

-0	RA	NGE	WORKSH	EET (1)		
Nam	ne:					
Roll	No:				TRAC	Y CEPT
Clas	s:	Section:	Date:		111740	iPRO Ver. 5.0
EV	OLL	ITION OF COMPUTE	RS			Chapter-1
A.	Tic	k (√) the correct optic	on.			
	1.	The first electro-mech	nanical compute	er was	•	
		a. MARK-I	b. ENIAC		. Difference E	ngine
	2.	Which generation of o	computer was m	nade up of a vac	uum tubes?	
		a. First	b. Second		. Third	
	3.	Herman Hollerith buil	t a tabulating m	nachine in which	year?	
		a. 1642	b. 1890	C	. 1940	
В.	Fill	in the blanks using tl	ne hints given l	pelow:		
	Hir	nts: ENIAC, fourth, abac	cus, Intel			
	1.	is also use	ed in schools as	an aid in teachi	ng the number	system.
	2.	John Mauchly develo	ped	in 1946.		
	3.	The first microprocess	sor Intel 4004 wa	as introduced by	/ ir	າ 1971.
	4.	Microprocessor was u	sed in	generation o	of computers.	
C.	Wr	ite 'T' for true and 'F' f	or false.			
	1.	GUI operating system	was introduced	d in third genera	tion.	***************************************
	2.	Personal computer wa	as developed by	/ IBM in 1977.		
	3.	Transistor and magne	tic tapes were u	ised in second g	eneration.	
	4.	Difference engine was	s invented by He	erman Hollerith.		







computers.

В.



EVOLUTION	ON OF COMPUTE	:RS	Chapter-1
Class:	Section:	Date:	iPRO Ver. 5.0
Roll No:			TRACCEPT
Name:			
•			

A. Name the machines associated with the following scientists in the field of

4			
1.	Charles Babbage		
2.	John Mauchly		
3.	Blaise Pascal		
4.	Herman Hollerith		
5.	Gottfried Wilhelm Leibniz		
Na	me the devices given below	v:	
1.	2.	3.	THE PART OF THE PA

C. Answer the following questions:

1.	Which generation of computers used microprocessors?	
2.	Who invented the analytical engine?	• • • •
3.	Write any one limitation of computer.	





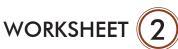
 10	RAI	NGE	WORK	SHEET 1				•
Roll	No: _	Section:	Date:		TR	ACC GIPRO	Ver. 5.0	
CO	MPU	ITER SOFTWARE				Chapte	er-2	.ss 5
A.	Ticl	k (✓) the correct option	ı .					CLASS
В.	 2. 3. Fill 	Which of these is the vera. Windows 11 Which of these is used to a. PowerPoint Which of these is an example a. Operating system Which of these softward a. Application in the blanks using the	b. for typing b. ample of sy b. es helps us b.	Word 2021 letters, applications, a Adobe Photoshop ystem software? Word 2021 s to perform a specific	c. c type of j	Word 2021 Paint		
		ts: controls, Intel, Hardw	_					
	1.	PowerPoint is used for .		presentation.				
	2.	The system software		•	•			
	3.	is the w		•		ompany.		
_	4.	are theare the ite 'T' for true and 'F' for		mputer that we can	toucn.			
C.	1.	We can draw and colou		in Paint				
	2.	A computer system is m	•		e devices.			• • • • •
	3.	We can play games thro	•					• • • • • •
	4.	Computer hardware car	nnot work	by itself.				• • • • •
				• • •				











				Chapter-2
•	Class:	Section:	Date:	iPRO Ver. 5.0
	Koli 140.			TRACKGPT
•	Roll No:			
	Name:			
•				
•				

COMPUTER SOFTWARE

Identify the software name

L	C	na	pτ	er	٠-

 	inting thic sort	ware mar						
1.	Nita's father	wants to	type a	letter to	his friend.	Which typ	e of software	should

- he use?
- Rajesh's mother wants to check if her system has virus or not. Which software does she need for this?
- Sakshi wants to compress same files on her system. Which utility should she use?

Match the following:

Writer 1.

DBMS

2. Lotus 1-2-3

DTP software b.

3. Base Spreadsheet

4. Draw **Word Processor**

Photoshop 5.

Graphics software

Answer the following questions:

- Name the application software which is used for playing movies and songs.
- Write one difference between system software and application software.









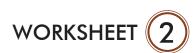
	ADVANCE	D FEATURES OF	WORD 2021	Chapter-3	10
•	Class:	Section:	Date:	iPRO Ver. 5.0	
•	Roll No:			TRACKGPT	
•	Name:				
•					

ΑIJ	VAN	NLED FEATURES OF WORD 2021	
A.	Tic	ck (√) the correct option.	
	1.	The alignment options are found in which group?	
		a. Paragraph b. Clipboard c. Font	
	2.	Which of these is not a font style available in Word 2021?	
		a. Italics b. Grow font c. Bold	
	3.	Which term refers to change in the appearance of the text?	
		a. Setting b. Formatting c. Style	
	4.	We can change the space between	
		a. Line b. Paragraph c. Both a and b	
	5.	The Font Size box is available on the tab.	
		a. Insert b. Font c. Home	
В.	Fill	l in the blanks using the hints given below:	
	Hir	nts: portrait, footer, Font, bullet	
	1.	is the look of the alphabet on the screen.	
	2.	Theis placed at the end of a document.	
	3.	Ais a small symbol used to mark each item in a list.	
	4.	By default, the orientation of a Word document is	
C.	Wr	rite 'T' for true and 'F' for false.	• • • •
	1.	Tabs are used to align the text.	
	2.	We can align a paragraph in four alignment options.	
	3.	In a bulleted list, each item has a sequential number in front of it.	• • • •
	4.	To make changes in page layout is called page formatting.	











Name:

Roll No:

Class: Section: Date:

TRACEPT

(PRO Ver. 5.0)

Chapter-3

ADVANCED FEATURES OF WORD 2021

A. Complete the given steps to apply shadow to the text.

- Step 1 Select the
- Step 2 Click on tab.
- Step 3 Click on command in the group.
- Step 4 Select option from the drop-down menu.

B. Match the following:

1. Ctrl + Shift + =

a. Replace

2. Ctrl +=

- b. Superscript
- 3. Ctrl + Shift + Enter
- c. Subscript

4. Ctrl + H

d. Insert a column break

C. Answer the following questions:

- 1. How do you use Find and Replace feature of Word 2021?
- 2. Name the types of page orientations in Word 2021.

.....





















10	RA	NGE WORKSHEE	ET (1)	
Nan	ne:			
Roll	No:		TRAC	YGPT
Clas	s:	Section: Date:	1104	iPRO Ver. 5.0
GR	APH	IICS IN WORD 2021		Chapter-4
A.	Tic	k (\checkmark) the correct option.		CLASS
	1.	Which command is used to insert symb	ools?	
		a. Symbol b. Pictu	ıre c. No	one
	2.	Under which group, ClipArt command	is present?	
		a. ClipArt b. Illust	rations c. Te	xt
	3.	Shapes command is used to insert		
	- ···	a. Styles b. Symb		apes
B.		in the blanks using the hints given be	Plow:	
		nts: format, insert, shapes, symbols		
	1.	Bevel adds thickness and rounded edg	es to	
	2.	To draw a shape in Word, click on the	tab.	
	3.	keyboard.	ial characters generally not	found on the
	4.	Shape Fill command is present in the	tab.	
C.	Wr	ite 'T' for true and 'F' for false.		
	1.	Text can also be added in a shape in Wo	ord 2021.	
	2.	The two basic types of graphics are dra	wing objects and pictures.	
	3.	Word does not provide shape effects.		• • • •
	4.	We can change the colour of a shape.		• • • •
				• • • • • • • • • • • • • • • • • • •













Chapter-4

Name: Roll No: Section: Date:

GRAPHICS IN WORD 2021

A. Write the name of the command to insert the following

1.	Rectangle shape	
2.	Decorative text	
3.	Saved picture	
4.	Symbol	

B. Match the following:

a. Shapes

2.

b. Symbols

c. Picture

d. ClipArt

C. Number the given steps in the correct order to give a 3-D Rotation to a shape.

- Select the desired rotation effect. Click on **Shape Effects** command. Click on the **Format** tab. Place the mouse over **3-D Rotation** option from the menu.
 - Select the shape.











Name:			
Roll No:			TRACCEPT
Class:	Section:	Date:	iPRO Ver. 5.0

PRESENTATION SOFTWARE—SPECIAL EFFECTS

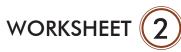
Chapter-5

er-5

Ticl	k (\checkmark) the correct option.		CF.
1.	Which box helps to inser	t text in the slides?	
	a. Slide	b. Placeholder c. WordArt	
2.	Through which tab, the r	eady-made templates can be inserted?	
	a. Insert	b. Design c. File	
3.	Which tab contains the a	utoshapes?	
	a. Shapes	b. Illustrations c. Insert	
4.	makes the	slides look more attractive and colorful.	
	a. Shapes	b. Templates c. WordArt	
Fill	in the blanks using the l	nints given below:	
Hin	ts: justify, placeholder, for	rmat, design	
1.	is a dotted	box that holds the text, image, chart, audio etc.	
2.	Themes are present unde	er tab.	
3.	Shape fill command is pr	esent under tab.	
4.	alignment a	aligns the left and right margin.	
Ma	tch the following.		
1.	ClipArt	a. Set of predefined layouts.	• • • • •
2.	WordArt	b. Set of ready-made or auto shapes.	• • • • • • • • • • • • • • • • • • •
3.	Templates	c. Set of ready-made pictures or graphics.	• • • • •
4.	Shapes	d. Set of well-developed presentations.	• • • • • •
5.	Themes	e. Set of text styles.	• • • • • • • • • • • • • • • • • • •
	1. 2. 3. 4. Fill Hin 1. 2. 4. Ma 1. 2. 3. 4.	a. Slide 2. Through which tab, the rance in a linsert 3. Which tab contains the analysis and analysis is a dotted in the blanks using the line is a dotted in the same present under	 Which box helps to insert text in the slides? a. Slide b. Placeholder c. WordArt Through which tab, the ready-made templates can be inserted? a. Insert b. Design c. File Which tab contains the autoshapes? a. Shapes b. Illustrations c. Insert Makes the slides look more attractive and colorful. a. Shapes b. Templates c. WordArt Fill in the blanks using the hints given below: Hints: justify, placeholder, format, design Mints: justify, placeholder, format, design mis a dotted box that holds the text, image, chart, audio etc. Themes are present under tab. Shape fill command is present under tab. malignment aligns the left and right margin. Match the following. ClipArt a. Set of predefined layouts. WordArt b. Set of ready-made or auto shapes. Templates c. Set of ready-made pictures or graphics. Shapes d. Set of well-developed presentations.





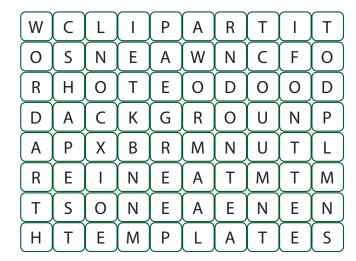


Name:			
Roll No:			TRACCGPT
Class:	Section:	Date:	iPRO Ver. 5.0

PRESENTATION SOFTWARE—SPECIAL EFFECTS

Chapter-5

A. Find six words related to presentation in the given grid.



B. Answer the following questions:

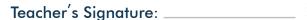
1.	Define Placeholder.	
2.	What do you mean by templates?	
3.	Name the different types of alignment.	• • •
4.	What do you mean by Theme Backgrounds? Write steps to insert a WordArt on the slide.	





• • •	10	RAI	NGE WORKSHEET (1)		• •
• •	N.				
• •	Nan Roll		TDAC	26:DT	
• •	Clas		Section: Date:	iPRO Ver. 5.0	
•	AN	INT	TRODUCTION TO SCRATCH PROGRAMMING	Chapter-6	ις O
	Α.	Tic	ck (√) the correct option.		CLASS
		 1. 2. 	Which blocks are used to control the sprite movement? a. Control b. Motion c. Soun The	d	
			a. Hide b. Show c. Penu	р	
		3.	Which blocks are used to draw shapes?		
			a. Sound b. Control c. Pen		
	В.	Fill	ll in the blanks using the hints given below:		
		Hin	nts: Events, bigger, Sprite's, Backdrop		
		1.	Grow button is used to make the sprite in size.		
		2.	Blocks are used to control the appearance.		
		3.	blocks are used to sense events, which run the scripts.		
		4.	is a background of the stage.		
	C.	Wri	rite 'T' for true and 'F' for false.		
		1.	Quit option is used to close a Scratch project.		
		2.	Once the sprite is added on the Stage, you cannot delete it.		
		3.	We cannot draw shapes in Scratch.		
		4.	Pen blocks are colour-coded as green.		• • • • • •
		5.	Operators blocks are colour-coded as blue.		
		6.	Looks blocks are used to control a Sprite's appearance.		











OR	ANGE		WORK	SHEET 2					
Name:									
Roll No):				TRAC	KGPT			
Class:		Section:	Date:			iPRO Ver. 5.0			
AN II	NTRODI	JCTION TO S	CRATCH PR	OGRAMMING		Chapter-6			
A. G	iuess wł	no am I?							
1	. lami	the main worki	ng area to dra	aw or perform actior	٦.				
2	. lamı	used to make th	ne sprite sma	ller.					
3	. Iamı	used to run a So	cratch progra	m.					
4	. lam	I am used to make the sprite bigger in size.							
5	. Iama	a block-based p	orogramming	language.		***************************************			
B. N	/latch th	e following.							
1	. Greei	n flag	a.	Used to delete sprite	es, sounds, bloo	cks and scripts.			
2	. Delet	e	b.	Used to make the s	sprite bigger ir	n size.			
3	. Shrin	k	C.	Used to make the s	prite smaller.				
4	. Grow	,	d.	Used to run a Scrat	ch program.				
C. A	Inswer t	he following q	uestions:						
1	. What	are Motion blo	ocks used for?	,					
2	. Who	developed Scra	atch?						
3	. Ment	ion the block tl	nat is used to	sense events.					
4	. What	is backdrop?							









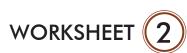
10	RA	NGE	WORKSH	IEET (1			
Nan	ne:							
Roll	No:					TRA	CK(GP)	T
Clas	ss:	Section:	Date:			- 1107	iPRO Ver.	5.0
INT	ΓER	NET SERVICES					Chapter-	
A.	Tic	k (√) the correct optic	on.					CLASS
	1.	Buying products onlin	ne is called onli	ne				
		a. shopping	b. chatt	ing		c. reading	g	
	2.	contain	s billions of wel	o sites t	o provide	information.		
		a. Youtube	b. Inter	net		c. Shoppi	ng	
	3.	Which of these doesn	't require cable	to prov	vide Intern	et access?		
		a. Broadband	b. Wi-Fi			c. Telepho	one line	
B.	Fill	in the blanks using t	he hints given	below:				
	Hir	nts: Modem, Online Sh	opping, Wi-Fi, [Dial-up,	Facebook			
	1.	is a soci	al networking v	website.				
	2.	doesn't Internet.	allow users to	make/	receive p	hone calls w	hile using	the
	3.	allows u	is to buy the va	rious pr	oducts.			
	4.	uses rac	lio frequency to	o conne	ct to the i	nternet.		
	5.	is alreac	ly installed insi	de the C	PU in the	form of a car	d.	
C.	Wr	ite `T' for true and `F'	for false.					
	1.	E-mail takes a lot of ti	me to send a m	nessage				
	2.	Modem stands for Mo	odulator Demo	dulator.				
	3.	Twitter is a social net	working websit	e.				• • • • • •
	4.	YouTube is a e-shopp	ing website.					• • • • • •
	5.	ISP stands for informa	ation service pr	ovider.				• • • • •
			·					
		Grade:	* * *	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Teacher's	Signature:		• • • • • • • • • • • • • • • • • • • •





Chapter-7





•	Name:			
•	Roll No:			TRACCEPT
	Class:	Section:	Date:	iPRO Ver. 5.0

INTERNET SERVICES

A. Guess who am I?

- I am a company that provides Internet access on payment of a monthly fee.
- 2. I am a social networking site where users post and interact with messages known as "tweets".
- I am used to spreading awareness and exchanging ideas on any specific topic.
- I am used to finding information on any subject.
- I am a site that offers Internet access.

Answer the following questions:

- What is modem? 1.
- 2. What do you mean by Online shopping?
- 3. What is e-mail?
- Name any three social networking websites. 4.