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COMPUTER MEMORY

A. Tick (✓) the correct option.

- Which one of these is not a secondary storage device?
 a. RAM ☐ b. DVD ☐ c. Pen Drive ☐
- Which one of these is used to record and erase data any number of times?
 a. CD-ROM ☐ b. DVD-R ☐ c. CD-RW ☐
- Which one of these is used to measure the memory of a computer?
 a. litre ☐ b. byte ☐ c. inches ☐

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

- is full form of DRAM.
- is full form of ROM.
- equals 1024 MB.
- External hard disks can be connected with the help of ports.

C. Rearrange the letters to make the correct words.

- CMOAPTC
- MARS
- VOTLAILE
- NBBIEL

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MANAGING FILES AND FOLDERS

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

Hints: Ctrl + V, Download, Ctrl, pictures

1. folder is used to store files downloaded from the internet.
2. folder is used to store images.
3. Shortcut key to paste a folder or file is
4. We can select multiple files by pressing key.

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

1. We cannot rename a file.
2. We cannot create a folder inside another folder.
3. Windows mobile software is used to play and organise digital media files.
4. Rename means to change the current name of the file or folder to a new name.

C. 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 |

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

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.

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IMAGES AND OBJECTS IN WORD 2016

A. Tick (✓) the correct option.

- Which of these allows us to create attractive text effects?
a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
- ClipArt command is present in tab.
a. Home ☐ b. Insert ☐ c. Design ☐
- Which of these includes photographs and ClipArt?
a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
- Which of these effect adds thickness and rounded edges to shapes?
a. WordArt ☐ b. ClipArt ☐ c. Bevel ☐

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

Hints: ClipArt, Add Text, Shapes, Insert

- Word 2016 comes with a set of readymade that we can use in your documents.
- To draw a shape, click on the tab.
- If we want to write in a Shape, right-click inside the shape and select the option.
- is a collection of a wide variety of pictures

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

- Shapes inserted using Shapes can be resized.
- Symbols can be inserted from Home tab.
- We cannot add text inside a shape in Word 2016.
- The ClipArt gallery contains ready-made pictures or graphics.

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CREATING TABLES IN WORD 2016

A. Tick (✓) the correct option.

1. The option to create a table is present under tab.

a. Home

☐

b. Insert

☐

c. Format

2. Which refers to dividing one cell in a table into two or more cells?

a. Merging

☐

b. Splitting

☐

c. Moving

☐

3. A is horizontal and vertical arrangement of text.

a. cell

☐

b. column

☐

c. table

☐

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

Hints: design, layout, Merging, Resizing

1. a table means to increase and decrease the size of a table.

2. refers to combining two or more cells.

3. Options for inserting rows and columns are available in the tab.

4. Table styles are available under tab on the ribbon.

C. Complete the steps for 'Deleting the table'.

Step 1 Click anywhere on the you want to delete.

Step 2 Click on the tab under

Step 3 Click on command. A will appear.

Step 4 Select The table will be

D. Answer the following questions.

1. Write steps to change the row height of the table in Word 2016.

.....

2. Write steps to insert a row or column in a table.

.....



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INTRODUCTION TO POWERPOINT 2016

A. Tick (✓) the correct option.

- The shortcut to insert a new slide is
 a. Ctrl+M ☐ b. Alt+M ☐ c. Shift+M ☐
- The contains frequently used commands.
 a. Ribbon ☐ b. Tab ☐ c. Quick Access Toolbar
- The shows a thumbnail version of each slide.
 a. Slides pane ☐ b. File Tab ☐ c. Outline pane ☐

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

- The shortcut to insert a new slide is Ctrl + N key combination.
- Microsoft PowerPoint is a software used for creating presentations.
- A slide is not a page in a presentation.
- Slide Show view is the full screen view of a presentation.

C. Answer the following questions.

- Write steps to save a presentation.

- Write steps to insert a new slide.

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MORE ON POWERPOINT 2016

A. Tick (✓) the correct option.

- The view in which you can change the order of the slides is
 a. Outline View ☐ b. Slide View ☐ c. Slide Sorter View ☐
- Arrangement of text, graphics, images, etc., in a slide is known as
 a. Animation ☐ b. ClipArt ☐ c. Layout ☐
- is the container that hold contents on a slide.
 a. Animation ☐ b. Placeholder ☐ c. ClipArt ☐

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

- A presentation is made up of multiple slides.
- Slide Sorter View displays the miniatures of the slides.
- We cannot change the font of the Word Art.
- PowerPoint 2016 is a graphic presentation software.

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

Hints: reading view, modes, placeholder, slides

- The are the dotted-line containers on slide layouts that holds all the data.
- is used when you want to view a presentation in a windowed format.
- A presentation is made up of a series of
- The PowerPoint view helps you with the various presentation elements that you want to edit.

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MORE ON INTERNET

A. Tick (✓) the correct option.

- The Internet started as
 a. ARPANET ☐ b. APARNET ☐ c. APRANET ☐
- The term Internet was born in the year
 a. 1972 ☐ b. 1973 ☐ c. 1974 ☐
- Microsoft Edge is a
 a. website ☐ b. icon ☐ c. web browser ☐
- is not a web browser.
 a. Mozilla Firefox ☐ b. Word ☐ c. Google Chrome ☐
- Every Web page has a unique address, called
 a. HTTP ☐ b. WWW ☐ c. URL ☐

B. Answer the following questions.

- What is uploading?

- What is web browser? Write some examples of web browser.

- What is ISP? Write some examples of ISP.

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BLOCKS IN SCRATCH

A. Tick (✓) the correct option.

1. Which of these blocks are used to control the movement of a Sprite?

a. Motion

☐

b. Sound

☐

c. Pen

☐

2. Which block is used to control the appearance of Sprite?

a. Control

☐

b. Looks

☐

c. Event

☐

3. What is the color of the Sound block?

a. Pink

☐

b. Purple

☐

c. Blue

☐

4. blocks have looping blocks.

a. Wait

☐

b. Pen

☐

c. Control

☐

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

1. block helps you to add a speech bubble to the Sprite.

2. block helps you to fix the position of the Sprite.

3. block helps you to add music to our Scratch project.

4. block lets the Sprite move forward.

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

1. Motion blocks are blue in colour.

.....

2. The position of a sprite is given by the x and y values on the stage.

.....

3. We can add music to our Scratch project by using Looks blocks.

.....

4. The change size by block, changes the sprite's costume by the given value.

.....



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DRAWING SHAPES IN SCRATCH

A. Tick (✓) the correct option.

- Which of these are pink coloured blocks?
 - Motion blocks ☐
 - Sound blocks ☐
 - Control blocks ☐
- Which of these is the extension of Scratch project?
 - ppts ☐
 - docx ☐
 - sb2 ☐
- The Grows button is used to make the sprite in size.
 - invisible ☐
 - smaller ☐
 - bigger ☐

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

Hints: Move, Go to, Sound, Say

- 
 - Turns the sprite at a specified degree.
- 
 - Let the sprite play a sound.
- 
 - Moves the Sprite 10 step forward.
- 
 - Pauses the script for the specified time.

C. Write the use of following Blocks:

- Looks
.....
- Control
.....
- Events
.....

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CATEGORIES OF ROBOTS

A. Write a short note on:

1. WoeBot

.....

.....

2. CyberKnife

.....

.....

3. Palki

.....

.....

4. Intelligence

.....

.....

B. Write the difference between:

1. Humanoid Robot and Augmenting Robot

.....

.....

2. Sophia and Drone Controller

.....

.....