

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

WINDOWS 11-ADVANCED FEATURES

A. Tick (✓) the correct option.

- A file in a computer is represented by an
 a. icon ☐ b. shortcut ☐ c. none ☐
- Which of these contains a collection of related information?
 a. File ☐ b. Folder ☐ c. Document ☐
- Files/Folders are organised in
 a. Windows Explorer ☐ b. Document ☐ c. Recycle Bin ☐
- Where does the deleted files go?
 a. Documents ☐ b. Downloads ☐ c. Recycle Bin ☐

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

Hints: folder, Windows Explorer, Downloads, subfolder

- folder is used to store the files downloaded from the internet.
- A is like a file cabinet in which you can keep your files.
- A folder within a folder is called a
- is a file manager that organises files and folders in your computer.

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

- All the data in a computer is stored in the form of files and folders.
- Once a file/folder is deleted from the Recycle Bin, it cannot be restored.
- Disk Cleanup tool is used to delete the files and clean the hard disk of the computer.

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WORD 2021 - ADVANCED FEATURES

A. Tick (✓) the correct option.

- Which command is used to search for a particular word?

a. Format	<input type="checkbox"/>	b. Find	<input type="checkbox"/>	c. Delete	<input type="checkbox"/>
-----------	--------------------------	---------	--------------------------	-----------	--------------------------
- Which command in Word 2021 is used to remove the text from its original location?

a. Remove	<input type="checkbox"/>	b. Cut	<input type="checkbox"/>	c. Move	<input type="checkbox"/>
-----------	--------------------------	--------	--------------------------	---------	--------------------------
- In Word 2021, spelling mistakes are shown by wavy line.

a. blue	<input type="checkbox"/>	b. green	<input type="checkbox"/>	c. red	<input type="checkbox"/>
---------	--------------------------	----------	--------------------------	--------	--------------------------

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

Hints: Font style, green, Highlighting

- the text means focusing on particular text.
- Grammatical mistakes are shown in coloured wavy line.
- is the option to change the size of the text.

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

- Ctrl+F is the shortcut key to find text in a document.
- Word allows to insert text within typed text.
- The blank space between two lines of a paragraph is called line spacing.
- Word 2021 is a drawing program.

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FORMATTING IN POWERPOINT

A. Tick (✓) the correct option.

1. Adding colorful and attractive pictures to our presentation makes it more

a. Dull ☐ b. Interesting ☐ c. Normal ☐

2. In PowerPoint 2021, you can insert a picture in ways.

a. Two ☐ b. Three ☐ c. Four ☐

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

a. Text ☐ b. Drawing ☐ c. Color ☐

B. Rearrange the letters.

1. EMTHES

2. SDELI SRETMA

3. DEINTGRA

4. TRASMART

5. RENPATT

C. Answer the following questions:

1. What is Gradient fill?

.....

.....

2. Write steps to modify the background of a slide.

.....

.....

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ANIMATION AND TRANSITION IN POWERPOINT

A. Read the clues and answer the following:

1. I am a visual representation of information and ideas through graphics, lists and design which contain text.
2. I am a process of combining two or more colors.
3. It is a set of predefined layouts that can be used to add a professional touch to your presentations.
4. This tab in PowerPoint provides a variety of options for designing and formatting a presentation.
5. It determines how your presentation moves from one slide to the next.

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Transition can be used in PowerPoint to make a presentation more interesting.
.....
2. The Format tab will let you set up how your show will progress.
.....
3. We cannot move to the next slide during the slide show by clicking the mouse.
.....
4. We cannot start the slide show from the current slide.
.....

C. Name three slide transition effects.

1.
2.
3.

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EXCEL 2021 – AN INTRODUCTION

A. Tick (✓) the correct option.

1. Which of these is an another name of Excel file?

a. Workbook

☐

b. Worksheet

☐

c. Spreadsheet

☐

2. Which of these are cells arranged horizontally across the screen?

a. Rows

☐

b. Columns

☐

c. Grids

☐

3. Which of these is the intersection of a row and column?

a. Workbook

☐

b. Worksheet

☐

c. Cell

☐

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

1. Excel is the most suited program for documentation.

.....

2. A workbook may contain any number of worksheets according to the user's need.

.....

3. Letters A to Z, AA to AZ are the row headings.

.....

4. Status bar displays the currently selected commands.

.....

5. Data cannot be entered in an active cell.

.....

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

Hints: column, name, View, Formula

1. bar is used to enter and edit formulas and perform calculations on worksheet.

2. Cells arranged vertically across the screen are called

3. options help us to view the worksheets in different modes.

4. The address of the active cell is displayed in box.

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EDITING IN EXCEL 2021

A. Write 'T' for true and 'F' for false. Correct the false statements.

1. Redo command is used to redo the last undo action.

.....

2. Shortcut key to select the entire data is Ctrl + V.

.....

3. Copying and moving data is same.

.....

B. Answer the following questions:

1. Write the steps to delete cell contents.

.....

2. Write the two ways to select a range of cells.

.....

3. Write the steps to change the row height.

.....

C. Write shortcut keys for the following:

1. To copy the text

2. To paste the text

3. To edit a cell

4. To select the entire worksheet

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E-MAIL AND MALWARE SAFETY

Chapter-7

CLASS 5

A. Tick (✓) the correct option.

1. Which of these is an example of an email service?

- | | | | |
|-----------------|--------------------------|-------------------------|--------------------------|
| a. Google Drive | <input type="checkbox"/> | b. Gmail | <input type="checkbox"/> |
| c. Paint | <input type="checkbox"/> | d. Windows Media Player | <input type="checkbox"/> |

2. What does CC in an email stand for?

- | | | | |
|----------------|--------------------------|----------------|--------------------------|
| a. Carbon Copy | <input type="checkbox"/> | b. Clear Copy | <input type="checkbox"/> |
| c. Common Copy | <input type="checkbox"/> | d. Cancel Copy | <input type="checkbox"/> |

3. Which of these is a strong password?

- | | | | |
|----------------|--------------------------|-----------|--------------------------|
| a. 123456 | <input type="checkbox"/> | b. myname | <input type="checkbox"/> |
| c. Pa\$\$w0rd! | <input type="checkbox"/> | d. qwerty | <input type="checkbox"/> |

4. Which file should you not download from unknown emails?

- | | | | |
|-------------------------|--------------------------|-----------------------|--------------------------|
| a. Homework PDF | <input type="checkbox"/> | b. Photos from family | <input type="checkbox"/> |
| c. Suspicious .exe file | <input type="checkbox"/> | d. School timetable | <input type="checkbox"/> |

5. Which one is malware?

- | | | | |
|-------------------|--------------------------|-----------------|--------------------------|
| a. Antivirus | <input type="checkbox"/> | b. Trojan Horse | <input type="checkbox"/> |
| c. Calculator app | <input type="checkbox"/> | d. Text editor | <input type="checkbox"/> |

B. Rewrite the Incorrect Statements.

1. Emails can only be sent when the computer is offline.

.....

2. Malware is a type of antivirus software.

.....

3. A strong password should always be easy to guess.

.....

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Data Processing

A. Tick (✓) the correct option.

- In a code language QUEEN is written as OVCFL then how KING can be written?

a. IJLH	<input type="checkbox"/>	b. MKOF	<input type="checkbox"/>
c. PHIK	<input type="checkbox"/>	d. FOKM	<input type="checkbox"/>
- What is arranging data in a specific order called?

a. Processing	<input type="checkbox"/>	b. Sorting	<input type="checkbox"/>
c. Decoding	<input type="checkbox"/>	d. Filtering	<input type="checkbox"/>
- In a code language GOLD is written as 7\$8#0 then how GOOD can be written?

a. 78#0	<input type="checkbox"/>	b. 7\$\$0	<input type="checkbox"/>
c. 700\$	<input type="checkbox"/>	d. 7##0	<input type="checkbox"/>

B. Answer the following questions:

- What is the difference between Maps and Pictograms?
.....
- Write one difference between Data and Information.
.....

C. Sort the items given below:



	Name of the Item	Number of the Item
1.	Racket	
2.	Gloves	
3.	Tennis ball	
4.	Shoes	

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MORE ON SCRATCH

A. Tick (✓) the correct option.

1. Which block is used to hide the Sprite from the stage?

a. show

☐

b. escape

☐

c. hide

☐

2. Which block is used to draw the Sprite's footprints?

a. Looks

☐

b. Pen

☐

c. Control

3. Which of these is used so that the Sprite will not draw as it moves?

a. Pen Down

☐

b. Pen Up

☐

c. Stamp

☐

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

1. We cannot create games in Scratch.

2. In scratch, a program is called a code.

3. Hat blocks always come at the top of the script.

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

Hints: relational, CAP, string, forever

1. The block menu has instructions for setting the colour, size and visibility of the Sprite.

2. block is used to end the scripts.

3. operators are used to compare relation between two values or variables.

4. When we save a word in a variable it is called variable.



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CREATING GAME IN SCRATCH

A. Guess who am I?

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

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

Hints: Go, Polygon, Hexagon, 360

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

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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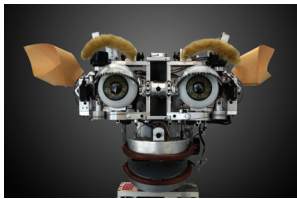
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EVOLUTION OF ARTIFICIAL INTELLIGENCE

A. Write the name of the following:

1.



.....

2.



.....

3.



.....

B. Answer the following questions:

1. Write the name of any two virtual assistants.

.....

.....

2. Write the name of an example of AI via chatbox.

.....

.....

3. Who coined the term Artificial Intelligence?

.....

.....

