

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

COMPUTER—HARDWARE COMPONENTS

A. Tick (✓) the correct option.

1. Which of the following is an output device?

a. Printer

☐

b. Pen Drive

☐

c. Keyboard

☐

2. Which one of these is used to record and erase data any number of times?

a. CD-ROM

☐

b. DVD-R

☐

c. CD-RW

☐

3. Which one of these is used to measure the memory of a computer?

a. litre

☐

b. byte

☐

c. inches

☐

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

Hints: Read Only Memory, 1 Gigabyte, USB, Dynamic Random Access Memory

1. _____ is full form of DRAM.

2. _____ is full form of ROM.

3. _____ equals 1024 MB.

4. External hard disks can be connected with the help of _____ ports.

C. Rearrange the letters to make the correct words.

1. C M O A P T C

2. M A R S

3. V O T L A I L E

4. N B B I E L



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NUMBER SYSTEM

A. Complete the sentences.

1. The base of decimal number system is
2. The position of first digit towards left side of the decimal point is
3. The most widely used number system is
4. A binary number is made up of only
5. Hexadecimal number system provides shortcut method to represent
6. Binary addition is similar to the addition of

B. Correct and rewrite the following statements.

1. The word binary comes from 'Bi-' meaning three.
.....
2. We cannot perform the addition operation on binary numbers.
.....
3. The letters A to F represent the decimal numbers from 12 to 17 in hexadecimal number system.
.....
4. A single binary digit (like '0' or '1') is called a 'byte'.
.....

C. Read the clues and answer the following:

1. It contains a decimal point.
2. It uses the digits 0 to 7.
3. It consists of 16 digits.
4. It is simply a manner of counting.
5. It is used as a shorthand representation of long binary numbers.

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COMPUTER VIRUS

A. Tick (✓) the correct option.

1. Which one of the following is not an antivirus?

a. McAfee

☐

b. Quick Heal

☐

c. Code Red

☐

2. is a popular antivirus program.

a. Paint

☐

b. Windows

☐

c. McAfee

☐

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

Hints: Increase, Computer, Unknown , Antivirus

1. Rootkit is a virus.

2. An infected computer system will the size of infected files.

3. does not let the virus copy itself on our computer system.

4. To prevent a virus infection, never download music, programs or games from source.

C. Rearrange the letters to make the correct words.

1. YEMROM

2. OFWRESTA

3. OPRGAMRS

4. NRTIETNE



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ETHICS AND SAFETY MEASURES IN COMPUTING

A. Tick (✓) the correct option.

1. Which of the following is not a disadvantage of internet?

a. Wastage of time

☐

b. Cyber crime

☐

c. Loss of personal information

☐

d. None of these

☐

2. What can be assured by looking at green lock sign on address bar.

a. Security

☐

b. Respect

☐

c. Importance

☐

d. None of these

☐

B. Answer the following questions:

1. Write the ways to prevent Cyberbullying.

.....

.....

2. Why Digital footprints are required?

.....

.....

3. What is spamming?

.....

.....

C. Write two ethics that one should follow while working on the computer.

.....

.....

.....

.....

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SPREADSHEETS—AN INTRODUCTION

A. Tick (✓) the correct option.

1. What is the another name of Excel file?

- a. Workbook ☐ b. Worksheet ☐ c. Spreadsheet ☐

2. Cells arranged horizontally across the screen are called

- a. Rows ☐ b. Columns ☐ c. Grids ☐

3. What is a collection of one or more spreadsheets called?

- a. Workbook ☐ b. Worksheet ☐ c. Cell ☐

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

- The intersection of a column and a row is called a box.
- By default, a workbook file contains three worksheets.
- Double-clicking a cell activates it for editing directly in the cell.
- Different cells within a row can have different heights.

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

Hints: Column, name, Cell Range, Formula

- bar is used to enter and edit formulas and perform calculations on worksheet.
- Cells arranged vertically across the screen are called
- is a collection of cells which are not adjacent to one another.
- The address of the active cell is displayed in box.

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MORE ON SPREADSHEETS

A. Complete the sentences.

1. The filter can also be applied through Sort & Filter group under the Data tab by selecting the
2. The Data Bars option is used to add data bars to the cells having
3. The Highlight Cells Rules option is used to highlight all cells satisfying a given
4. The Top/Bottom Rules option is used to highlight some top or bottom cells in a

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

1. Excel can arrange the selected data in ascending order only.
2. Data can be copied/moved from one cell to another in Excel.
3. Wrapping text in a cell does not affect other cells.

C. Tick (✓) the correct option.

1. You can specify row height of
 a. 0 to 225 ☐ b. 0 to 409 ☐ c. 0 to 405 ☐
2. Excel calculates consecutive operators with the same level of precedence from
 a. left to right ☐ b. right to left ☐ c. top to bottom ☐

D. Write the steps to use Autofill feature.

.....

.....

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DATABASE AND DBMS—AN INTRODUCTION

A. Circle the correct option.

1. A (query / report) helps you to retrieve information from a table based on some criteria or condition.
2. Title Bar is the topmost bar of the Access 2019 window that displays the name of the (currently / previously) opened database.
3. Navigation Pane is present on the (left / right) side of the Access window.
4. Access 2019 is a powerful and easy to use (RDBMS / DBMS) which is a part of Office Suite.
5. (Templates / Forms) are the inbuilt format of databases that focus on the specific task.

B. Write the full form of the following:

1. OLE -
2. RDBMS -

C. Write the steps to delete a record.

- Step 1
- Step 2

D. Write the steps to sorting the Records in a Table:

- Step 1
- Step 2
- Step 3

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MORE ON ACCESS

A. Write the steps to create a report in Access 2019.

Step 1

Step 2

Step 3

B. Tick (✓) the correct option.

1. Which of the following features of Access 2019 allows us to retrieve data from a table?

a. Primary Key

☐

b. Select Query

☐

c. Foreign Key

☐

d. None

☐

2. The Logo and Title commands present under the Header/Footer group in the tab.

a. Design

☐

b. Format

☐

c. Both a and b

☐

d. None of these

☐

C. Define the following:

1. Structured Query Language -

.....

2. Parameter Query -

.....



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LISTS AND TABLES IN HTML

A. Complete the sentences.

1. The <TR> stands for
2. The description list is also known as
3. The tag is used to define an
4. The <TD> tag stands for
5. Tables represent the data in the form of

B. Correct and rewrite the following statements.

1. The VALIGN attribute of the <TD> tag is used to align the position of text in the cell horizontally.
.....
2. A list is a collection of related tags.
.....
3. Rows are further divided into cells by using the <TR> tag.
.....
4. The COLOR attribute is used to change the background color of the table.
.....
5. The BORDER attribute allows you to show borders only at specified sides.
.....

C. Define the following:

1. CELLPADDING :
2. CELLSPACING :

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MORE ON HTML

A. Complete the sentences.

1. A link that connects to another place on the same web page is called an
2. HTML allows you to insert images inside the web pages through the
3. VLINK attribute is used to set the color of the
4. SCROLLAMOUNT attribute indicates the speed of the
5. JPEG stands for

B. Define the following:

1. <MARQUEE> -
2. Anchor Tag -
3. Hyperlink -
4. <FRAMESET> -

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

1. The ALT attribute specifies the source or URL of the image that has to be inserted in the web page.
.....
2. The RESIZE attribute is used to restrict the user from resizing the frame on the web page.
.....
3. We cannot create internal linking in HTML web pages.
.....
4. The <FRAMESET> tag divides the window into vertical frames by using ROWS attribute.
.....
5. The <FRAMESET> tag is a container tag and written in place of the <BODY> tag.
.....