WORKSHEET ①

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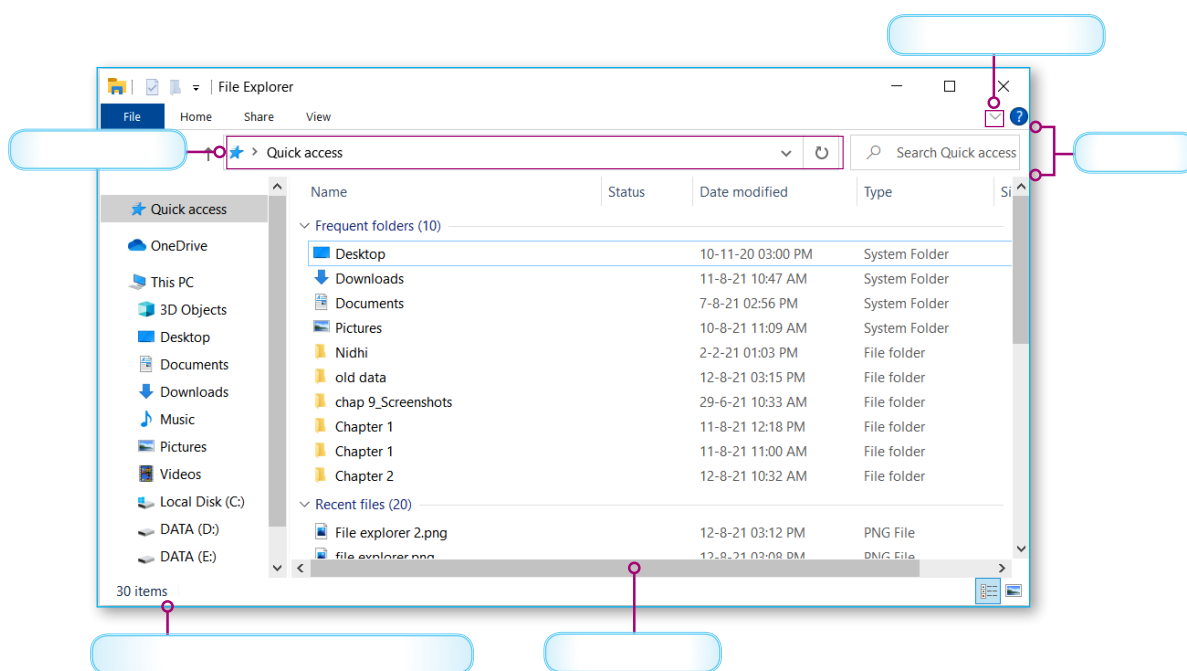
Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
Ver. 2.1

CLASS 5

WINDOWS 10—ADVANCED FEATURES

Chapter-1

A. Tick (✓) the correct option.

1. All the work we do is stored in the computer in the form of ....
   a. Folders ☐   b. Files ☐   c. Sub-Folders ☐

2. Several tabs such as File, Home, Share, and View are present on ....
   a. Navigation Pane ☐   b. Ribbon ☐   c. Address Bar ☐

3. Temporary Windows files can be deleted using ....
   a. File Explorer ☐   b. Control Panel ☐   c. Disk Cleanup ☐

4. Used to adjust the visual effects of the computer.
   a. Hardware & Sound ☐

   b. Appearance & Personalization ☐

   c. Clock & Region ☐

B. Label the components of File Explorer.

ORANGE

WORSHEET ②

Name:

Roll No:

Class: _____ Section: _____ Date: _____

TRACKPAD
Ver. 2.1

Chapter-1

CLASS 5

WINDOWS 10-ADVANCED FEATURES

A.   Find the given words in the crossword below.

Control Panel, Ribbon, Taskbar, File Explorer, Themes

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

B.   Fill in the blanks using the given words.

1.   A .... is a location for organising our files. (Document/Folder)

2.   .... is the Personal Digital Assistant in Windows 10. (Siri/Cortana)

3.   .... can be used to quickly jump between libraries and folders. (Navigation Pane/Ribbon)

C.   Answer in one word.

1.   Additional folders inside a folder are called? ....

2.   Name any one component of File Explorer. ....

3.   Pictures from digital camera, or scanner, or internet gets stored in this folder. ....

4.   Which key is used to select multiple files in Windows 10? ....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-2

CLASS 5

WORD 2016–ADVANCED FEATURES

A. Tick (✓) the correct option.

1.   ....refers to the placement of the text with respect to left and right margins.

   a. Highlighting ◯   b. Line Spacing ◯   c. Alignment ◯

2.   Which option is used to search for any specific word or phrase?

   a. Find ◯   b. Replace ◯   c. Alignment ◯

3.   The Replace option is present under

   a. Editing Group ◯   b. Styles Group ◯   c. Font Group ◯

B. Answer in one word

1.   Bullets option is present under which group?   ....

2.   Which feature of MS Word helps in highlighting important text by changing font, size, and colour of the text?   ....

3.   Which option is used when items are required to be in a certain hierarchal order?   ....

4.   What is the amount of space between the lines of the paragraph called?   ....

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

1.   Find is used for changing a word or phrase with another one.   ....

2.   Replace is used to search for any specific word or phrase.   ....

3.   Column Formatting feature is available under Layout Tab.   ....

4.   Ctrl+J is short key for center aligning the text.   ....

5.   Line spacing cannot be increased or decreased.   ....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

WORD 2016—ADVANCED FEATURES

A. **Make the following lists in MS Word 2016. Decide whether you should use Bullets or Numbering option.**

1. List of your favourite Actors.

   ....

2. List of your favourite movies in increasing order of likeness.

   ....

3. List of all your close friends in no particular order.

   ....

4. List of all the chapters in your Computer Textbook in the right order.

   ....

5. List of all the different cities you have visited.

   ....

B. **Answer the following questions.**

1. What do you understand by Alignment of text?

   ....

2. What is the Column Formatting feature used for in Word 2016?

   ....

3. How will you Replace text in Word 2016?

   ....

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

WORKSHEET ①

Name:

Roll No:

Class: Section: Date:

Chapter-3

CLASS 5

ORANGE

TRACKPAD
Ver. 2.1

FORMATTING IN POWERPOINT

A. Tick (✓) the correct option.

1. ……………… can be defined as a combination of two or more colours mixing into each other.

   a. Texture ☐   b. Picture ☐   c. Gradient ☐

2. The shapes command is present under

   a. Illustration Group ☐   b. Paragraph Group ☐   c. Editing Group` ☐

3. A text style that can be applied to the text to make a presentation more attractive.

   a. WordArt ☐   b. Pictures ☐   c. Texture ☐

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

1. Apply to All option is used to apply theme to the current slide. ……………

2. We can also add online pictures in our PowerPoint Presentation. ……………

3. Formatting can be done easily in PowerPoint to make presentation more attractive. ……………

C. Match the following.

1. Templates   a. gradient or texture fill

2. WordArt   b. Ensures a better flow and understanding of ideas in a presentation

3. Format Background c. Well-developed presentation

4. Shapes   d. a text style that can be apply to the text to make a presentation more attractive.

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

ORANGE

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
Ver. 2.1

Chapter-3

FORMATTING IN POWERPOINT

A. Find the given words in the crossword below.

Formatting, Template, WordArt, Gradient

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

B. Answer the following questions.

1. How can we modify background in PowerPoint? What different options are available while modifying the background?

   ....

   ....

2. What are Templates? How are they used in PowerPoint?

   ....

   ....

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

Chapter-4

CLASS 5

ANIMATION AND TRANSITION IN POWERPOINT

A. Tick (✓) the correct option.

1. Which of the following is not a SmartArt Graphic Category in PowerPoint?

    a. List ☐   b. WordArt ☐   c. Hierarchy ☐

2. These transition effects are very simple and basic

    a. Exciting ☐   b. Dynamic Content ☐   c. Subtle ☐

3. We can check how transition effect will look by clicking on the .... button.

    a. Preview ☐   b. Apply ☐   c. Edit ☐

4. .... makes the object move in a specified pattern on the slide.

    a. Emphasis ☐   b. Motion Paths ☐   c. Exit ☐

B. Fill in the blanks using the given words.

1. If you want to record sound to be added, you can click on .... option from the drop-down list. (Audio on My PC/Record Audio)

2. The Video File is added to the slide with two additional tabs: .... and Playback. (Format/Design)

3. PowerPoint provides in-built graphical layouts called .... graphics. (WordArt/SmartArt)

4. .... is a visual effect that gives us the ability to move objects like text, pictures, charts etc. in any direction in the slideshow. (Transition/Animation)

C. Create a family tree in PowerPoint using SmartArt layouts. Use proper SmartArt category which should be suitable for this topic. Add all the information and then arrange it properly so that it is easily understandable. Use proper animation and transition effects to make it more visually appealing. Ask your parents for help and data that you might need.

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

ANIMATION AND TRANSITION IN POWERPOINT

A. Match the following.

1.	Makes the object move in a	a.	Exit Animation Effect specified pattern on the slide.
2.	It causes object to disappear	b.	Animation Pane from the screen.
3.	All the animations applied to a	c.	Timings Group Slide can be viewed from here.
4.	We can make transitions appear	d.	Motion Paths After fixed time or after clicking On Mouse.

B. Answer the following questions.

1. How Video files in our presentation?

   ....

   ....

2. How are SmartArt graphics useful in PowerPoint?

   ....

   ....

3. Define any two kinds of animations.

   ....

   ....

4. Define any two categories of transition effects.

   ....

   ....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-5

CLASS 5

EXCEL 2016—AN INTRODUCTION

A. Tick (✓) the correct option.

1. Excel cannot be used to ....
    a. Compute Numbers ⬜
    b. Organizing Data ⬜
    c. Make Presentations ⬜

2. The content of the active cell appears in the .... bar.
    a. Status ⬜   b. Formula ⬜   c. Title ⬜

3. .... displays the status and results of the common functions used in Excel
    a. Status Bar` ⬜      b.  Formula Bar` ⬜   c. Name Box ⬜

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

1. A cell is the basic unit of a worksheet.   ....

2.   A workbook can only have a single worksheet.   ....

3. Page Break Preview is a type of View option in Excel.   ....

4. It is not possible to rename a Worksheet in Excel.   ....

C. You want to select a range of cells. How can you do this by using the cell number box?

....

....

....

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

ORANGE

WORKSHEET ②

TRACKPAD
Ver. 2.1

Chapter-5

CLASS 5

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EXCEL 2016—AN INTRODUCTION

A. Find the given words in the crossword below.

Workbook, Formula Bar, Name Box, Active Cell

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

B. Answer the following questions.

1. List some uses of Excel 2016.

....

2. What is a cell in Excel? What is the address of a cell?

....

3. How can we delete a worksheet in Excel?

....

4. What is the purpose of Worksheet Tabs?

....

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

ORANGE

WORKSHEET ①

TRACKPAD
Ver. 2.1

Chapter-6

CLASS 5

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING IN EXCEL 2016

A. Tick (✓) the correct option.

1. Which of these displays the name of the workbook?

    a. Ribbon   b. Title Bar ☐   c. Name box ☐

2. A selected group of cells is called

    a. Column ☐   b. Data ☐   c. Range ☐

3. We can use this to fill cells with repetitive or sequential data.

    a. Formula Bar ☐   b. Fill Handle ☐   c. Insert Tab ☐

4. What is the keyboard shortcut to select an entire worksheet?

    a. Ctrl+Z ☐   b. Ctrl+D ☐   c. Ctrl+A ☐

B. Fill in the blanks using the given words.

1. Replacing the content means .... the data. (Copying/Overwriting)

2. We can select an entire Row by .... clicking on the row number. (Left/Right)

3. When a cell is selected in a worksheet, a solid square called .... appears at the lower right corner of the cell. (Fill Handle/Resize Handle)

4. We can select multiple cells by keeping the .... key pressed. (Enter/Ctrl)

C. Answer in one word.

1. What is it called when we do not need to replace the text completely but to correct or modify the content of the text? ....

2. Where should we click to select an entire worksheet? ....

3. What is the key combination for Redo Option? ....

4. Paste option is present under which group? ....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING IN EXCEL 2016

A. Write the key combinations to perform the following tasks in Excel.

1. Selecting an Entire Row ....

2. Selecting an Entire Worksheet ....

3. Selecting an Entire Column ....

4. Deleting Rows or Column ....

B. Application Based questions.

1. Kazim has been preparing a list of all the students in his class roll number wise. Therefore, in the Roll No. column he has to enter numbers in a sequence from 1 to 50. How can he complete this task without having to manually input all the roll numbers?

....

....

2. Shamoon has been working in an Excel Workbook containing multiple worksheets for different sections of the same class. He noticed that there are many common columns in all the worksheets which contain the same data. Is there any option available using which he can easily transfer this data to all the worksheets?

....

....

C. What is the difference between replacing and modifying the text?

....

....

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

Chapter-9

CLASS 5

MORE ON SCRATCH

A. Fill in the blanks using the given words.

1. .... allows us to use event-driven programming with multiple active objects called Sprites. (Excel/Scratch)

2. The behaviour of each Sprite is controlled by its own set of .... (Script/Variables)

3. .... are like containers that can hold information like a word or a number. (Blocks/Variables)

4. .... variables can only be accessed or modified from the Sprite where it was created. (Global/Local)

B. Application based questions.

1. Itisha wants to create a variable in Scratch to store the name of the user. She is only using one Sprite at the moment, but might need to add another Sprite later on in the project. Which type of variable should she create so that its value can be accessed by other Sprites used in the project?

   ....

   ....

2. Anu wants to create a project in Scratch where a block can check whether a specific key has been pressed or not and then proceed accordingly. Which category and block should she use for this purpose?

   ....

   ....

3. Manvi wants to create a stack of blocks in Scratch which asks the user for their favourite colour and then repeat their answer. Which combination of blocks should she use?

   ....

   ....

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

ORANGE

WORSHEET ②

TRACKPAD
Ver. 2.1

Chapter-9

CLASS 5

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON SCRATCH

A. Answer the following questions.

1. What are global variables and what are they used for?

   ....

   ....

2. What is answer block used for?

   ....

   ....

3. What is the use of Local Variables?

   ....

   ....

B. Guess who am I?

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

2. I am an 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. ....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____
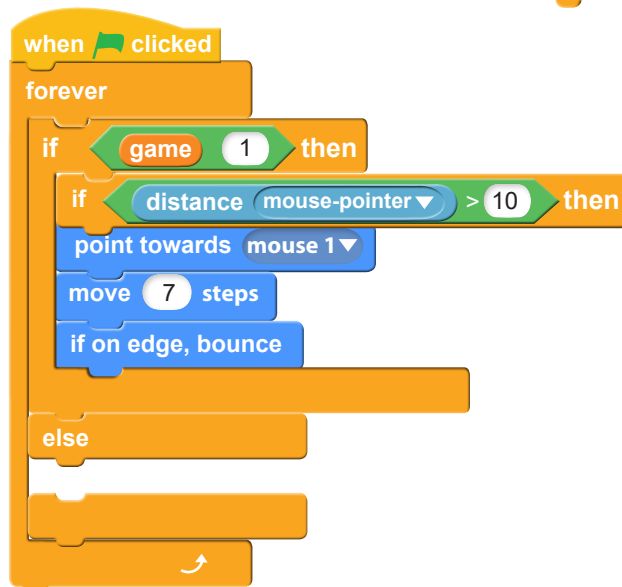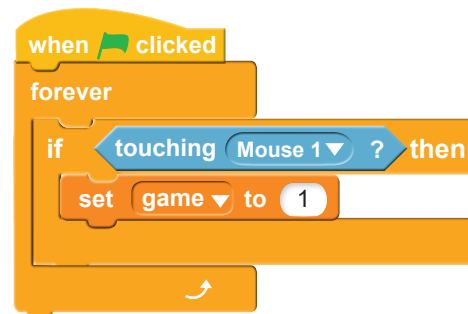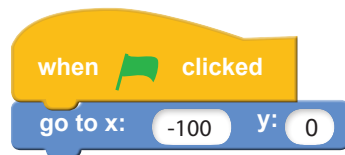
Chapter-10

CLASS 5

CREATING GAME IN SCRATCH

A. We will be creating a game where the cat will chase the mouse and the player has to keep the mouse away from the cat. The points will be given to the user depending on for how long they can avoid the cat. Create the following stacks of blocks and compete with your friends to see who gets the highest score.

a. Create the following three sprites in scratch and also create the variables used below in the script.

cat1   Mouse1   Button1

b. Now create the following stacks of blocks for Cat1 Sprite. These scripts will make the cat move throughout the screen and chase the mouse.

```
when [flag] clicked
go to x: -100  y: 0
```

```
when [flag] clicked
forever
  if < touching (Mouse 1 ▾) ? > then
    set [game ▾] to (1)
```

```
when [flag] clicked
forever
  if < (game) = 1 > then
    if < distance (mouse-pointer ▾) > 10 > then
      point towards (mouse 1 ▾)
      move (7) steps
      if on edge, bounce
  else
```

```
when I receive (message 1 ▾)
go to x: -100  y: 0
```

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

ORANGE

WORKSHEET ②

TRACKPAD
Ver. 2.1

Chapter-10

CLASS 5

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

CREATING GAME IN SCRATCH

A. Tick (✓) the correct option.

1. Boolean blocks are .... in shape.

    a. Octagonal ☐   b. Pentagonal ☐   c. Hexagonal ☐

2. Which of these is not a string variable?

    a. I am a boy. ☐   b. $12 + 12 = 24$ ☐   c. Scratch ☐

3. There are .... types of block shapes in Scratch.

    a. Five ☐   b. Six ☐   c. Seven ☐

B. Fill in the blanks using the given below.

Hints: Variables, Sensing, Ask, Hat

1. .... blocks always come at the top of the script.

2. You can use .... block to check if the sprite touches the color chosen in the block.

3. The data stored in the computer memory to get information from it later is stored in ....

4. The .... block prompts the user to type the input using the keyboard.

C. Answer the following questions.

1. What is a sensing block?

    ....

2. What are the two types of Conditional blocks?

    ....

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

Chapter-11

CLASS 5

EVOLUTION OF ARTIFICIAL INTELLIGENCE

A. Tick (✓) the correct option.

1. Who proposed the idea of The Imitation Game?

    a. John McCarthy ☐   b. Alan Turing ☐   c. Allen Newell ☐

2. John McCarthy developed the LISP programming language in ....

    a. 1950s ☐   b. 1960s ☐   c. 1990s ☐

3. Which of the following is a virtual assistant developed by Amazon?

    a. Alexa ☐   b. Cortana ☐   c. Siri ☐

B. Fill in the blanks using the given words.

1. .... is the first gaming device that tracked human movement using a 3D camera and infrared detection. (Kinect for Xbox 360/Playstation)

2. .... refers to software technologies that give machines or robots the intelligence to perform tasks that are performed by intelligent beings. (Artificial Intelligence/Natural Intelligence)

3. .... has built and released a driverless van equipped with cameras and sensors in 1984 under Ernst Dickmanns. (Honda/Mercedes Benz)

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

1. Kismet is an example of AI via chatbox used for communicating with people. ....

2. NASA's Mars Exploration Mission in 2004 was a robotic space mission involving two Mars rovers, Spirit and Opportunity, to explore Planet Mars. ....

3. Google released Cortana in 2014. ....

4. Sophia is the first Robot Citizen. ....

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
Ver. 2.1

Chapter-11

CLASS 5

EVOLUTION OF ARTIFICIAL INTELLIGENCE

A. Complete the following table:

Year	Discovery	Developed By	Features
1950s	The Turing Test		Assessment of Machine Intelligence
	WABOT	Japan at Waseda University	Possessing human like characteristics
1988		Rollo Carpenter	Chat box used for communicating with people
2000s	Kismet		
	Roomba	i-Robot	
2011	Siri		

B. Answer the following questions.

1. Vyom has recently learnt about e-mail and has been using it to communicate with his friends and family. He noticed that Gmail automatically classifies the emails he receives as 'Spam' and then moves them to the Spam folder which saves a lot of his time. What may be the reason behind this?

....

2. Lakshaya recently bought a laptop from Amazon and after completing the transaction he noticed that Amazon started recommending him different products like hard disk and laptop bags to buy along with the laptop. Which technology does Amazon uses for this function?

....

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