

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPUTERS—STORAGE AND MEMORY DEVICE

### A. Tick (✓) the correct option.

- Which one of these is not a optical storage device?
  - Pen Drive
  - Blu-ray Disc
  - CD
- Which of the following memory can be directly accessed by CPU?
  - RAM
  - ROM
  - Both of these
- How many bits are there in one nibble?
  - 4
  - 8
  - 9

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

**Hints:** CD-RW, Platters, KB, byte

- 1 ..... equlas1024 Bytes.
- A ..... can be used to write data again and again.
- The basic unit for measuring the memory of a computer is .....
- The hard disk consists of one or more magnetic disks called .....

### C. Rearrange the letters to make the correct words.

- CMOAPTC
- MARS
- VOTLAILE
- NBBIEL

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## GUI OPERATING SYSTEM—DESKTOP MANAGEMENT

### A. Tick (✓) the correct option.

- Which of these can be kept on the desktop to get quick access to information?  
a. Gadget       b. Icon       c. Wallpaper
- Which of these helps to quickly open files or folders by double-clicking on them?  
a. Taskbar       b. Icons       c. Gadgets
- The final screen that appears after switching ON the computer is .....  
a. Wallpaper       b. Folders       c. Desktop

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

- Screen Saver does not start by itself. ....
- We can change desktop background. ....
- Windows is a Geometrical User Interface. ....
- Start button is present at the right side on the Taskbar. ....

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

**Hints:** notification, icons, Screen saver, Taskbar

- Desktop has some shortcut .....
- ..... is a moving pattern or animation on the screen.
- ..... helps to manage the various currently active programs.
- Clock appears in the ..... area on the taskbar.

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## EDITING IN WORD 2019

### A. Tick (✓) the correct option.

- Which of the following is a processing software?  
a. Word       b. Excel       c. Paint
- Which command in Word 2019 is used to remove the text from its original location?  
a. Remove       b. Cut       c. Move
- Shapes can be inserted in the text from the ..... tab.  
a. Review       b. Home       c. Insert

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

**Hints:** size, double, four

- There are ..... types of alignment.
- A font is a style and ..... of text.
- You can ..... click to select a word in a Word 2016 document.

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

- Redo is used to cancel a command. ....
- Word 2019 allows to insert text within typed text. ....
- The Spelling and Grammar button is situated under the Review tab. ....
- Word is a drawing program. ....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## FORMATTING IN WORD 2019

### A. Tick (✓) the correct option.

- Which of the following is default font in a word document?  
a. Arial     b. Comic Sans     c. Calibri
- Which of the following case is used to write "iNDIA iS mY cOUNTRY"?  
a. Sentence case     b. Toggle case     c. Lowercase
- To apply bullets to the text, you have to click on which group of Home tab?  
a. Paragraph     b. Font     c. Styles

### B. Number the steps to apply Numbering to the text:

- Select the style of number.
- Click on the drop-down arrow next to the **Numbering** in the **Paragraph** group.
- Click on the **Home** tab.
- Type the first item in the list and press the Enter key.

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

- The text highlight color option lies in the Home tab. ....
- We can align a paragraph in four alignment options in Word 2019. ....
- In a bulleted list each item has a sequential number in front of it. ....
- Bold means a line under the text. ....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## THE INTERNET—WEB BROWSER

### A. Tick (✓) the correct option.

- Which button is used to stop the loading the current web page from the Internet?  
a. Stop       b. Pause       c. Refresh
- Which of these is not required for an Internet connection?  
a. Modem       b. Web Browser       c. Printer
- Which of the following is sent and received using internet?  
a. E-mail       b. G-mail       c. Browser

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

- You cannot play online games. ....
- Web browser is a software. ....
- Internet is network of computers connected in a city. ....

### C. Fill in the blanks using the words given below:

**Hints:** stop, collection, internet, world, main page

- WWW stands for ..... wide web.
- Website is a ..... of web pages.
- Home page is the ..... of a website.
- ..... button stops the downloading of current web pages from the Internet.
- ..... is the biggest network of computers.

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## INTRODUCTION TO POWERPOINT 2019

### A. Tick (✓) the correct option.

- Which of the following is located at the bottom of the PowerPoint 2019 window?  
a. Status bar     b. Ribbon     c. Title bar
- Which of the following is not present under File tab?  
a. Print     b. Save     c. Font
- Which of the following tab has an option to add new slide?  
a. Home     b. File     c. Insert

### B. Guess who am I?

- I contain multiple tabs, each with several groups of commands. ....
- I am a dotted box on a slide which may contain text, picture, video, etc. ....
- I help to view of your presentation on the full screen, the way your audience will see it. ....

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

- PowerPoint 2019 is software used for creating presentation. ....
- PowerPoint 2019 is opened with a blank presentation. ....
- A placeholder is a page in a presentation. ....
- Quick Access Toolbar is located at the top right corner of the taskbar. ....

### D. Write the steps to delete multiple placeholders.

.....  
.....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## STEPWISE THINKING

### A. Tick (✓) the correct option.

- If 'a' means '+', 'b' means '/', 'c' means '\*' and 'd' means '-', solve and find out the value of the expression  $15 a 60 b 12 c 13 d 5$ ?
 

a. 59	<input type="checkbox"/>	b. 62	<input type="checkbox"/>	c. 75	<input type="checkbox"/>
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- Which of these is also called computational thinking?
 

a. Program	<input type="checkbox"/>	b. Reasoning	<input type="checkbox"/>	c. Stepwise thinking	<input type="checkbox"/>
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- Which number will come next in the following series?  
1,4,9,16,25,36.....
 

a. 72	<input type="checkbox"/>	b. 49	<input type="checkbox"/>	c. 65	<input type="checkbox"/>
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### B. Answer the following questions:

1. What is Programming?

.....

.....

2. What is a Case study?

.....

.....

### C. Number the steps to arrange your school bag according to the time table.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Take your books and notebooks from your bookshelf.  |
| <input type="checkbox"/> | Open your school bag and make sure it's empty.  |
| <input type="checkbox"/> | Keep remaining books and notebooks in the second section of your school bag according to subject's periods for the second half. |
| <input type="checkbox"/> | Keep a pencil box, diary and lunch box in another section of your school bag.   |
| <input type="checkbox"/> | See the timetable from your school diary.   |
| <input type="checkbox"/> | Close your school bag.  |
| <input type="checkbox"/> | Keep some books and notebooks in one section of your school bag according to subject's periods for the first half.              |

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## FEATURES OF FILE MANAGEMENT

### A. Tick (✓) the correct option.

1. Which of these folder is used to store all your digital pictures?

a. Pictures

b. Videos

c. Movie

2. Which of these contains deleted files?

a. Recycle Bin

b. Downloads

c. Both of these

### B. Number the steps to create a folder.

Click on Folder option to create a new folder.

Open the folder in which you want to create the file.

Right-click in an empty section of the folder. Click on New option.

The new folder will get created in your folder.

Type the name you want to use for the new folder and press the Enter key.

### C. Answer the following questions:

1. Write any two points which you need to keep in mind while using Computer.

.....  
.....

2. Do you keep your files and folders in an organized way? Why?

.....  
.....