WORKSHEET

Name: _____

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Class: _____ Section: _____ Date: _____

TRACKPAD
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Chapter-1

CLASS 6

CATEGORIES OF COMPUTERS AND COMPUTER LANGUAGES

A. Tick (✓) the correct option.
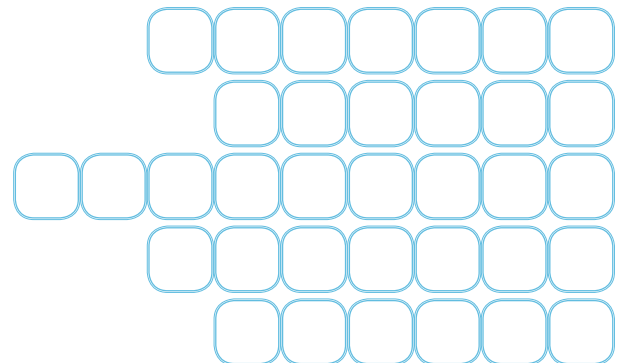
1. Digital Computer works on digits .... and ....

    a. 0,1 ☐   b. 10,1 ☐   c. 1,2 ☐

2. .... is a computer that provides services to other computers in a network.

    a. Server ☐   b. Client ☐   c. Main Computer ☐

3. Which of these is portable?

    a. Desktop computer ☐   b. Laptop ☐   c. Mainframe computer ☐

B. Give an example of the following:

1. Embedded Computer ....

2. Handheld computer ....

3. Supercomputer ....

4. Gaming console ....

C. Rearrange the following letters:

1. IGITALD

2. HDYBRI

3. INAMFEAMR

4. TPKODES

5. TPOPLA

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ORANGE

WORKSHEET

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Chapter-2

CLASS 6

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FILE MANAGEMENT—ORGANISATION OF DATA

A. Tick (✓) the correct option.

1. Which of these is not a wildcard character?

   a. * ☐   b. & ☐   c. ? ☐

2. Which of these is a collection of related information?

   a. File ☐   b. Folder ☐   c. Document ☐

3. Files/Folders are organised in ....

   a. Windows Explorer ☐   b. Document ☐   c. Recycle Bin ☐

4. The deleted files goes into ....

   a. Documents ☐   b. Downloads ☐   c. Recycle Bin ☐

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

Hints: folder, Windows Explorer, Downloads, subfolder

1. .... folder is used to store the files downloaded from the internet.

2. A .... is like a file cabinet in which you can keep your files.

3. A folder within a folder is called a ....

4. .... is a file manager that organises files and folders in your computer.

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

1. All the data in a computer is stored in the form of files and folders. ....

2. Once a file/folder is deleted from the Recycle Bin, it cannot be restored. ....

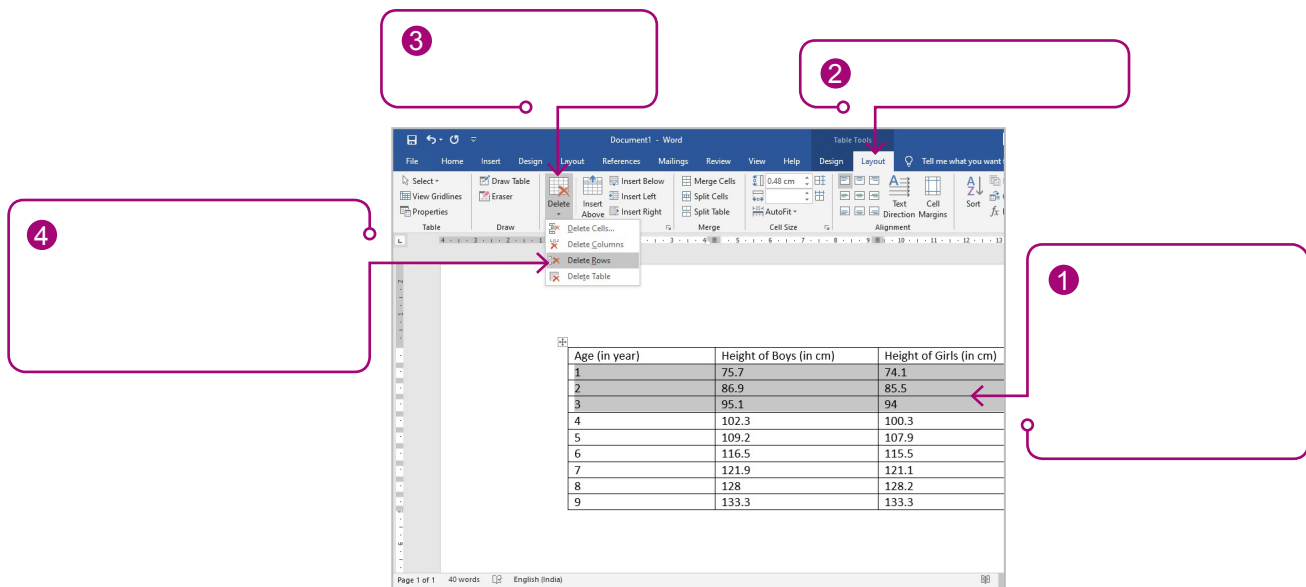3. Shortcut key to copy a folder is Ctrl+V. ....

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Chapter-3

CLASS 6

WORD PROCESSOR—TABULAR REPRESENTATION

A.   Label the steps in the following window to delete columns.

Age (in year)	Height of Boys (in cm)	Height of Girls (in cm)
1	75.7	74.1
2	86.9	85.5
3	95.1	94
4	102.3	100.3
5	109.2	107.9
6	116.5	115.5
7	121.9	121.1
8	128	128.2
9	133.3	133.3

B.   Answer the following questions:

1.   What is a table?

....

....

2.   What do you mean by merging cells?

....

....

3.   What is the use of Table Sytles feature?

....

....

4.   Write the steps to resize a table?

....

....

5.   Why we use border and shading in a table?

....

....

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WORD PROCESSOR—MAIL MERGE

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

1. Mail merge helps in saving time. ....

2. We should use Mail merge when we have to send letter to one person. ....

3. Data source is the content of letter while doing mail merge. ....

B. Label the steps to perform mail merge.
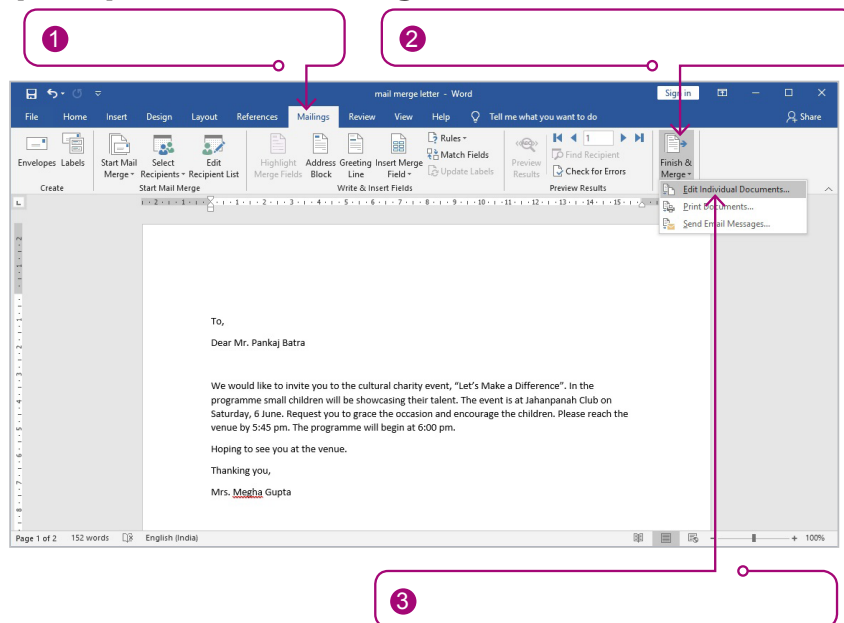
C. Write 'A' in the box which represents the advantages of mail merge.

[ ] It saves time and efforts.

[ ] It does not allow to make changes in several letters very quickly.

[ ] It allows to produce thousands of letters quickly.

[ ] It does not allow to save the letters as template for later use.

D. Match the following:

1. Main Document	a.	Contains all information about recipients
2. Data Source	b.	Final document created by merging main and merged document
3. Merged Document	c.	Contains the text of the letter which we want to send

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Chapter-5

CLASS 6

PRESENTATION—VISUAL EFFECTS

A. **Tick (✓) the correct option.**

1. Which of the following is not an alignment in PowerPoint?

    a. Right ☐   b. Justify ☐   c. Justify Centre ☐

2. .... in PowerPoint is used to create the default layout and appearance of the slides in the presentation.

    a. Theme ☐   b. Slide Master ☐   c. Design ☐

3. Which of the following option is used to change the background of a theme?

    a. Color ☐   b. Background Styles ☐   c. Background ☐

B. **Write the names of following Action buttons:**

1. ☐ ☐ ☐ ⬠   ....

2. ⇨ ⇦ ⇧ ⇩   ....

3. 💬 💬 💬 💭   ....

4. ◁ ▷ |◁ ▷| ....

C. **Answer the following questions:**

1. What do you mean by Slide Transition? Write the steps to add transition to the slide.

    ....

    ....

2. Write three things which you should keep in mind while enhancing the look of a presentation.

    ....

    ....

3. When should Reading View be used in a Presentation?

    ....

    ....

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Chapter-6

CLASS 6

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SCRATCH PROGRAMMING—GAME CREATION

A. Tick (✓) the correct option.

1. Which block has commands to change backdrop?

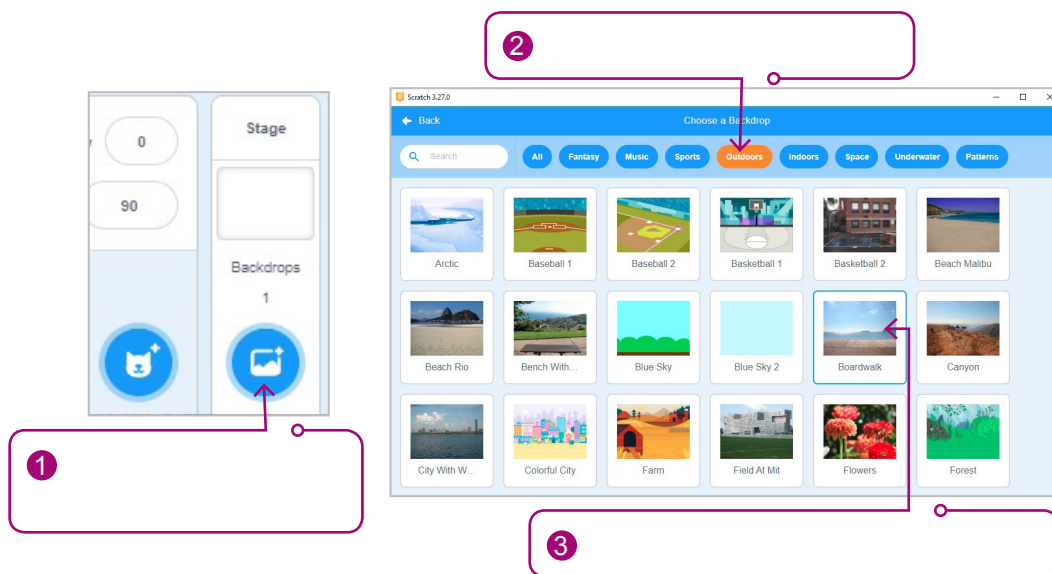   a. Motion ☐   b. Events ☐   c. Looks ☐

2. Which of these is the default sprite in scratch?

   a. Penguin ☐   b. Dog ☐   c. Cat ☐

B. Write the use of following blocks:

1. Pen ....

2. Sensing ....

3. Operators ....

4. Sound ....

5. Looks ....

C. Label the steps to choose a backdrop in the following window:

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Chapter-7

CLASS 6

HTML—AN INTRODUCTION

A. Complete the sentences.

1. Tags are the basic building blocks of a ....
2. HTML stands for ....
3. The server stores the files and information in the form of ....
4. Tag begins with opening angular bracket (<) and ends with ....
5. All attributes consist of two parts – a name and a ....

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

1. The 'name' is the value that you want to set.

   ....

2. We cannot change the width of the horizontal line on the web page.

   ....

3. Values given to the attributes should not be enclosed within the double quotes.

   ....

4. There must be a space between < and > in a tag.

   ....

5. A HTML file is saved with .docx or .doc extension.

   ....

C. Match the following:

1. Used to view the Web page   a. Web page

2. Collection of web pages   b. Web browser

3. HTML document is called   c. <HEAD> Tag

4. Contains information about header d. Website

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ONLINE SURFING AND CYBER SECURITY

A. Define following:

1. E-greetings - ....
....

2. Newsgroup - ....
....

3. Cloud Storage - ....
....

B. Write two examples of the Cloud Storage Service.

1. ....

2. ....

C. Write the full form of the following:

1. VoIP - ....

2. E-mail - ....

D. Tick (✓) the correct option.

1. Software cracking is considered illegal and cracked software is often called
....

   a. Custom Software ☐   b. Pirated Software ☐

   c. Genuine Software ☐   d. None of these ☐

2. Which of the following is a type of hacker?

   a. Black hat ☐   b. White hat ☐

   c. Both a and b ☐   d. None of these ☐

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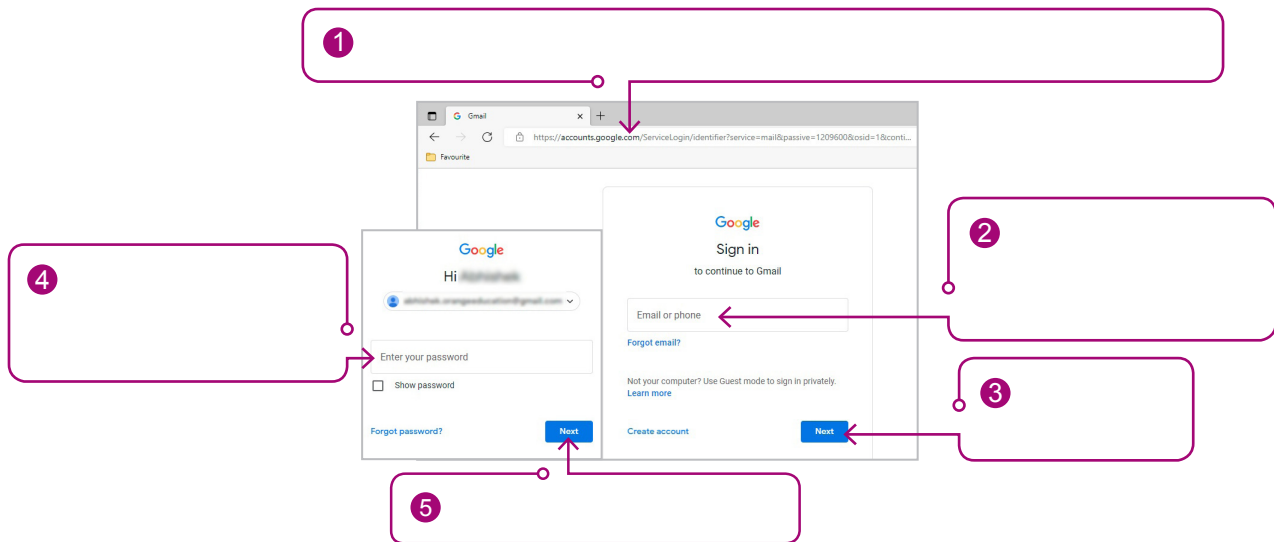
Name: _____

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Chapter-9

CLASS 6

E-MAIL—AN INTRODUCTION

A. Complete the sentences.

1. The World Wide Web consists of several public and private websites which may be interlinked and accessible over the ....

2. URLs are the key to navigating the ....

3. A hyperlink is simply a part of the web page that is linked to a ....

4. To send and receive e-mail, the user must have an ....

5. The most common general purpose and free e-mail service provider is ....

B. Label the steps to Logging In or login for an e-mail account.

C. Define the following:

1. Acronym - ....
....

2. Email - ....
....

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MORE ON INTERNET

A. Write a short note on the following:

1. Blogging - ....
....

2. Podcasting - ....
....

3. Cloud Storage - ....
....

B. Answer the following questions:

1. Niharika has done online shopping but she has only cash available. What option she need to choose for payment?
....
....

2. What is the use of Registered mobile number in your bank account?
....
....

C. Match the following:

1. Cloud Storage   a. The person who writes the blogs

2. Modes of payment   b. OneDrive

3. Blogger   c. Net Banking

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