Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

Chapter-1

CLASS 5

WINDOWS 11-ADVANCED FEATURES

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 ☐
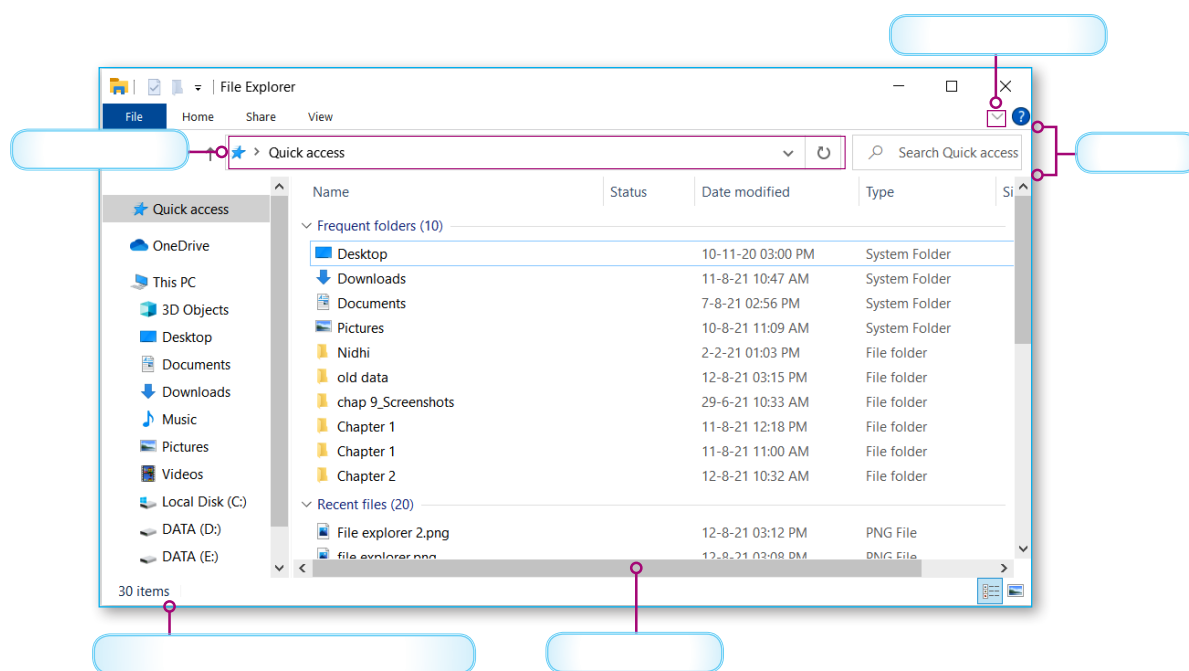
3. Temporary Windows files can be deleted using ....

   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

WORKSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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WINDOWS 11-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 used to install or uninstall software on the computer. (File/Programs)

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: _____

ORANGE

WORKSHEET ①

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
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Chapter-2

CLASS 5

WORD 2021 – 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 to search for any specific word or phrase? ....

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. ....

ORANGE

WORKSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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Chapter-2

CLASS 5

WORD 2021 – ADVANCED FEATURES

A. Make the following lists in MS Word 2021. 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 2021?

   ....

3. How will you Replace text in Word 2021?

   ....

FORMATTING IN POWERPOINT

Chapter-3

CLASS 5

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. ....is 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

WORKSHEET ②

TRACKPAD
PRO Ver. 5.1

Chapter-3

CLASS 5

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

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: _____

ORANGE

WORKSHEET ①

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
PRO Ver. 5.1 ❯

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. Which of 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 hints given below.

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: _____

Chapter-4

CLASS 5

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: _____

ORANGE

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD PRO Ver. 5.1

EXCEL 2021 – 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: _____

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Chapter-5

CLASS 5

EXCEL 2021 – 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 2021.

   ....

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: _____

EDITING IN EXCEL 2021

Chapter-6

CLASS 5

A. Tick (✓) the correct option.

1. The short key to select the whole worksheet is ....

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

2. A selected group of cells is called ....

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

3. We can use .... 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 hints given below.

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? ....

Name:

Roll No:

Class: _____ Section: _____ Date: _____

EDITING IN EXCEL 2021

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: _____

ORANGE

WORSHEET ①

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Chapter-7

CLASS 5

E-MAIL AND MALWARE SAFETY

A. Tick (✓) the correct option.

1. What does BCC mean in emails?

   a. Best Common Copy ☐   b. Blind Carbon Copy ☐

   c. Backward Copy ☐   d. Binary Code Copy ☐

2. Which of these is used to scan for viruses?

   a. Malware ☐   b. Antivirus ☐

   c. Phishing ☐   d. Trojan ☐

3. Spam emails are usually…

   a. Helpful messages ☐   b. Junk or unwanted emails ☐

   c. Only school emails ☐   d. Email drafts ☐

4. A pop-up asking for your bank details is an example of:

   a. Gaming ad ☐   b. Malware ☐

   c. Phishing ☐   d. Firewall ☐

5. Which one is not a safe practice?

   a. Clicking on unknown links ☐   b. Using antivirus software ☐

   c. Logging out after email use ☐ d. Creating strong passwords ☐

B. Fill in the Blanks.

1. .... are unwanted emails that fill the inbox.

2. .... software protects the computer from viruses.

3. .... stands for Blind Carbon Copy.

4. .... is a type of malware that locks files and demands money.

5. .... emails try to steal personal information.

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

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

E-MAIL AND MALWARE SAFETY

Chapter-7

CLASS 5

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

1. Antivirus software helps protect your computer. ....

2. BCC hides the email addresses of recipients. ....

3. Phishing tries to steal personal information. ....

4. Spam emails are always useful. ....

5. Worms spread automatically. ....

b. Rewrite the Incorrect Statements .

1. Spam emails are always important messages.

   ....

2. BCC shows all the recipient email addresses to everyone.

   ....

3. Trojan Horse protects the computer from viruses.

   ....

4. Ransomware makes your files free to use forever.

   ....

5. You should always click on unknown links to check them.

   ....

6. A firewall helps hackers to enter your computer.

   ....

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

ORANGE

WORKSHEET 1

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
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Chapter-8

CLASS 5

DATA PROCESSING

A. Tick (✓) the correct option.

1. What is the process of converting a coded message into understandable language?

   a. Information ☐   b. Decoding ☐   c. Data ☐

2. What will be the correct word for the code?

   3 15 13 16 21 20 5 18

   a. Decoding ☐   b. Computer ☐   c. None of these ☐

3. Which of the following represents the information in the form of drawing?

   a. Maps ☐   b. Pictograms ☐   c. Pictures ☐

B. The following table represents the marks obtained by Saurav in each subject. Arrange the information in ascending and descending order of numbers.

Subject	Marks Obtained
English	32
Science	95
Maths	64
Computer	72
Hindi	46
Social studies	59

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

1. In pictograms, information can be repsented in the forms of tables. ....

2. Information can be represented in the form of tables, pictures, maps, pictograms, etc. ....

3. Sorting is arranging data in a specific order. ....

4. Data refers to raw information. ....

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

Chapter-8

CLASS 5

DATA PROCESSING

A. Match the following:

1. Maps

2. Pictures

3. Tables

4. Pictograms

a.

b.

c.

d.

B. Answer the following questions:

1. What is Decoding?

   ....

   ....

2. Give two examples of pictograms.

   ....

   ....

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON SCRATCH

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

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

WORKSHEET ②

TRACKPAD
PRO Ver. 5.1

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. Colour code for Sensing blocks is orange.   ....

3. We can control a Sprite by using the sensing block.   ....

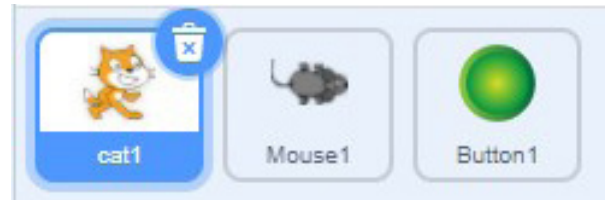4. We cannot create our own variables in Scratch.   ....

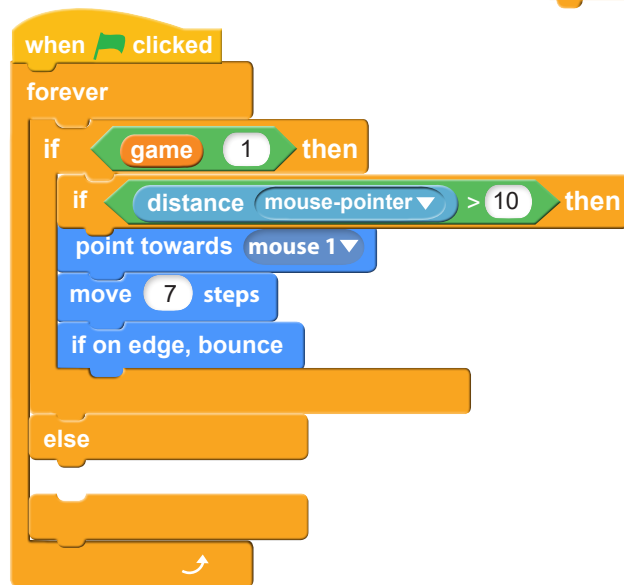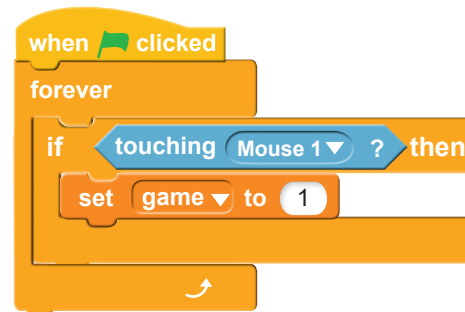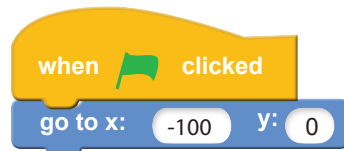Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____

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 🏁 clicked
go to x: -100  y: 0
```

```
when 🏁 clicked
forever
  if    touching  Mouse 1 ▼  ?  then
    set  game ▼  to  1
```

```
when 🏁 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
```

ORANGE

WORSHEET ②

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TRACKPAD
PRO Ver. 5.1

Chapter-10

CLASS 5

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: _____

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EVOLUTION OF ARTIFICIAL INTELLIGENCE

A. Tick (✓) the correct option.

1. In Which year did John McCarthy coin the term Artificial Intelligence in the DartMouth Conference?

   a. 1955 ☐   b. 1956 ☐   c. 1957 ☐

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 hints given below.

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. ....a smart speaker acts as a personal assistant helping the user by reminding tasks, creating appointments, and searching information by voice. (Google Home/ASIMO)

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: _____

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: _____