

Name: _____

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Class: _____ Section: _____ Date: _____

MANAGING FILES AND FOLDERS

Chapter-1

CLASS 5

A. Tick (✓) the correct option.

1. Collection of related information is called

a. file

☐

b. folder

☐

c. icon

☐

2. The deleted files are stored in the

a. Documents

☐

b. Desktop

☐

c. Recycle Bin

☐

3. is a file manager that organises files and folders.

a. Internet Explorer

☐

b. None

☐

c. Windows Explorer

☐

B. 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.

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

Hints: downloads, recycle bin, clipboard, rename

1. Cutting a file moves it from the original location to a temporary location, called

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. folder is used to store the files that are downloaded from the internet.



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MANAGING FILES AND FOLDERS

Chapter-1

CLASS 5

A. Match the following:

- | | |
|---------------|---------------------------------------|
| 1. Live Tiles | a. Collection of files |
| 2. File | b. Display latest information |
| 3. Folder | c. Collection of data and information |
| 4. This PC | d. File Explorer |

B. Guess who am I?

- | | |
|--|-------|
| 1. I am the manager of a computer. | |
| 2. I am the shortcut of the applications. | |
| 3. I am the collection of files. | |
| 4. I keep all the deleted files and folders. | |

C. Identify the given pictures and write their name.



1.



2.



3.



4.

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ADVANCED FEATURES OF WORD 2016

Chapter-2

CLASS 5

A. Tick (✓) the correct option.

1. The alignment options are found in the group.

a. Paragraph ☐ b. Clipboard ☐ c. Font ☐

2. Making changes to the text is called

a. Formatting ☐ b. Tempering ☐ c. Editing ☐

3. Which of these is not a page orientation in Word?

a. Landscape ☐ b. Scenery ☐ c. Potrait ☐

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

Hints: delete, Word processing, editing, Thesaurus

1. Word is a software used to type text.

2. Making changes in the existing text is called

3. The tool shows us the list of synonyms for a given word.

4. You can remove text using key.

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

1. Line spacing means vertical space between the lines of text.

2. In a bulleted list, each item has a sequential number in front of it.

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

4. The text highlight color option lies in Home tab.

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ADVANCED FEATURES OF WORD 2016

Chapter-2

CLASS 5

A. Write the keyboard shortcuts for the following actions:

1. Check spellings
2. Opening thesaurus
3. Find text
4. Replace text

B. Match the following:

- | | |
|-----------------|--------------------------|
| 1. Home tab | a. Moving text |
| 2. Review tab | b. Editing text |
| 3. Cut/Paste | c. Selecting a paragraph |
| 4. Triple click | d. Spelling and Grammar |

C. Answer the following questions:

1. Write the steps to use the thesaurus tool.

.....
.....

2. Write the steps to change the line spacing.

.....
.....

3. List the 3 uses of Mail Merge.

.....
.....

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MORE ON POWERPOINT

Chapter-3

CLASS 5

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

1. You cannot modify themes in PowerPoint.
2. Slide Master is used to format font type and size.
3. Theme effects changes the text of the slide.
4. Ctrl+Z is used to close the Slide Master view.
5. The Slide Master is used to create the default layout and appearance of the slides in the presentation.

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

Hints: Insert, Format, Gradient, Theme

1. The is used to create the default layout and appearance of the slides in the presentation.
2. The option fills the background of your slide with two or more colors.
3. You can insert a SmartArt from the tab.
4. The tab has the tools to edit and design the shapes in the SmartArt.

C. Guess who am I?

1. I change the layout of the presentation.
2. I provide the themes for presentation.
3. I add pattern in the background.
4. I provide option to change the font color and size.

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TOUCHPAD

PRIME Ver. 2.2 >

MORE ON POWERPOINT

Chapter-3

CLASS 5

A. Match the following:

- | | |
|-------------------|-------------------|
| 1. Animations | a. Animation tab |
| 2. Transitions | b. Fade |
| 3. Animation Pane | c. On mouse click |
| 4. Sound | d. Bounce |

B. Answer the following questions:

1. How can you remove an animation effect from your presentation?

.....

.....

2. Write the different types of animation effects.

.....

.....

3. What are the three categories of transition effects?

.....

.....

4. Write steps to open Animation Pane.

.....

.....

C. Identify the following file icons and write their names:



1.

2.

3.

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INTRODUCTION TO EXCEL 2016

Chapter-4

CLASS 5

A. Tick (✓) the correct option.

- What is the another name of an Excel file?
 a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐
- Cells arranged horizontally across the screen are called
 a. Rows ☐ b. Columns ☐ c. Grids ☐
- What is a group of cells which are adjacent to each other called?
 a. Worksheet ☐ b. Active cell ☐ c. Cell range ☐

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

Hints: charts, cell, worksheet, functions

- The intersection of a row and a column is called
- window is a single page in Excel, it is also called spreadsheet.
- are the built-in formulas used for calculations.
- Data can be viewed in a graphical form as

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

- A workbook can contain any number of worksheets.
- Data cannot be entered in an active cell.
- Title bar is located on the bottom of the window.
- Ribbon has tabs with group of related commands displayed on it.

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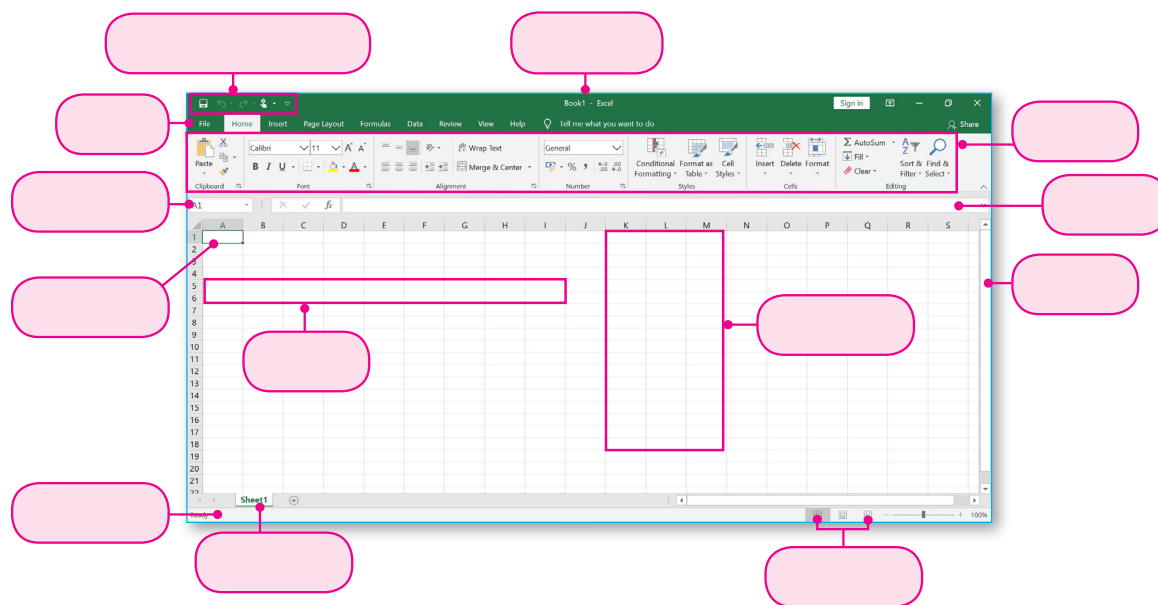
Class: _____ Section: _____ Date: _____

INTRODUCTION TO EXCEL 2016

Chapter-4

CLASS 5

A. Label the basic components of Excel 2016 in the given window.



B. Match the following:

- | | |
|-----------------|-------------------------------------|
| 1. Cell Address | a. Collection of worksheet |
| 2. Cell Range | b. Text |
| 3. Data Type | c. Intersection of rows and columns |
| 4. Cell | d. A5:C6 |
| 5. Workbook | e. D7 |

C. Answer the following questions:

1. List any two features of Excel 2016.

.....

2. What is an active cell?

.....

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CREATING SHAPES IN SCRATCH

Chapter-6

CLASS 5

A. Guess who am I?

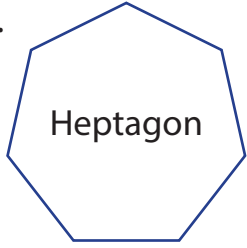
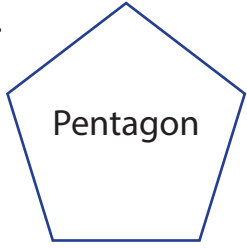
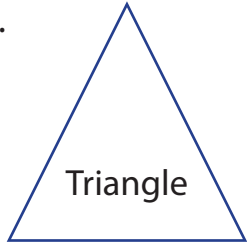
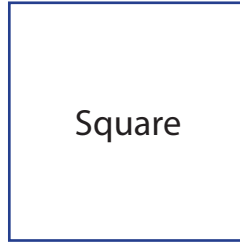
- I am the main actor in the program.
- You cannot run a program without me.
- I am the background where sprite is placed.
- I am a block which controls how a sprite will appear.
- I can stop the program from running.

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

Hints: Go, Polygon, Hexagon, 360

- are 2D shapes with 3 or more straight lines and angles.
- To calculate the degree of turn in a polygon, divide by the number of sides.
- To run a script, you click on button.
- A shape with six sides is called

C. Count and write the number of sides and degree of turn of the given shapes.

- | | | | |
|--|--|---|--|
| 1. 
Heptagon | 2. 
Pentagon | 3. 
Triangle | 4. 
Square |
| Sides | Sides | Sides | Sides |
| Degree | Degree | Degree | Degree |

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CREATING SHAPES IN SCRATCH

Chapter-6

CLASS 5

A. Match the following polygons with the commands.

1. Decagon



a. Repeat 8 Move 100 Steps Turn 45 degrees

2. Pentagon



b. Repeat 9 Move 100 Steps Turn 40 degrees

3. Octagon



c. Repeat 10 Move 100 Steps Turn 36 degrees

4. Triangle



d. Repeat 5 Move 100 Steps Turn 72 degrees

5. Nonagon



e. Repeat 3 Move 100 Steps Turn 120 degrees

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

1. The value given in the Move block is equal to the number of steps of the sprite on stage.
2. To draw a rectangle, we can change the value of the repeat block to 3.
3. You can draw the shapes in any direction you want.
4. The code to draw a square and a rectangle are same.

C. Answer the following questions:

1. What are polygons? Name any four polygon shapes.
.....
.....
2. What is the use of Pen block in Scratch?
.....
.....

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CONDITIONAL BLOCKS IN SCRATCH

Chapter-7

CLASS 5

A. Match the following:

1. Boolean Blocks

a. 

2. Stack Blocks

b. 

3. CAP Blocks

c. 

4. C Blocks

d. 

5. Hat Blocks

e. 

B. Guess who am I?

1. I am used to make the penguin ask question.

.....

2. I am the another name of C Block.

.....

3. I am used to make the penguin move.

.....

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

1. In scratch, a program is called a Script.

.....

2. Reporter blocks cannot hold values, which consist of numbers or strings.

.....

3. A variable that stores letters in the form of strings or characters, is called string variable.

.....

4. We cannot create our own variables in Scratch.

.....

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CONDITIONAL BLOCKS IN SCRATCH

Chapter-7

CLASS 5

A. Tick (✓) the correct option.

- What is the shape of the Boolean block?
 - Octagonal ☐
 - Pentagonal ☐
 - Hexagonal ☐
- Which of these is not a string variable?
 - I am a boy. ☐
 - $12 + 12 = 24$ ☐
 - Scratch ☐
- C blocks are called blocks.
 - Wrap ☐
 - Big ☐
 - Cute ☐
- How many types of block shapes are present in Scratch?
 - Five ☐
 - Six ☐
 - Seven ☐

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

Hints: Variables, Sensing, Ask, Hat

- blocks always come at the top of the script.
- You can use block to check if the sprite touches the color chosen in the block.
- The data stored in the computer memory to get information from it later is stored in
- The block prompts the user to type the input using the keyboard.

C. Answer the following questions:

- What is a Sensing block?
.....
- What are the two types of Conditional blocks?
.....

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INTERNET AND E-MAIL

Chapter-8

CLASS 5

A. Read the clues and answer the following.

1. It is an address of a web page over the Internet.
.....
2. It is an Internet host computer that often store thousands of individual web pages.
.....
3. It is a system of interconnected networks.
.....
4. It is a collection of related web pages.
.....
5. It is a software application designed to find hypertext documents on the Web and then open the documents on the user's computer.
.....

B. Circle the correct option.

1. (Internet / E-mail) is a huge, cooperative community with no central ownership.
2. The seeds of the Internet were planted in (1959 / 1969).
3. (HTTP / WWW) is a large information system where you can surf and get information.
4. A collection of related pages is called (website / web browser).
5. A (web browser / hyperlink) is simply a part of the web page that is linked to a URL.

C. Name the different parts of the following email:

orangeeducation123@gmail.com

1. 2.

Grade:



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INTERNET AND E-MAIL

Chapter-8

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"/>
- A web browser is an application used to find document on the Web.

a. Gmail	<input type="checkbox"/>	b. Hypertext	<input type="checkbox"/>
c. URL	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- button on the Gmail is used to create new email.

a. Create Email	<input type="checkbox"/>	b. New Email	<input type="checkbox"/>
c. Compose	<input type="checkbox"/>	d. New Message	<input type="checkbox"/>

B. Write the full forms of the following:

- ARPA -
- HTTP -
- WWW -
- URL -