**ORANGE**

WORKSHEET (1)

TRACKPAD
PRO Ver. 5.1

Chapter-1

CLASS 4

Name: _____

Roll No: _____

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# COMPUTER MEMORY

## A. Tick (✓) the correct option.

1. How much data can a normal CD store?

   a. 7 Gigabytes ☐     b. 700 Megabytes ☐     c. 25 Gigabytes ☐

2. The basic unit for measuring the memory of a computer is ....................

   a. Nibble ☐     b. Kilobyte ☐     c. Byte ☐

3. Which of the following is known as temporary memory?

   a. ROM ☐     b. RAM ☐     c. Hard Disk ☐

4. Online Storage Site is known as ....................

   a. Cloud Storage ☐     b. Memory Card ☐     c. Primary Memory ☐

## B. Answer in one word.

1. Binary digits – 0s, and 1s are called? .............

2. How many bits does 1 byte has? .............

3. What is the full form of PROM? .............

4. What is another name for Secondary Memory? .............

5. Which storage device is used to transfer data from one computer to another and can be connected to the Universal Serial Bus (USB) port of a computer? .............

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

1. ROM is a volatile Memory. .............

2. CD is an example of Secondary Memory. .............

3. A group of 4-bits is called a nibble. .............

4. 1 Terabyte is equal to 1024 Gigabytes. .............

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ORANGE

WORSHEET ② 

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Chapter-1

CLASS 4

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## COMPUTER MEMORY

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

Byte, Pendrive, DVD, Megabyte, Cloud

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

**B. Answer the following questions:**

1. What is cloud storage? How is it better than storing files offline?

   .................................................................................................................................

2. Why is Secondary Memory important for a computer?

   .................................................................................................................................

3. What are the characteristics of a Blu-ray Disc?

   .................................................................................................................................

4. What is the use of Random-Access Memory? List the two types of RAM.

   .................................................................................................................................

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# MANAGING FILES AND FOLDERS

## A. Tick (✓) the correct option.

1. A folder is also known as ................

   a. File ⬜          b. Sub-folder ⬜          c. Directory ⬜

2. Which tiles display information such as weather, news, calendar and email messages?

   a. Start ⬜          b. Information ⬜          c. Live ⬜

3. What is the name of the area in right most corner of the taskbar?

   a. Clock ⬜          b. Notification ⬜          c. Tiles ⬜

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

1. The right pane of start menu contains the tiles of apps. ................

2. Alt+Shift is used to switch between apps. ................

3. A folder inside a folder is called sub-folder. ................

4. It is not possible to restore a file from Recycle Bin. ................

## C. Match the following:

1. Task View Button          a. Word File

2. Folder                    b. Deleted files are moved here

3. Recycle Bin               c. Allows us to see all application windows together

4. .docx                     d. We store files and other sub-folders

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**Chapter-2**

**CLASS 4**

# MANAGING FILES AND FOLDERS

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

Live Tile, Restore, Folder, Task View, Recycle Bin

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

**B. Answer the following questions:**

1. How can we rename a folder in Windows 11?

   ............................................................................................................

2. What is the significance of Files in Windows 11?

   ............................................................................................................

3. What is the use of Task View button?

   ............................................................................................................

4. What is the Recycle Bin used for?

   ............................................................................................................

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Chapter-3

CLASS 4

# IMAGES AND OBJECTS IN WORD 2021

## A. Tick (✓) the correct option.

1. Which option allows us to change the brightness, contrast, or sharpness of the picture?

   a. Colour ☐     b. Corrections ☐     c. Picture Styles ☐

2. Which option allows us to resize the picture by clicking and dragging it?

   a. Resizing Handles ☐     b. Scroll Bar ☐     c. Rotate Handle ☐

3. Which option allows us to rotate a picture in Word 2021?

   a. Scroll bar ☐     b. Rotate handles ☐     c. Resize handles ☐

4. We can add pictures using which tab?

   a. Design ☐     b. Home ☐     c. Insert ☐

## B. Answer in one word.

1. These are used to enhance the look of our text and enhance its readability. ..........

2. Name the group under which the Picture option is present. ..........

3. To make changes to a picture, where should we click? ..........

4. Name one option which is available to format our pictures. ..........

5. The WordArt option is present under which tab? ..........

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

1. The Picture Styles group under ......................... tab lets us add effects to our picture. (Format/Design)

2. MS Word provides the facility to treat text as graphics by providing us with the ......................... feature. (WordArt/Wrapping)

3. In ......................... different built-in drawing objects such as a line, rectangle, collouts, etc, can be inserted. (Paint/Word 2021)

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# IMAGES AND OBJECTS IN WORD 2021

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

Graphic, WordArt, Shapes, Formatting, Images

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

**B. Answer the following questions:**

1. How can we insert online pictures in Word 2021?

........................................................................................................

2. What is the Wrapping Text feature used for?

........................................................................................................

3. What are the different ways in which we can format a shape?

........................................................................................................

4. How can we insert WordArt in our document?

........................................................................................................

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# WORKSHEET ① 

Chapter-4

## CREATING TABLES IN WORD 2021

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

1. A ................... is an arrangement of text in the form of rows, and columns. (Group/Table)

2. A ................... is a vertical arrangement of data. (Column/Row)

3. Combining two or more cells into one is called .................... (Merging/Splitting)

4. We can enhance the look of a table by applying ................... styles provided by MS Word. (Picture/Border and Shading)

5. The key combination to move one cell to the left is .................... (Shift+Enter/Shift+Tab)

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

1. A row is a vertical arrangement of data. .............

2. Tab key allows us to move to a cell on the right in a table. .............

3. Cells can only be merged row wise. .............

4. Split Cells option is present under Layout Tab. .............

**C. Match the following:**

1. Cell                     a. To move to a cell on the left

2. Table                  b. Intersection of row and column

3. Shift + Tab         c. To move to the last cell of the row

4. Alt + End            d. Arrangement of text in form of rows and columns

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## CREATING TABLES IN WORD 2021

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

Cell, Table, Border, Merge Cell, Column

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

**B. Answer the following questions:**

1. What is a Table? How can we insert a Table in Word 2021?

   ..............................................................................................................

2. How can you delete a row or a column from a table?

   ..............................................................................................................

3. How will you split cells in a table?

   ..............................................................................................................

4. What are Border and Shading styles used for?

   ..............................................................................................................

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Chapter-5

# INTRODUCTION TO POWERPOINT 2021

## A. Tick (✓) the correct option.

1. Which tab contains the option to add themes to the slide?

   a. Insert ☐  b. Home ☐  c. Design ☐

2. What displays the thumbnails of all the slides we are working on?

   a. Status Bar ☐  b. Slide Pane ☐  c. View Buttons ☐

3. The short key to run a slideshow is .......................... .

   a. F1 ☐  b. F4 ☐  c. F5 ☐

4. ........................ displays groups of related commands in tabs.

   a. Ribbon ☐  b. Title Bar ☐  c. Status Bar ☐

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

1. The ........................ is present button at the right corner of the Title bar. (Close/Save)

2. ........................ is a kind of presentation software. (MS Word/MS PowerPoint)

3. The Save As option is present under the ........................ tab.(File/Design)

4. We use the ........................ slide to add an introduction to our presentation. (Blank/Title)

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

1. Apple Keynote is a type of presentation software. ..........

2. Status Bar is located at the top of PowerPoint Window. ..........

3. Start from Beginning button is used to start a slideshow. ..........

4. CTRL+N is used to insert a new slide. ..........

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# INTRODUCTION TO POWERPOINT 2021

**A. Match the following:**

| | | | |
|---|---|---|---|
| 1. | Slide Pane | a. | Sequential collection of slides |
| 2. | Normal View | b. | Individual page containing information about the topic |
| 3. | Slide | c. | Located at the left side of main working area |
| 4. | Slide Show | d. | Default view of presentation |

**B. Answer the following questions:**

1.  What are View Buttons in PowerPoint?

.................................................................................................................

2.  What is a Placeholder used for?

.................................................................................................................

3.  Name and define any two components of PowerPoint Window.

.................................................................................................................

4.  For what different purposes can you use PowerPoint for?

.................................................................................................................

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

1.  You cannot change the font type of the text in slides.                     .............

2.  The content of the presentation is inserted in text placeholder.       .............

3.  A placeholder is a page in a presentation.                                         .............

4.  Slide Show view is the full screen view of presentation.                    .............

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Chapter-6

CLASS 4

# MORE ON POWERPOINT 2021

## A. Tick (✓) the correct option.

1. We can easily move between slides in ........................... .

   a. Slide Sorter View ☐    b. Normal View ☐    c. Notes View ☐

2. We get an overall view of all the slides in our presentation in ........................... .

   a. Normal View ☐    b. Slideshow View ☐    c. Slide Sorter View ☐

3. Which view is used when we want to view a presentation not in full screen but in a window with simple controls?

   a. Reading View ☐    b. Notes Page View ☐    c. Normal View ☐

4. We can view the content of slides in an outline form in ........................... .

   a. Normal View ☐    b. Outline View ☐    c. Notes Page View ☐

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

1. We can rearrange, add, or delete the slides. ...............

2. We get the overall view of all the slides added in our presentation. ...............

3. We can move around the slides using controls present on the Status bar. ...............

4. We can run the presentation and show it to our audience. ...............

5. Content can be moved from one slide to another easily. ...............

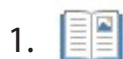6. We can add or delete any slide after right clicking on it as per our requirements. ...............

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Chapter-6

CLASS 4

## MORE ON POWERPOINT 2021

**A. Identify the following icons of different Presentation Views.**

1. [icon]  _____

2. [icon]  _____

3. [icon]  _____

4. [icon]  _____

5. [icon]  _____

**B. Answer the following questions:**

1. Write features of Notes Page View.

   ................................................................................................

2. What is Reading View used for?

   ................................................................................................

3. What are the features of Slide Show View?

   ................................................................................................

4. Name the options that are used to format the text in a slide.

   ................................................................................................

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Chapter-7

CLASS 4

## MORE ON INTERNET

### A. Answer in one word.

1. Name the default Web Browser that comes with Windows Operating System. ..............

2. Name the button that displays different settings of the web browser. ..............

3. Which button takes us to the previous page we were on in a Web Browser? ..............

4. What is a collection of related webpages that provides information called? ..............

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

1. The internet is also called a network of networks. ..............

2. The webpages in the World Wide Web are developed using a special language called C++. ..............

3. A hyperlink cannot be a picture. ..............

4. Address Bar is used to type the URL of a website. ..............

### C. Match the following:

1. Refresh                    a. It is a storehouse of information.

2. URL                        b. It contains links to another web page.

3. World Wide Web             c. It reloads the current page and displays the latest information

4. Hyperlink                  d. It is a unique address of a website.

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Chapter-7

CLASS 4

## MORE ON INTERNET

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

Homepage, Firefox, HTML, Refresh, Hyperlink

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

**B. Answer the following questions:**

1. Why is URL important for the surfing internet?

........................................................................................................................

2. What is a website?

........................................................................................................................

3. What is HTML?

........................................................................................................................

4. Write some disadvantages of the Internet.

........................................................................................................................
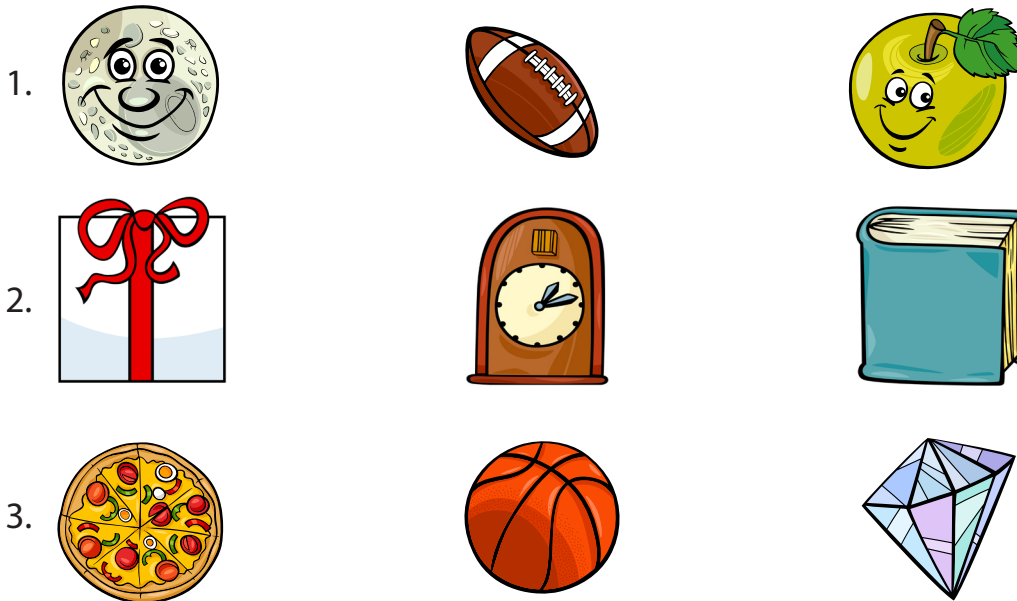
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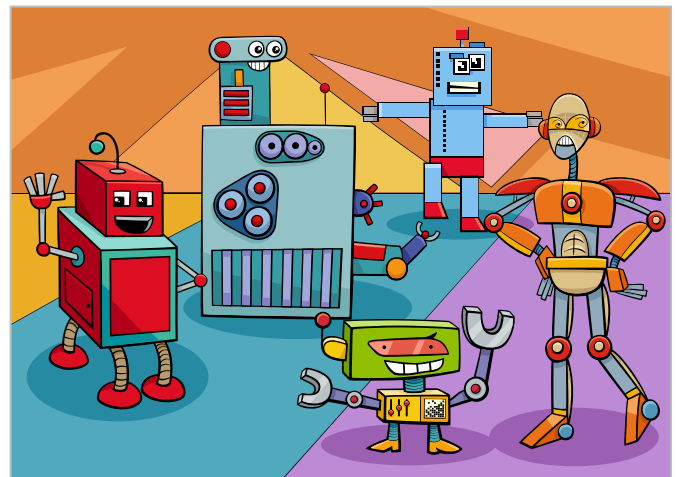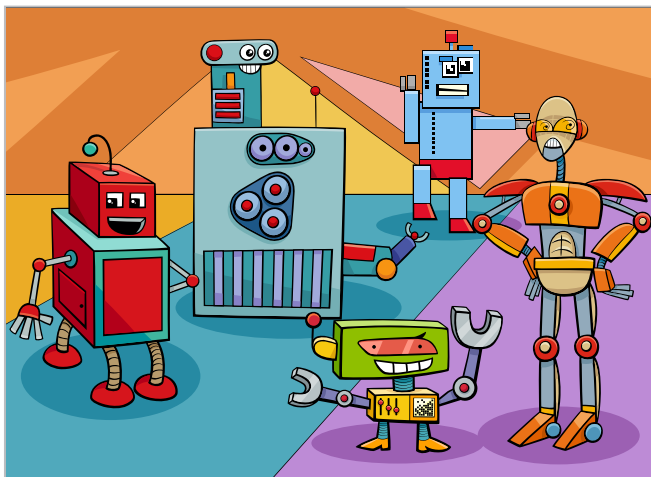
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# VISUAL PROCESSING

**A. Find odd one out in each group.**

1. 

2. 

3. 

**B. Find any five differences in the given pictures.**



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## VISUAL PROCESSING

**A. Draw the following objects at the given location**

1 | Star | B2

2 | Flower | A1

3 | Kite | B1

4 | Ball | A2

| | | |
|---|---|---|
| **2** | | |
| **1** | | |
| | **A** | **B** |

**B. Answer the following questions.**

1. What is Picture Puzzle? Name any one.

   ...............................................................................................

2. What is a Spot?

   ...............................................................................................

3. Name the four main directions.

   ...............................................................................................

   ...............................................................................................

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ORANGE

WORKSHEET ①

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## BLOCKS IN SCRATCH

### A. Tick (✓) the correct option.

1. All the games, stories, and projects are played on the ..............................

   a. Code Area ☐    b. Script Area ☐    c. Stage ☐

2. You can make the Sprite say words using ..............................

   a. Motion Code Blocks    b. Looks Blocks ☐    c. Sound Blocks ☐

3. Operator Blocks are ........................... colour.

   a. Blue ☐    b. Purple ☐    c. Light-Green ☐

4. We use ........................... blocks when the same blocks have to be repeated for a number of times.

   a. Control Block ☐    b. Sound Block ☐    c. Looks Block ☐

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

1. ...................... performs according to the instructions given to it. (Stage/Sprite)

2. The ...................... contains a set of blocks with pre-defined tasks. (Block Palette/Script)

3. The ...................... area is where we drag the blocks and join them to build a Script. (Stage/Code)

4. The sound blocks are ...................... in colour. (Blue/Pink)

5. The result is true, if one of the statements is true is the condition for ...................... (Logical AND/Logical OR)
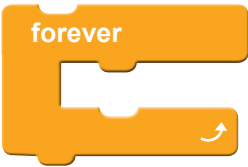
### C. Match the following:

1. Operator Blocks      a. adds music

2. Events Block      b. used to combine two or more conditions

3. Logical Operator      c. performs arithmetic and logical operations

4. Sound Block      d. controls how the blocks in a script will run

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Chapter-9

CLASS 4

## BLOCKS IN SCRATCH

**A. What are the following blocks used for?**

1. `and` ...................................................................

2. `forever` ...................................................................

3. `switch costume to costume2 ▼` ...................................................................

4. `when ⚑ clicked` ...................................................................

**B. Answer the following questions:**

1. What is the significance of Event Blocks? Which colour are they of?

...................................................................................

...................................................................................

2. What are Relational operators used for?

...................................................................................

...................................................................................

3. What is the use of Control Blocks?

...................................................................................

...................................................................................

4. List some Looks Blocks and what they are used for?

...................................................................................

...................................................................................

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Chapter-10

CLASS 4

# DRAWING SHAPES IN SCRATCH

## A. Tick (✓) the correct option.

1. Where should we click to add new Sprites to our projects?

   a. Paint New Sprite ⬜    b. New Sprite Button ⬜    c. Backdrop option ⬜

2. These blocks are color-coded as dark green.

   a. Wait Block ⬜    b. Pen Block ⬜    c. Repeat Block ⬜

3. We can draw polygons using ................. .

   a. Wait Block ⬜    b. Forever Block ⬜    c. Repeat Block ⬜

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

1. We can change the ................. of the Stage which lets us have different scenes in the animation.  (Costume/Backdrop)

2. A Sprite ................. have many costumes. (Can/Cannot)

3. To draw a ................., Sprite should move and turn 6 times. (Pentagon/Hexagon)

4. When we start new project, Sprite is present on the ................. (Stage/Control Menu)

5. Clicking on a Sprite makes it ................. (Inactive/Active)

## C. Answer in one word.

1. This tab displays the different costume options available for a Sprite.  ..........

2. Next Costume block is present under which category.  ..........

3. Wait Block is present under which category of blocks.  ..........

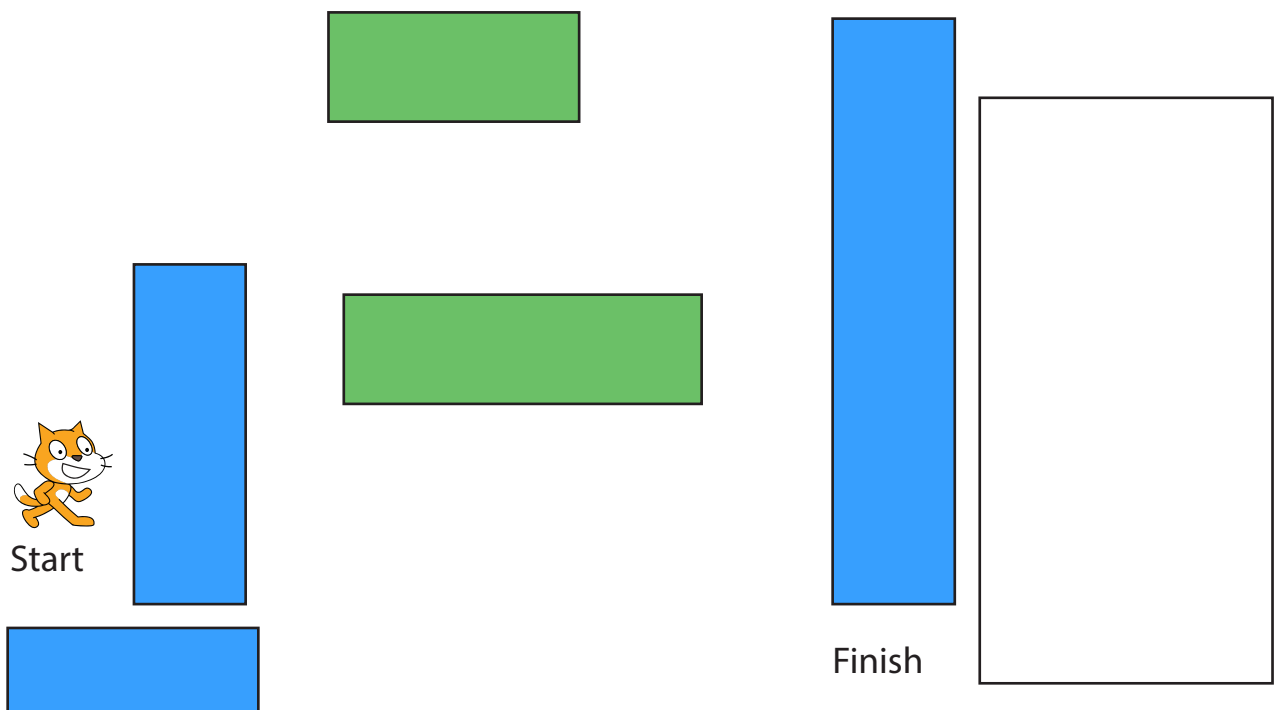4. We can give illusion of movement of Sprite.  ..........

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# DRAWING SHAPES IN SCRATCH

**A.** **The following maze has been created in Scratch. Write the name of the blocks used to take the Sprite from Start point to the Finish line without colliding with the obstacles.**

Start

Finish

**B.** **Answer the following questions:**

1. What is the use of Wait Block in Scratch?

   ...........................................................................................................................

2. How can we draw an octagon in Scratch?

   ...........................................................................................................................

3. How does Sprite react when Forever Blocks are added?

   ...........................................................................................................................

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# CATEGORIES OF ROBOTS

## A. Tick (✓) the correct option.

1. .................. for welding doors or fixing engine parts.

   a. CyberKnife ☐     b. Mechanical Arms ☐     c. Heartlander ☐

2. All example of Tele-Operated Robots is ........................ .

   a. Drone Controller ☐     b. Roomba ☐     c. Sophia ☐

3. An example of Autonomous Robot is ........................ .

   a. virtual ☐     b. real ☐     c. material ☐

## B. Answer in one word.

1. An example of Pre-Programmed Robot.                          .............

2. These Robots are able to perform in the changing environment and     .............
   do not require direct human supervision.

3. These Robots are semi-autonomous bots designed to be controlled      .............
   from distance.

4. An example of Augmenting Robots.                             .............

5. Name of the World's First Robot Citizen.                     .............

## C. Match the following:

1. Atlas                     a. Exoskeleton

2. Pre-Programmed Robot      b. Autonomous Robot

3. Augmenting Robot          c. CyberKnife

4. Roomba                    d. Humanoid Robot

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

# ORANGE

## WORKSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

**TRACKPAD**
PRO Ver. 5.1 ▶

## CATEGORIES OF ROBOTS

### A. Complete the following table.

| Type of Robot | Features | Applications | Example |
|---|---|---|---|
| Pre-Programmed | | Used in industries and also in the field of medicines. | |
| | They carry out task in open environment and use sensors to adapt to their surrounding and do not require direct human supervision. | | Heartlander<br><br>Roomba |
| Tele Operated | Semi-autonomous bots designed to be controlled from distance. They can operate as an agent for humans or other programs to stimulate a human activity. | | |
| Augmenting | | | Prosthetic Limb, Exoskeletons |
| | | The technology of magnetic strips has been used for the path of the robot to walk through the restaurant, with motion sensor. | Sophia, Palki |

### B. Answer the following questions:

1. What are Humanoid Robots? Give an example.

   ...................................................................................

2. What is the Mechanical arm used for?

   ...................................................................................

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