

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMPUTER—A SMART MACHINE

A. Tick (✓) the correct option.

1. What is the full form of PC?

a. Private Computer ☐

b. Personal Computer ☐

c. Professional Computer ☐

2. Which of the following type of computers are used for weather forecasting?

a. Smartphone ☐

b. Supercomputers ☐

c. Laptops ☐

3. A computer can be used to do the following

a. Cook food ☐

b. Watch movies ☐

c. Wash clothes ☐

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

1. Computers can make mistakes.

.....

2. A smartphone can be easily carried in our pockets.

.....

3. We can charge the battery of a laptop like we do mobile phone.

.....

C. Fill in the blanks.

1. can take decisions on their own. (Computers/Humans)

2. Computers require to work. (Petrol/Electricity)

3. A computer can be carried from one place to another easily. (Laptop/Desktop)

4. do not get tired or bored. (Computers/Humans)



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMPUTER—A SMART MACHINE

A. Find the given words in the crossword given below.

Robot, Laptop, Desktop, Tablet, Smartphone

K	L	A	P	T	O	P	L	P	I
S	M	A	R	T	P	H	O	N	E
J	T	R	Y	I	N	C	J	T	M
D	W	E	Q	R	Y	B	J	A	N
C	D	E	S	K	T	O	P	B	M
L	J	G	F	H	U	T	C	L	J
C	R	O	B	O	T	F	H	E	K
J	U	T	C	B	M	O	R	T	X

B. Answer the following question.

1. List some characteristics of computers.

.....

.....

2. What is a Tablet?

.....

.....

3. What are supercomputers? What can they be used for?

.....

.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

OPERATING A COMPUTER

A. Tick (✓) the correct option.

- Which of the following keeps the computer running for some time when electricity goes off so that you can save your data?
a. Printer ☐ b. UPS ☐ c. CPU ☐
- Button on the lower left corner of the desktop is known as
a. Icon ☐ b. Taskbar ☐ c. Start ☐
- Switching off a computer means
a. Booting ☐ b. Shutting down ☐ c. Starting Computer ☐

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

- We should directly switch off the computer without shutting it down.
- Maximize button closes the window.
- Start is a control button.

C. Fill in the blanks.

- After opening a window, we change its size if needed. (Can/Cannot)
- is the process of starting a computer. (Booting/Installing)
- A computer is an machine. (Mechanical/Electronic)
- We have to press the button to start a laptop. (Start/Power)
- The control buttons are present on the top corner of the title bar. (Left/Right)

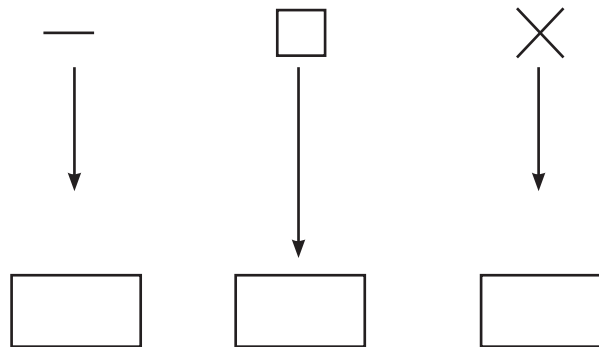
Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

OPERATING A COMPUTER

A. Identify the following buttons and write their functions.



B. Answer the following question.

1. What are icons?

.....

.....

2. Why is a UPS useful?

.....

.....

3. List the steps to shut down a computer.

.....

.....

4. List the steps to resize a window.

.....

.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

USING A MOUSE AND A KEYBOARD

A. Tick (✓) the correct option.

- Which type of mouse uses laser light to move the pointer?
 a. Roller-ball Mouse ☐ b. Optical Mouse ☐ c. Trackball Mouse ☐
- Moving up and down a page on the monitor is called
 a. Dragging ☐ b. Scrolling ☐ c. Clicking ☐
- The enter key is also known as
 a. Return Key ☐ b. Escape Key ☐ c. Tab Key ☐

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

- Shift Key is a special key.
- An optical mouse has a ball inside it.
- Left-Click and Right-Click perform the same functions.
- A keyboard is an input device.
- We use Backspace key to delete characters to the left side of a cursor.

C. Match the following.

- | | |
|--|-------------------|
| 1. It uses a laser light to help in moving the pointer on screen | a. Wireless Mouse |
| 2. Used to move an item to another location on the screen | b. Arrow Keys |
| 3. Allows to move cursor up, down, left, right | c. Dragging |
| 4. Known as cordless mouse | d. Optical Mouse |

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

USING A MOUSE AND A KEYBOARD

A. Find the given words in the crossword below.

Shift, Optical, Cursor, Scrolling, Tab Key

T	Y	U	B	N	D	K	M	D	Z
L	O	P	T	I	C	A	L	S	M
A	R	V	H	U	J	D	J	C	M
Y	I	R	X	B	M	P	O	R	W
Q	C	U	R	S	O	R	U	O	M
H	K	H	K	D	V	B	N	L	M
E	T	Y	U	I	O	S	X	L	C
T	A	B	K	E	Y	H	B	I	M
H	Y	R	S	X	V	I	M	N	L
I	U	Y	R	X	V	F	N	G	Q
I	K	M	N	G	D	T	R	Y	Q

B. Answer the following.

1. What is a Trackball Mouse?

.....

2. What is the drag and drop action used for?

.....

3. What is the function of Cursor Control Keys?

.....

4. What are Special Keys? Give an example.

.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TYPING IN WORDPAD

A. Tick (✓) the correct option.

- Wordpad is a
 - Designing Software ☐
 - Text Editing Software ☐
 - Multimedia Software ☐
- The two parts of the Ribbon are
 - Tabs & Groups ☐
 - Tabs & Text Area ☐
 - Cursor & Groups ☐
- We can zoom in the document using
 - Close Button ☐
 - Minimize Button ☐
 - Zoom Slider ☐

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

- Each Tab contains commands arranged in different Groups.
- Times New Roman is a type of Font available in Wordpad.
- Title Bar shows the position where our text will appear when we start typing.

C. Fill in the blanks.

- Different handwriting styles in Wordpad are called (Fonts/Graphics)
- is the large white space where we type text. (Tabs/Text Area)
- We can make our text look attractive by using various buttons available in group of Home tab of Ribbon. (Edit/Font)
- is a style of typing in Wordpad. (Italics/Highlight)
- tells the position where our text will appear when we start typing. (Marker/Cursor)

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TYPING IN WORDPAD

A. Find the given words in the crossword below.

Bold, Cursor, Text Area, Font

Y	T	U	K	L	H	M	B	J	K
R	C	U	R	S	O	R	Y	U	I
C	V	B	N	M	H	F	X	T	Z
C	B	U	I	E	T	B	F	E	Q
E	O	Y	U	I	H	G	F	X	C
B	L	J	K	F	D	G	H	T	V
B	D	N	F	D	T	H	K	A	Y
E	Q	W	F	O	N	T	V	R	N
H	J	K	I	I	R	S	X	E	V
B	Y	M	C	X	T	Y	I	A	E

B. Answer the following questions.

1. What is a Ribbon in Wordpad?

.....

2. What is the purpose of Cursor in Wordpad?

.....

3. Name any three types of Fonts available in Wordpad.

.....

4. In how many different ways can you change the text in Wordpad?

.....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON TUX PAINT




A. Tick (✓) the correct option.

- Paint tool is present in
 a. Drawing Canvas ☐ b. Toolbox ☐ c. Color Box ☐
- The option to change the size of the brush is present in
 a. Selector Area ☐ b. Tool Box ☐ c. Help Area ☐
- Which of the following is not a tool in Tux Paint?
 a. Paint ☐ b. Eraser ☐ c. Airbrush ☐
- If we want to give a title to our drawing, which tool should we use?
 a. Text tool ☐ b. Paint Tool ☐ c. Magic Tool ☐

B. Fill in the blanks.

- To remove parts of a drawing, use the tool. (Magic/Eraser)
- We can select any color from the (Tool Box/Color Box)
- The shortcut for Undo command is (Ctrl+R/Ctrl+Z)
- To close Tux Paint, we use tool in toolbox. (Print/Quit)
- tool is used to write anything we want in our drawing. (Fill/Text)

C. Write the functions of the following tools in Tux Paint.

- 
- 
- 

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON TUX PAINT

A. Find the given words in the crossword below.

Toolbox, Selector, Magic Tool, Canvas, Fill Tool

T	Y	I	O	B	G	J	N	M	D
S	E	L	E	C	T	O	R	M	X
V	H	U	N	K	I	T	E	A	X
V	H	U	I	J	N	B	C	G	T
X	C	A	N	V	A	S	N	I	O
M	J	U	Y	T	R	E	D	C	O
C	G	H	J	I	Y	T	R	T	L
E	C	V	B	N	J	U	I	O	B
J	K	H	G	F	D	R	Y	O	O
H	J	K	K	B	V	C	R	L	X
F	I	L	L	T	O	O	L	R	T
I	Y	T	V	B	N	N	M	K	I

B. Answer the following.

1. While drawing you have made a mistake, how will you fix it?

.....

2. What is the Magic Tool used for?

.....

3. What is the Fill Tool used for?

.....

4. Why is Toolbox important for using Tux Paint

.....