ORANGE

WORKSHEET

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

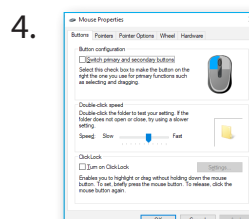TOUCHPAD
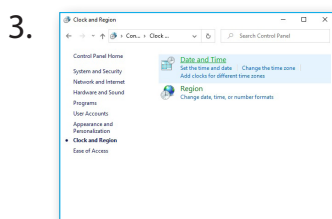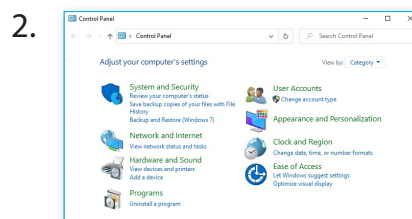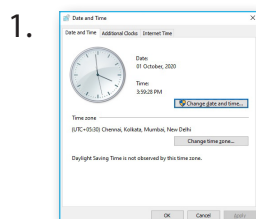PRIME Ver. 2.2 ⊘

CLASS **6**

ADVANCED WINDOWS

Chapter-1

A. Tick (✓) the correct option.

1. Which of the following is used to control and modify many features of Windows 10?

   a. Control box ☐   b. Control Panel ☐   c. Panel ☐

2. Which of the following tab of Sound dialog box is used to connect your computer to a telephone line?

   a. Communications ☐   b. Sounds ☐   c. Playback ☐

3. Which of the following is not a tab of Mouse Properties dialog box?

   a. Buttons ☐   b. Wheel ☐   c. Scroll ☐

B. Identify the following dialog boxes and write their names:

1.

   . . . .

2.

   . . . .

3.

   . . . .

4.

   . . . .

B. Answer the following questions:

1. What is the use of Disk Cleanup tool?

   . . . .

2. What is the use of Clock and Region option in Control Panel?

   . . . .

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

WORKSHEET

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-2

A. Tick (✓) the correct option.

1. Which of these are built-in shapes that can be added to the slides?

   a. Action buttons ☐   b. Themes ☐   c. Video ☐

2. Media group is present under which tab?

   a. Insert ☐   b. View ☐   c. Review ☐

B. Write the names of following Action buttons:

1.   ....

2.   ....

3.   ....

4.   ....

C. Rearrange the following letters to make the correct word.

1. IOUDA   ☐☐☐☐☐

2. ORDREC   ☐☐☐☐☐☐

3. ODEIV   ☐☐☐☐☐

4. EDIMA   ☐☐☐☐☐

5. HAPESS   ☐☐☐☐☐☐

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

WORKSHEET

TOUCHPAD
PRIME Ver. 2.2

Chapter-3

CLASS 6

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON EXCEL

A. Match the following:

1. Formula   a. Format

2. Wrap Text   b. =

3. Column width   c. Alignment group

B. 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 ⬜

C. Write the steps to use Autofill feature.

....

....

....

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

....

....

....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

Name: ....

Roll No: ....

Class: .... Section: .... Date: ....

FORMULAS & FUNCTIONS IN EXCEL

Chapter-4

CLASS 6

A. Complete the sentences.

1. Built-in formulas of Excel are called ....

2. Look up and reference functions are located in ....

3. In Excel, Charts group exist in the ....

4. Parentheses make your formulas ....

5. Formulas in MS Excel begin with an ....

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

1. Excel calculates expressions within parentheses at last.

   ....

2. The SQRT() function returns the square of the given number.

   ....

3. The UPPER() function is used to convert text string into lower case.

   ....

C. Match the following:

1. ABS(number)	a.	Text function
2. RIGHT(text, num_chars)	b.	Date and Time function
3. MIN(range)	c.	Logical function
4. HOUR(time)	d.	Mathematical function

D. Answer the following questions:

1. What is the use of Label?

   ....

2. What are two ways using which a range can be selected in a worksheet?

   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

CLASS 6

INTRODUCTION TO ANIMATE CC

Chapter-5

A. Read the clues and answer the following:

1. It is a panel at the bottom of the stage. ....

2. It erases lines and fills. ....

3. It increases or reduces the view of the stage. ....

4. It selects objects or parts of objects by dragging a free-form selection marquee. ....

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

1. We cannot save in Animate.

   ....

2. We can create shapes in Animate.

   ....

3. We cannot change the order of the layers in Animate.

   ....

4. The Properties panel contains all the tools of Animate.

   ....

C. Write the steps to create a new Animate document:

Step 1 ....

Step 2 ....

Step 3 ....

Step 4 ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

ORANGE

WORKSHEET

TOUCHPAD
PRIME Ver. 2.2

Chapter-7

CLASS 6

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTERNET

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 launch Web browser.

Step 1 ....

Step 2 ....

C. Define the following:

1. Hyperlink - ....
   ....

2. Online shopping - ....
   ....

3. E-greetings - ....
   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

CLASS 6

PROBLEM SOLVING AND PROGRAMMING LANGUAGES

Chapter-8

A. **Write an algorithm to calculate the factorial of a number.**

....

....

....

....

....

....

....

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

1. People who write programs are called manufacturers.

   ....

2. A computer understands only human language.

   ....

3. HLL stands for High Language Level.

   ....

4. A second generation language uses English like statements.

   ....

C. **Write the names of three third generation languages.**

1. ....

2. ....

3. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____