

Name: _____

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MANAGING FILES OR FOLDERS IN UBUNTU

A. Tick (✓) the correct option.

1. Collection of related information is called

a. File

☐

b. Folder

☐

c. Icon

☐

d. Subfolder

☐

2. The deleted files are stored in the

a. Documents

☐

b. Desktop

☐

c. Trash

☐

d. File

☐

3. To deselect the multiple files or folders hold down the key and click the file.

a. Ctrl

☐

b. Alt

☐

c. Tab

☐

d. Enter

☐

B. Write the keyboard shortcut for the following:

1. To copy a file

2. To Paste a file

3. To cut a file

4. To delete a file

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

1. Files once deleted, cannot be recovered.

2. A folder within a folder is called a subfolder.

3. When you copy a file, the file will not remain in its original location.

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

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MANAGING FILES OR FOLDERS IN UBUNTU

A. Write the use of following icons.

1. 

2. 

3. 

4. 

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

Hints: downloads, trash, status menu, rename

1. is present at the right side of the Titlebar.
2. To rename a file, click the option from the drop-down list.
3. Once a file or folder is deleted from the, it cannot be restored.
4. To delete a file or folder from Trash, select option.

C. Rearrange the letters to get correct words.

1. OFLEDR

2. NEAERM

3. HTASR

4. IECTRYRDO

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DRAWING OBJECTS IN LIBREOFFICE WRITER

A. Tick (✓) the correct option.

1. Which tool is used to insert symbols?

a. Symbol

☐

b. Picture

☐

c. Callouts

☐

d. None of these

☐

2. Which of the following is used for illustrations or technical drawings.

a. Callouts

☐

b. Line

☐

c. Star

☐

d. Square

☐

3. Gallery is used to add the attractive font style text.

a. Font

☐

b. Fontwork

☐

c. Workfont

☐

d. Callouts

☐

4. Which tool is used to change the outline colour of a shape?

a. Line Color

☐

b. Color

☐

c. Fill Color

☐

d. Font

☐

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

1. Artistic fonts are used to highlight any text in the document.

2. Basic shapes tool is used to add geometrical shapes in the document.

3. LibreOffice Writer does not provide shape effects.

4. We can change the colour of a shape.

5. Selection tool gives the facility to bring 3D effect to our drawing objects.

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DRAWING OBJECTS IN LIBREOFFICE WRITER

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

Hints: Toggle Extrusion, Insert, Drawing, Text box, Lightning, symbols

1. A is a rectangular box which contains the text.
2. To insert a rectangle in Writer, click on the Toolbar.
3. To add text inside the shape, inside the shape.
4. shows the various options such as Bright, Normal and Dim.
5. Image option is present in the menu.
6. _____ are used to make the document attractive and draw the attention of the reader.
7. tool is used to add the 3D effects to the shapes.

B. Match the following:

1.



a. Basic Shapes

2.



b. Symbol Shapes

3.



c. Callouts

4.



d. Curve

5.



e. Polygon

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CREATING TABLES IN LIBREOFFICE WRITER

A. Tick (✓) the correct option.

- What are the horizontal lines in a table called?

a. Columns	<input type="checkbox"/>	b. Rows	<input type="checkbox"/>
c. Cells	<input type="checkbox"/>	d. Boxes	<input type="checkbox"/>
- What is the point where a row and a column meet called?

a. Box	<input type="checkbox"/>	b. Table	<input type="checkbox"/>
c. Cell	<input type="checkbox"/>	d. Grid	<input type="checkbox"/>
- In a cell address, what does the letter represent?

a. Row	<input type="checkbox"/>	b. Sheet	<input type="checkbox"/>
c. Column	<input type="checkbox"/>	d. Formula	<input type="checkbox"/>
- means changing the height of rows and width of columns.

a. Merging	<input type="checkbox"/>	b. Resizing	<input type="checkbox"/>
c. Splitting	<input type="checkbox"/>	d. Alignment	<input type="checkbox"/>

B. Complete the steps to apply background to the table.

- Step 1** a table.
- Step 2** Click on menu.
- Step 3** Click on option.
- Step 4** A dialog box appears. Click on tab.
- Step 5** Click on option.
- Step 6** Choose desired colour from the
- Step 7** Click on button.

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CREATING TABLES IN LIBREOFFICE WRITER

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

1. Tab key is pressed to move to the adjacent cell.
2. The row is referred to by a number.
3. We cannot change the height of a row in a table.
4. Merging refers to combining two or more cells into a single cell.
5. LibreOffice Writer does not allow you convert text into the table.
6. Column is referred by number and the row is referred by letter.
7. Table Properties Toolbar located at just above the Status bar.

B. Answer the following questions:

1. List the alignment options.
.....
2. Which menu is used to apply border to the entire table.
.....
3. What is the use of Split Cells feature?
.....
4. What is the use of Merging Cells feature?
.....

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MORE ON LIBREOFFICE IMPRESS

A. Tick (✓) the correct option.

- The view in which you can change the order of the slides.





a. Slide Sorter View	<input type="checkbox"/>	b. Slide View	<input type="checkbox"/>
c. Outline View	<input type="checkbox"/>	d. Notes view	<input type="checkbox"/>
- The layout is the arrangement of text, images, charts, etc. on a particular slide.

a. Animation	<input type="checkbox"/>	b. ClipArt	<input type="checkbox"/>
c. Layout	<input type="checkbox"/>	d. Slide	<input type="checkbox"/>
- LibreOffice Impress comes with slide layouts for its users.

a. Nine	<input type="checkbox"/>	b. Ten	<input type="checkbox"/>
c. Eleven	<input type="checkbox"/>	d. Twelve	<input type="checkbox"/>
- Which of the following is a presentation software?

a. Writer	<input type="checkbox"/>	b. Tux Paint	<input type="checkbox"/>
c. Impress	<input type="checkbox"/>	d. Calc	<input type="checkbox"/>

B. Match the following:

- | | |
|--|----------------------|
| 1.  | a. Insert Chart icon |
| 2.  | b. Insert Video icon |
| 3.  | c. Insert Image icon |
| 4.  | d. Insert Table icon |

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MORE ON LIBREOFFICE IMPRESS

A. Answer the following questions:

1. Write the use of Slide Sorter view.

.....

2. Which option is used to set an image as slide background?

.....

3. What is fontwork gallery?

.....

4. How many slide layouts are available in LibreOffice Impress?

.....

5. In which placeholder we can add title of our slide?

.....

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

1. A presentation is made up of a group of slides.

.....

2. Slide show view displays miniatures of the slides.

.....

3. You cannot insert downloaded images in a slide.

.....

4. Impress displays your slides in the Normal view.

.....

5. Notes view is used to write the notes for the speaker.

.....

6. We cannot change the background of slide.

.....

7. In Normal view you can edit the text.

.....

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INTRODUCTION TO LIBREOFFICE CALC

A. Tick (✓) the correct option.

1. Which option is not present under the File menu?

a. Save

☐

b. New

☐

c. Chart

☐

d. Close

☐

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

a. Cell

☐

b. Table

☐

c. Rows

☐

d. None of these

☐

3. Which bar gives us the information of the Spread sheet?

a. Status bar

☐

b. Scroll bar

☐

c. Formula bar

☐

d. Title bar

☐

B. Write the shortcut commands for the following:

1. To select entire row

2. To select entire column

3. To select entire worksheet

4. To save a worksheet

C. Complete the steps to save a spreadsheet.

Step 1 Click on menu.

Step 2 Click on option from the drop-down menu.

Step 3 From the box select the location and give the

Step 4 Click on button.

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INTRODUCTION TO LIBREOFFICE CALC

A. Answer the following question in one word:

1. It holds the data, Formula or calculation and the editing we perform on the cell content.
2. It displays the file name.
3. It is used to move up and down in the worksheet.
4. This area displays the name of the working sheet.
5. It gives us the information of the Spread sheet.
6. It is combination of column name and row number.
7. It is a currently selected cell and identify it by its dark cell border.

B. Answer the following questions:

1. How do you enter data in a spreadsheet?
.....
2. How do select columns in Calc?
.....
3. Write any one advantage of Auto Fill feature.
.....
4. What is a cell address?
.....

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INTERNET AND E-MAIL

A. Name the different parts of the following email:

orangeeducation123@gmail.com

1. 2.

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

Hints: Subject, Broadband, Traditional, User name

- The is unique to every individual sending or receiving e-mails.
- Sending an e-mail is fast in comparison to postal mails.
- A, is a one-line introduction about the purpose of the e-mail.
- Web page has a unique address, called a

C. Answer the following questions:

- Write the steps to open a web browser.

.....
.....

- What is a hyperlink?

.....
.....

- Write any two advantages of an E-mail.

.....
.....

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INTERNET AND E-MAIL

Chapter-6

CLASS 5

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"/>

B. Write the full forms of the following:

- Cc -
- Bcc -
- E-mail -
- URL -

C. Read the clues and answer the following:

- It is an address of a web page over the Internet.
- It is a system of interconnected networks.
- It is a collection of related web pages.

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DATA PROCESSING

A. Match the following:

1. Maps

a.

SCHOOL TIME TABLE									
PERIOD	1st	2nd	3rd	4th	5th	6th	7th	8th	
DAY									
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
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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DATA PROCESSING

A. Tick (✓) the correct option.

1. What is the process of converting a coded message into understandable language?

a. Information

☐

b. Decoding

☐

c. Data

☐

d. Sorting

☐

2. What will be the correct word for the code?

3 15 13 16 21 20 5 18

a. Decoding

☐

b. Computer

☐

c. Presented

☐

d. None of these

☐

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

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

C. Answer the following questions:

1. What is Decoding?

.....

2. Give two examples of pictograms.

.....

.....



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More on Scratch

A. Tick (✓) the correct option.

1. blocks are used to do arithmetic and logical calculations.

a. Operators

☐

b. Sensing

☐

c. Conditional

☐

d. Variables

☐

2. Which block checks if the chosen key is pressed by the user?

a. key <space> pressed?

☐

b. when Key Pressed

☐

c. if Key Pressed

☐

d. touching <mouse-pointer>?

☐

3. Blocks in the Operators category are oval and in shape.

a. Hexagon

☐

b. Round

☐

c. triangle

☐

d. Square

☐

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

Hints: Ask, Two, Variable, Repeat

1. Scratch has conditional blocks.

2. The block used to run a set of instructions for a specified number of times.

3. are used to hold values.

4. is a space in the memory that can hold some information.

C. Guess! Who am I?

1. I am a block used to ask a question from the user and wait for the answer.

.....

2. I sense the input from the keyboard or the mouse.

.....

3. I am used to run a set of instructions till a condition is satisfied.

.....



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More on Scratch

A. Match the following:

1. Relational Operator
2. Sensing Block
3. Logical Operator
4. Repeat Block
5. Stop Button

- a. 
- b. 
- c. 
- d. 
- e. 

B. Answer the following questions:

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

C. Competency-based/Application-based question.

Tushar is creating a Scratch project, and he wants to combine two or more relational operators to produce a single true or false result, but he doesn't know which operator to use. Tell him which operator he can use to do so.

.....

.....

.....

.....

.....

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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.

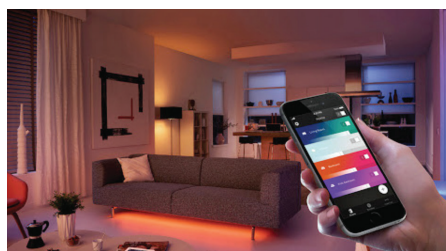
B. Name the following smart devices:



1.



2.



3.



4.

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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: