify the following tools and write their use:

1. 
2. 
3. 
4. 
5. 

B. Write 'T' for True and 'F' for False.

1. Text box gives control to change the look of the text box.
2. Symbols can be inserted from Drawing Toolbar.
3. Stars option gives the facility to bring 3D effect to our drawing objects.
4. Image option is present under the Insert menu.
5. LibreOffice Writer comes with a set of readymade shapes that you can use in the document.
6. Character option sets different effects on the Text box.

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CREATING TABLES IN LIBREOFFICE WRITER

A. Tick (✓) the correct option.

1. Under which menu Align Text option is found?

a. Edit

☐

b. Insert

☐

c. Format

☐

d. None of these

☐

2. refers to the process of combining two or more cells into one cell.

a. Merging

☐

b. Splitting

☐

c. Moving

☐

d. Copying

☐

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

Hints: Cell address, Tab, Split cells, Number

1. When we want to divide a single cell into multiple cells, we use the feature.

2. key is pressed to move to the adjacent cell.

3. Enter total number of rows to be inserted in the box.

4. The is enclosed within less-than (<) and greater-than (>) symbols.

C. Answer the following questions:

1. What is a table?

.....

2. Which menu is used to convert text into the table?

.....

3. How can you enter the data into a table?

.....



Name: _____

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MORE ON LIBREOFFICE IMPRESS

A. Tick (✓) the correct option.

- Which button is used to add an animation effect to an object?

a. Preview Effect	<input type="checkbox"/>	b. Add Effect	<input type="checkbox"/>
c. Remove Effect	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which option shows all the slides of a presentation in a miniature version?

a. Notes view	<input type="checkbox"/>	b. Outline view	<input type="checkbox"/>
c. Slide Sorter view	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>
- What is the term used for the way one slide follows the other on screen in a presentation?

a. Transition	<input type="checkbox"/>	b. Duration	<input type="checkbox"/>
c. Direction	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>

B. Write 'T' for True and 'F' for False.

- You can add multiple animation effects to any object.
- Clicking on Insert Image icon opens a Chart wizard to choose a chart.
- Working Area is where the slides are created and edited.
- Slide Views is a collection of stylish fonts which makes the slide look attractive.
- There are five animation effects offered by LibreOffice Impress.

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO LIBREOFFICE CALC

A. Tick (✓) the correct option.

1. Which bar is located below the Title bar?

a. Menu bar

☐

b. Status bar

☐

c. Formula bar

☐

d. Title bar

☐

2. Cells arranged horizontally across the screen are called

a. Rows

☐

b. Columns

☐

c. Grids

☐

d. Table

☐

3. What is the currently selected cell called?

a. Cell Address

☐

b. AutoFill

☐

c. Active cell

☐

d. None of these

☐

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

Hints: Columns, right, head, Text, Status Bar, select, Cell Address, Formula

1. Bar displays the data, formula, or calculation in the active cell.

2. Vertical lines which run through entire spreadsheet are called

3. To select a column or row, click on the column or row

4. By default, the numbers are aligned in a cell.

5. data type includes the collection of letters, numbers and special characters.

6. gives us the information of the Spreadsheet.

7. You may items using a mouse or a keyboard.

8. combination of column name and row number.



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INTERNET & E-MAIL

A. Expand the following terms:

1. ARPANET -
2. NCSA -
3. HTML -
4. COBOL -
5. SMS -

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

Hints: Hyperlinked, Web, Unique, Hypertext

1. is the collection of websites and webpages accessed through network.
2. HTTP and links are the foundations of the World Wide Web.
3. text usually looks different from normal text in a Web page.
4. The e-mail address is for every Internet user.

C. Write 'T' for True and 'F' for False.

1. URLs are the key to navigating the Web.
2. You can specify a URL in several ways, but four methods are commonly used.
3. An email can be sent to multiple recipients at once.
4. Etiquettes works like shorthand for Internet users as it saves typing time.

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Roll No: _____

Class: _____ Section: _____ Date: _____

DATA PROCESSING

A. The following table represents the number of students in different school. Arrange the information in ascending and descending order of numbers.

School	No. of students	Correct Order
ABC Public School	120	
Happy Valley School	45	
High Education School	195	
Learning Everyday School	175	
Education Key School	110	

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

Hints: Order, Information, Decoding, Data, Sorting

- When data is processed, the outcome received is known as
- Finding data becomes easier when it is arranged in a systematic
- is the process of converting a coded message into understandable language.
- The process of organising data in a specific sequence is called
- refers to the raw input.

C. Write the correct word for the following code:

- 4 1 20 1
- 9 14 6 15 18 13 1 20 9 15 14
- 13 1 16 19
- 16 9 3 20 15 7 18 1 13 19




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Class: _____ Section: _____ Date: _____

MORE ON SCRATCH

A. Identify the following type of operators:

1. 
2. 
3. 

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

Hints: Variables, User, Oval, Syntax, Light blue, Looping, Decision, Hexagon

1. are used to hold values.
2. Operators category are and in shape.
3. Each programming language has a for defining variables.
4. When the condition is to be checked, it is called taking a
5. The blocks in the Sensing category are colour coded as
6. The program can also be developed to take input from the
7. The blocks for are given in Control category.

C. Answer the following questions:

1. What are conditional statements?
.....
2. Why do we use loops?
.....
3. What is the use of forever block loop?
.....

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CONCEPT OF SMART LIVING

A. Rearrange the given letters.

1. ORPCUTEM NISVOI
2. CEHMINA NEGRILINA
3. EDEP RENNAILG
4. REMOTE CONTROL
5. CEDIVE GANNMEMEAT

B. Write any three benefits of Smart Homes.

1.
2.
3.

C. Define the following:

1. Smart TV:
2. Smart Cameras:
3. Smart Lighting:
4. Smart Smoke Detector: