

III State True or False

- 1) True 2) True 3) False 4) False
5) True 6) True 7) False 8) True

IV Answer the following

- 1) It is a collection of web pages. Its provides information about persons, business, organizations, institutes, etc.
- 2) Microsoft Edge is a web browsing software for using internet. It is a part of Microsoft Windows 10 operating system.
- 3) It is a collection of Inter-connected pages that contains text, pictures, audio and movies. Its contains millions of websites with interlinked documents of information. A website name with www.
- 4) Electronic mail or e-mail is the most popular feature of the internet. It is used to send document, pictures and videos. It is very fast, easy and economical media for sending or receiving messages around the world.
- 5) Search engine is a computer program used to search information on the web. Search engine helps us to search website, images audio and videos. It is also used to find information about people, places, business, organizations, institutions etc.
- 6) Web browser is an application software used to open websites. It helps you to view Web pages containing information, documents, images, audio and videos, animation movies etc. Some popular web browsers are: Internet Explorer, Google Chrome, Mozilla Firefox

V Identify these Keys

- 1) Attach File 2) Notification 3) Delete button 4) Refresh
5) Search

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1

INSIDE A COMPUTER

I Fill in the Blanks

- 1) Motherboard 2) RAM 3) Motherboard 4) SMPS 5) Video card 6) Modem

II Match the following

- 1) Hard Disk 2) Power supply 3) Software 4) Digital Pathway
5) Centronics Interface

III Choose the Correct Answer

- 1) Memory 2) MP3 Player 3) Heat sink 4) Graphic Card

IV True or False

- 1) False 2) False 3) True 4) True 5) True

V Answer the following

- 1) Motherboard is the main circuit board which serves to connect all of the parts of a computer together.
- 2) It helps bring cool air into and blow hot air out of the case.
- 3) RAM is known as Random Access Memory. It helps to store data until the machine is working.
- 4) USB port stands for universal serial bus. It helps to connect USB devices each other and to transfer digital data.
- 5) It allows the computer to send graphical information to a video display device such as a monitor.
- 6) The physical parts of a computer are known as hardware. Eg. Monitor, keyboard, mouse etc.
- 7) Micro processor is an integrated chip which accepts digital data as input, process it and provides the result as output.
- 8) The parallel port is commonly used to connect printers with a computer.

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2

WINDOWS 10

I Fill in the blanks

- 1) Operating system 2) File 3) List view 4) Folder view 5) Title view
6) File Explorer 7) Sort by 8) File 9) Recycle bin

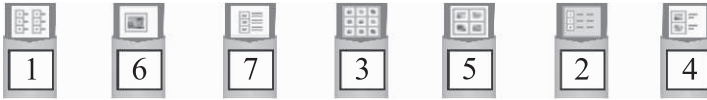
II Multiple choice questions

- 1) Run 2) Recycle Bin 3) calc 4) Move

III State whether True or False



IV Identify the following



V Match the following

- 1) calc 2) OSK 3) Write 4) Winword 5) cmd 6) explorer

VI Name the following icons



VII Answer the following

- 1) The default style of a folder is a yellow box. These steps to change the style of a folder from the folder properties window.
 - * Right click on the folder icon. * Select properties from the pop-up menu
 - * Select the customize tab * Click on the change icon button * Select a picture or browse from the window to change the folder style * Click OK button.
- 2) Extra large icons, Large Icon, Medium icon, Small icons are the options to view folder.
- 3) A folder can copy to click on the file explorer button on the taskbar select the folder and click on the copy button on the home tab and display the destination folder and press paste button.
- 4) A folder can rename to click on the folder button on the taskbar, then click on the rename button on the home tab type a new name and press enter in a blank area.
- 5) Press right click on the start button to get the run option.
- 6) Folder is a directory which contains files and folders. A file is a collection of data stored as unit and identified by a file name.

I Match the following

- 1) Wall 2) Chat App 3) 140 characters 4) Weblog 5) Video call

II Identify the logos

- 1) Instagram 2) Facebook 3) Hangout 4) WhatsApp
5) Twitter 6) skype 7) LinkedIn 8) Snapchat

III Find out odd one

- 1) Twitter 2) Blog 3) Twitter

IV Fill in the Blanks

- 1) Email 2) Mark Zuckerberg 3) Instant Messengers 4) 2009
5) Video calling 6) Blog

V True or False

- 1) True 2) False 3) True 4) False 5) True 6) True

VI Write the answer to the following questions

- 1) Email stands for electronic mail. Send and receive a letter through internet are main advantage of Email.
- 2) Message, information, image, etc posted on twitter is called tweet.
- 3) The blog in the short term of the word weblog. It is a part of website with content written frequently and added in a chronological order.
- 4) Brain Acton and Jan Koum are the founders of Whatsapp.
- 5) It is a technology that integrates telephone service with computer networks.
- 6) The advantage of Social network site to connecting with friends and family members chatting and stay in touch with them. It is helped to communicate over text, voice and video chatting.

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INSERTING FEATURES

I Fill in the blanks

- 1) Shapes 2) Adjust group 3) Wrap text 4) Add ins
5) Adjust group 6) Flip Horizontal 7) Symbol 8) Internet

II Multiple choice questions

- 1) Illustrations 2) 72 3) WordArt 4) Media

III Match the following

- 1) Illustrations 2) Text 3) Adjust 4) Arrange 5) Rotate

IV True or False

- 1) False 2) True 3) False 4) True 5) False

V Answer the following

- 1) WordArt is a gallery of text styles that you can add to your Microsoft Office 2016 documents to create decorative effects to the text.
- 2) Picture, Online Picture, Shapes, SmartArt, Chart, Screenshot.
- 3) Text fill, Text outline and Text effects.
- 4) Click on More Symbols in the drop down list of Symbols Group on Insert tab, you will get a Symbol window. Here you can insert the symbol from this window.
- 5) If you want to rotate or flip the selected object, click the down arrow of rotate from the arrange group. Select desired option from the drop down list. You can also rotate an object to any angle with the help of the rotation handles (Round arrow that appears at the top of a selected shape).
- 6) Click on the Picture in the illustration group on the insert tab. Then select a picture that you want to insert from the insert picture window. Click on insert or double click on the picture.
- 7) Horizontal, Rotate all text 90° and Rotate all text 270°.
- 8) Click on Online pictures on Illustrations group on Insert tab. In search box, type the word that you want to search for an image and select an item and click on insert option.

I Fill in the blanks

- 1) Power point 2) Home tab 3) Slides group 4) Home tab
- 5) Drawing group 6) Slide 7) Shape outline button

II True or False

- 1) False 2) False 3) False 4) True 5) False

III Match the following

- 1) Different Layout 2) Reflection 3) Bring to front 4) Drawing group

IV Fill the following steps

- 1) Insert a new slide: Click new slide in slide group, you can see Different layouts, Select one layer.
- 2) To duplicate a slide: Select one slide, click new slide in slide group, select Duplicate slide from drop down.
- 3) To insert a shape: Click on Shape in Drawing, select a shape from drop down list, Drag the mouse on the slide.

IV Fill the crossword

- 1) Delete 2) Quick style 3) Drawing 4) Slides 5) Font

V Answer the following

- 1) A Presentation is a collection of slides. Slides are individual pages that consist of titles, texts, graphics, clipart, videos, sounds, etc
- 2) Clipboard, Slides, Font, Paragraph, Drawing, Editing
- 3) Slide is an individual page of a presentation. It is the actual area where you can make a presentation. It is used to arrange the objects of a presentation.
- 4) To enter or edit the texts click on the text box in the slides.
- 5) You can fill the selected shape with gradient, follow the steps:
Select the shape that you want to fill.
Click shape fill on the Drawing group.
Select the gradient option from the drop down list and select one gradient item.
- 6) You can duplicate a slide with the content of an existing slide in a presentation. to duplicate a slide, follow the given steps: Select the slide that you want to duplicate. On the Home tab, click on the down arrow of the new slides in the slides group. Select duplicate selected slides from the drop down list. The duplicated slide is inserted directly below the selected slide.
- 7) Click the Start menu then click the All apps then select the PowerPoint 2016.
- 8) To insert new slides, follow the steps: Click on the arrow of New slide on Slides group. Here, you can see different layouts like title, title and content, comparison, Blank etc. click on any layout you prefer. A new slide with the selected layout will be inserted into your presentation.

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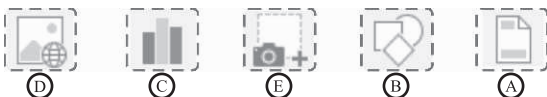
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POWERPOINT GRAPHICS

I Fill in the blanks

- 1) Illustration 2) Insert tab 3) Links group 4) WordArt
5) Table group 6) Theme colours

II Match the following



III True or false

- 1) False 2) False 3) False 4) True

IV Fill the crossword

- 1) Picture 2) WordArt 3) Text 4) Chart 5) Table

V Answer the following

- 1) Click the Start From Beginning command on the Quick Access Toolbar, or press on the F5 key at the top of your keyboard. The presentation will appear in full- screen mode.
- 2) Header and Footer helps you to display common contents of a presentation into all slides. You can insert information such as slide number, date and time, company logo, presentation title or file name into a single slide and will be displayed in all slides.
- 3) A PowerPoint Photo Album is a presentation to display photographs. After inserting the pictures in the album, we can add captions, adjust the order and layout, add names around the picture.
- 4) Select the text Water pollution in Slide 1 then click on Hyperlink from Links group on Insert tab Insert Hyperlink window will be displayed as shown below then click on place in document option. Select slide about Water Pollution Click OK button.
- 5) A Smart art graphic is a visual representation of information and ideas. You can create SmartArt Graphic by choosing from different layout. It is used to communicate messages quickly, easily and effectively.

I Multiple choice question

- 1) Spreadsheet 2) Cell 3) Tabular 4) Merge 5) File

II Fill in the blanks

- 1) MS Excel 2) Quickly and Easily 3) Blank 4) Home tab 5) A cell 6) Worksheet

III True or False

- 1) False 2) True 3) True 4) False 5) True

IV Match the following

- 1) To go First row 2) To go Last row 3) To go Last column 4) To go First column

V Answer the following

- 1) MS excel carry out complex arithmetic calculation and logical operations such as addition, multiplication, subtractions, etc. It helps to easily generate reports and prepare graphs.
- 2) Select the sheet, then Select Background option on the Page Setup group in Page Layout tab. Select a picture and click on Insert button.
- 3) Merging cells means combining two or more adjacent cells into one cell.
- 4) To change the row height, select entire row and right click on it. Select Row Height option from the popup menu. Enter a new size of row in the Row height box and click on OK button. You can also change the Row height by the directional arrow tool at the row heading margin.
- 5) There are 1048576 rows and 16384 columns in a worksheet.
- 6) Click on the new option from the file tab. Then, select new blank workbook.
- 7) Select close option from the File tab.

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MORE ON SCRATCH



I Fill in the Blanks

- | | | | |
|-----------|-----------------------|----------------|------------|
| 1) Pen | 2) 480 and 360 | 3) Background | 4) 0(Zero) |
| 5) Sprite | 6) Sprite Header Pane | 7) 240 and 180 | 8) Flag |


II State True or False

- | | | | | |
|---------|----------|---------|----------|---------|
| 1) True | 2) False | 3) True | 4) False | 5) True |
|---------|----------|---------|----------|---------|

III Match the Following

- | | | | |
|--|--|--|--|
| a)  | b)  | c)  | d)  |
|--|--|--|--|

IV Multiple Choice Questions

- | | | | |
|------|-------------|----------|---|
| 1) X | 2) Vertical | 3) White | 4)  |
|------|-------------|----------|---|

V Application Based Questions

- 1) Step 1: Open the Scratch window. Remove the Cat Sprite by right click on it and selecting the Delete option.
Step 2: Click on the Choose new Sprite from file button. Select the new sprite for example select girl1-walking sprite from the people folder in the new sprite dialog box.
- 2) To add a new background, click on the Stage icon and click Import button from Background tab. Select any new background from the Import folder. The background is added on the stage as well as in the backgrounds list under the background tab.