MANAGING FILES AND FOLDERS

Chapter-1

A. Tick (✓) the correct option.

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

   a. icon ☐ b. shortcut ☐ c. none ☐

2. Files/Folders are organised in ....

   a. Windows Explorer ☐ b. Document ☐ c. Recycle Bin ☐

3. The deleted files goes into ....

   a. Documents ☐ b. Downloads ☐ c. Recycle Bin ☐

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

Hints: folder, Windows Explorer, 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 ....

4. .... is a file manager that organises files and folders in your computer.

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. ....

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

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ADVANCED FEATURES OF WORD 2016

Chapter-2

CLASS 5

A. Tick (✓) the correct option.

1. Which command is used to search for a particular word?

   a. Format ☐   b. Find ☐   c. Delete ☐

2. Which command in Word 2016 is used to remove the text from its original location?

   a. Remove ☐   b. Cut ☐   c. Move ☐

3. Spelling mistakes in Word 2016 is shown by which color line?

   a. Blue ☐   b. Green ☐   c. Red ☐

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

Hints: backspace, green, double, select

1. To delete large text, ... it and press .... key.

2. Grammatical mistakes are shown in .... coloured wavy line.

3. You can .... click to select a word in a MS Word document.

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

1. Redo is used to cancel a command. ....

2. Word allows to insert text within typed text. ....

3. The Spelling and Grammar button is situated under the Review tab. ....

4. Word 2016 is a drawing program. ....

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TOUCHPAD
PRIME Ver. 2.2

CLASS 5

MORE ON POWERPOINT

Chapter-3

A. Read the clues and answer the following:

1. I am a visual representation of information and ideas through graphics, lists and design which contain text.

   ....

2. I am a process of combining two or more colors.

   ....

3. It is a set of predefined layouts that can be used to add a professional touch to your presentations.

   ....

4. This tab in PowerPoint provides a variety of options for designing and formatting a presentation.

   ....

5. It determines how your presentation moves from one slide to the next.

   ....

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

1. Transition can be used in PowerPoint to make a presentation more interesting.

   ....

2. The Format tab will let you set up how your show will progress.

   ....

3. We cannot move to the next slide during the slide show by clicking the mouse.

   ....

4. We cannot start the slide show from the current slide.

   ....

C. Name three slide transition effects:

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

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INTRODUCTION TO EXCEL 2016

Chapter-4

A. Tick (✓) the correct option.

1. What is the another name of Excel file?
   a. Workbook ☐   b. Worksheet ☐   c. Spreadsheet ☐

2. Which of these are cells arranged horizontally across the screen?
   a. Rows ☐   b. Columns ☐   c. Grids ☐

3. Which of these is the intersection of a row and column?
   a. workbook ☐   b. worksheet ☐   c. cell ☐

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. ....

5. Data cannot be entered in an active cell. ....

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.

D. Answer the following question:

What is formatting?

....\..

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TOUCHPAD
PRIME Ver. 2.2

CREATING SHAPES IN SCRATCH

A. Tick (✓) the correct option.

1. The .... block is used to hide the Sprite from the stage.

   a. show ⬜   b. escape ⬜   c. hide ⬜

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

   a. Looks ⬜   b. Pen ⬜   c. Control ⬜

3. .... is used so that the Sprite will not draw as it moves.

   a. Pen Down ⬜   b. Pen Up ⬜   c. Stamp ⬜

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

Hints: relational, looks, string, forever

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

2. .... is a Control block which runs the script continuously until the Stop button is pressed.

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 variables in Scratch. ....

2. If...then...Else is a Control block which checks the given condition. ....

3. All the blocks in Scratch are of same colour. ....

4. Hide command makes Sprite disappear from the stage. ....

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CONDITIONAL BLOCKS IN SCRATCH

A. Tick (✓) the correct option.

1. How many conditional blocks are there in Scratch?

   a. Four ☐   b. Five ☐   c. Three ☐

2. Which of the following is a C block?

   a. Forever ☐   b. Stamp ☐   c. Move ☐

C. Answer the following questions:

1. What are sensing blocks? Name any two sensing blocks.

   ....

2. Write the steps to create variables in scratch.

   ....

3. When should we use conditional blocks? Explain by an example.

   ....

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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INTERNET AND E-MAIL

Chapter-8

CLASS 5

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. BCC - ....

....

4. Email- ....

....

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