

DELHI WORLD PUBLIC SCHOOL

BHATAPARA-BALODA BAZAR

(A Senior Secondary School Affiliated to C.B.S.E. New Delhi)

WORKSHEET FOR CHAPTER- I

CLASS:-V

SUBJECT:- COMPUTER

**A. Match the following:**

A B

Lady Augusta Lovelace Pascaline

Second Generation Computers The first programmer

Blaise Pascal Transistors

Third Generation Computers Supercomputer

PARAM Siddhi AI Integrated circuits

**B. Application based questions:**

1. Raman is working in the National Weather Forecasting agency. Which type of a computer is he using to forecast the weather conditions?
2. Which type of computers do Indian Railways use to interact with the customers for the booking and cancellation of tickets?
3. **Multiple Choice Questions:**
4. The era of first generation computers was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. 1920-1936 b.1940-1956 c. 1950-1958

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an example of supercomputer.

a. Fugaku b. Pratyush c. Both a and b.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are used in homes, schools, shops, offices, banks etc.

a. Micro computers b. Mini Computers c. Super computers

1. Punched cards were designed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. John Mauchly b. Herman Hollerith c. John von Neumann

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ were used in first generation of computers.

a. Transistors b. Vacuum tubes c. Integrated circuits.

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WORKSHEET FOR CHAPTER- II

CLASS:-V

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

1. Microsoft Windows is an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. To customise the desktop, right-click on the area and select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ option.
3. In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ folders,you can store digital photos, images and graphic files.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are the graphical images that give a quick access to the related applications.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature minimizes all the open windows except the one you want to focus on.

**B. State true or false:**

1. The first GUI edition of Windows operating system was introduced in 1988.
2. Windows 10 is the latest version of Windows.
3. Bill Gates is the founder of Microsoft.
4. Windows 10 allows the user to create more than one desktop at the same time.
5. You can not resize a live title.
6. The Peek at desktop button is located at the right end of the taskbar.

**C. Application based Questions:**

1. Riya wants to check the weather conditions of her hometown. suggest her the app that she can use to do this task.

2. Kritika has made her computer project. She has saved it on her computer with the name ‘Project Kriti’, but forgot the location of the file. suggest her the best way to search the project.

**D. Answer the following:**

1. Mention any two features of windows 10.
2. Describe the different parts of Taskbar.



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WORKSHEET FOR CHAPTER- III

CLASS:-V

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

1. The \_\_\_ option is used to insert predesigned table in a Word document.
2. All hollow square at the bottom right corner of the table is called \_\_\_ handle.
3. \_\_\_ option adjusts the table according to the margins set on a window.
4. \_\_\_ controls the overall appearance of a table.

**B. State true or false:**

1. Auto fit contains option adjust the column with according to the data entered.
2. Cell cannot be merged in a table.
3. We can add row are column in a table by clicking on the + sign.

**C. Application based Questions:**

1. The teacher has asked Rohan to enter his test marks in a table. she has asked him to calculate his total marks. Which option should he used to find his total marks.
2. Ishita has designed Her weekly study schedule in a tabular format. She wants to enlarge the size of a table. Suggest her a quick way to resize the table.

**D. Answer the following:**

1. Explain the term Table.

2. State the difference between:

a. Table Move Handle and Table Resize Handle.

b. Split cells and Merge cells

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WORKSHEET FOR CHAPTER-IV

CLASS:-V

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contains the text that we send to all the recipients.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key helps us to move between fields while typing the data.
3. The data is organised in tabular form along with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ names.
4. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_ mark gives an indication that a record is selected.
5. Data is organized in a tabular form along with field names in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***[Main document, Field, Data Source, Tick, Tab ]***

**B. State true or false:**

1. Main document consists of a mailing list.
2. Field is a column in a data source that contains one type of information.
3. Merge field is the feature that is used to combine a recipient list with a main document.
4. The mail merge task pane appears on the right side of the word window.
5. The two main components required during a Mail Merge process are the main document and the merge field.

**C. Multiple choice questions**

1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a row on a datasheet, which consists of a number of fields.

a. Field b. record c. Database

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the data item, which instructs Microsoft Word where to insert the data source information in the main document.

a. Data source b. Merge Field c. Main document

1. To create a new Recipients list, select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ radio button under the selected recipients section.

a. Use an existing list b. Select from contact c. Type a new list.

**D. Answer in one word or in one sentence.**

1. In a Merge, where do we organise data in tabular form along with the field names?
2. Which tab do you select to execute Mail option?
3. Which option is used to print a Mail Merge document?

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WORKSHEET FOR CHAPTER- V

CLASS:-V

SUBJECT:- COMPUTER

**A. Fill in the blanks**

1.A Presentation is a collection of \_\_\_ that are arranged in a sequential manner.

2. Most of the view buttons are present in the \_\_\_ group.

3. The \_\_\_ is the new feature using which you can add patience into your presentation.

4. The \_\_\_ you display Miniature view of all the slides of a presentation.

5. \_\_\_ way to provide feedback to others about their presentation.

6. The \_\_ is a feature that allows you to club your personal and business photographs to use for a presentation.

***( photo album, slides, comments, inkequations, slide sorter, presentation views )***

**B. Multiple choice questions**

1. Which function key is used to display the slideshow

a. F9. b. F5 c. F10

2. In which view do you get the outline pane?

a. Normal view b. Slide sorter view c. Outline view

3. Which among the following features require a network service to start the slide show?

a. Present online b. Custom Slide show c. From beginning

4. Which feature find the information related to the selected item on the web, without forcing users to open up an internet browser?

a. Ink Annotation b. Smart lookup c. Ink equation.

**C. Which view am I?**

1. I am the main editing you to write and design the slides.

2. I can show you the notes that you can include inside.

3. I display all the text of your slide but not objects.

4. I display a miniature view of the slides of a presentation.

5. I am used when the presentation is delivered to the audience.

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WORKSHEET FOR CHAPTER-VI

CLASS:-V

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

1.A \_\_\_ provides and accurate analysis of information.

2. The \_\_\_ key combination is used to decrease the font size.

3. A \_\_\_ is a grid of cells arranged in rows and columns.

4. Also rename any layout using the \_\_\_ button present in the edit master group on the slide master tab.

5. Slide master consists of \_\_\_ place holders.

**B. Application based questions:**

1. Raj wants to create a presentation on the comparative analysis of rain fall for the past 5 years. Which tool can he use to present the same?

2. Meenakshi has created a presentation of 6 slides. Which option can help her in doing so?

**C. Multiple choice questions:**

1. On which tab the slide master button is available.

a. View b. design. c. animations

2. The intersection of row and column in a table is called \_\_\_.

a. Cell. b. Queue c. Box

3. When we insert a chart, the data is displayed in a special window called\_\_\_.

a. Application b. datasheet c. report

4. Which shortcut key combination opens the founder of box

a. Ctrl+T b. Ctrl + F. c. Shift + T

1. **Answer the following:**

1. What Is a slide master?

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WORKSHEET FOR CHAPTER- VII

CLASS:-V

SUBJECT:- COMPUTER

**A. Fill in the blanks-**

1. Programming in computer language includes \_\_ and \_\_.

2. Blocks in\_\_\_ block category are round in shape.

3. The sensing blogs pilot has \_\_\_ color coded blocks.

4. > blocks reports \_\_\_ if the first value is greater than the second value.

5. When a word is saved in a variable it is called a \_\_\_.

6. Elongated Diamond shaped blocks are placed as a \_\_\_, inside blocks.

7. Variable can hold \_\_\_ value at a time.

***( light blue, decisions, true, Logics, operators, string variable, one, condition)***

**B. Application based questions-**

1. Kartik is learning programming in scratch. He wants to create a new project, which displays Random numbers on stage. Suggest him the block he can use for the same.

2. Priyanka wants to create a new variable 'Name' in his scratch project. Suggest her the appropriate blog to do the same.

**C. Multiple choice questions-**

1. The blog to add two numbers are located under the \_\_\_ block menu.

a. Operators b. sencing c. pen

2. The \_\_\_ block is used to calculate the product of two values.

a. b. c.

3. The operators block menu has \_\_\_ colour coded blocks.

a. Light green. b. blue. c. red

4. \_\_\_ block categories used to create variables in scratch project.

**D. Answer the following-**

1. What is the purpose of using a variable.

2. List three names of blocks, in operators block which compare the two values.

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WORKSHEET FOR CHAPTER- VIII

CLASS:-V

SUBJECT:- COMPUTER

**A. Fill in the blanks**

1. By default, a workbook contains a \_\_\_ worksheet.

2. \_\_\_ button places the contents in the centre of the cells across a number of columns/ rows.

3. \_\_\_ bar is the data and formulas entered in a active cell.

4. Worksheet becomes active by clicking on the \_\_\_ tab.

5. Name box is present above the \_\_ heading.

***( column, single, sheet, merge and Centre, formula)***

**B. State true or false**

1. Excel is the most suited program for documentation.

2. Workbook can contain any number of worksheets according to the user's need.

3. Letters A to Z AA to AZ are the raw headings.

4. Status bar includes the name of currently selected command are current activity.

5. F12 key can be used to save the excel file.

**C**. **Multiple choice questions**

1. In Microsoft Excel \_\_\_ button is used to perform addition of a range in a Cell.

a. Sum b. auto sum c. addition

2. By default, the text editor is aligned in a Cell.

a. Left. b. Centre. c. right

3. In a worksheet, there are \_\_ rows.

a. 16384 b. 104850. c. 1048576

4. \_\_\_ box shows the address of an active cell.

a. Cell. b. name c. formula

5. A formula start with an \_\_\_ sign.

a. Equal to(=) b. plus(+) c. minus(-)

**D. Answer the following**

1. What do you understand by Microsoft Excel.

2. Differentiate between a workbook and worksheet.

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WORKSHEET FOR CHAPTER- IX

CLASS:-V

SUBJECT:- COMPUTER

**A. Fill in the blanks**

1. By default, a workbook contains a \_\_\_ worksheet.

2. \_\_\_ button places the contents in the centre of the cells across a number of columns/ rows.

3. \_\_\_ bar is the data and formulas entered in a active cell.

4. Worksheet becomes active by clicking on the \_\_\_ tab.

5. Name box is present above the \_\_ heading.

***( column, single, sheet, merge and Centre, formula)***

**B. State true or false**

1. Excel is the most suited program for documentation.

2. Workbook can contain any number of worksheets according to the user's need.

3. Letters A to Z AA to AZ are the raw headings.

4. Status bar includes the name of currently selected command are current activity.

5. F12 key can be used to save the excel file.

C. **Multiple choice questions**

1. In Microsoft Excel \_\_\_ button is used to perform addition of a range in a Cell.

a. Sum b. auto sum c. addition

2. By default, the text editor is aligned in a Cell.

a. Left. b. Centre. c. right

3. In a worksheet, there are \_\_ rows.

a. 16384 b. 104850. c. 1048576

4. \_\_\_ box shows the address of an active cell.

a. Cell. b. name c. formula

5. A formula start with an \_\_\_ sign.

a. Equal to(=) b. plus(+) c. minus(-)

**D. Answer the following**

1. What do you understand by Microsoft Excel.

2. Differentiate between a workbook and worksheet.