

Class 6

Exercises

Chapter 1 – MS Word: Tables and Graphics

A. Choose the correct answer.

1. a 2. c 3. d 4. c 5. c

B. Fill in the blanks.

1. Illustration 2. Gradient 3. Shapes, Images 4. Cropping 5. Diagonally

C. Answer the following questions.

1. Rotate: Click on the image > go to "Picture Format" or "Format" tab > click "Rotate," and choose rotation option.

Resize: Click on the image > Hover over one of the corner handles > drag the corners to make it bigger or smaller as needed > Release the mouse button.

Crop: Click on the image > go to Format tab > Size group > crop option

2. To make a shape look better, first, choose it. Then, change its colors, size, and outline. Make sure it fits well with other things on the page. You can also add shadows or reflections to make it more interesting to look at.

3.

- i. Open Microsoft Word.
- ii. Click "Insert," then "Table," and choose a 3x6 table.
- iii. Write "Fruit" in the first cell, "Quantity" in the second cell, and "Price" in the third cell of the first row.
- iv. Below "Fruit," list the names of five fruits in the first column.
- v. In the second column, write the quantity of each fruit.
- vi. In the third column, write the price of each fruit.

4.

- i. Click to select the four cells.
- ii. Go to the "Layout" or "Table Tools" tab.
- iii. Find the "Merge Cells" option and click on it to merge the selected cells into one.
- iv. Once merged, right-click on the merged cell and choose "Split Cells."
- v. In the "Split Cells" dialog box, specify "3" columns and "1" row, then click "OK."

5. Icons are tiny images like clipart.

3D objects are web-based shapes that can be viewed from any angle.

WordArt is artistic text that appears as independent object on the page.

Shapes are geometric figures like rectangles, circles, arrows, etc., used to illustrate concepts or organize content visually.

Images are visual representations such as photographs or illustrations used to enhance the content of a document.

Competency-Based, High Order Thinking Skills Questions

A. Tick the correct column which is applicable for each set of Assertion (A) and Reason (R).

1. Both A and R are incorrect.
2. Both A and R are correct but R is the correct reason of A

3. Both A and R are correct but R is not the correct reason of A
 4. Both A and R are correct but R is not the correct reason of A
 5. Both A and R correct and R is the correct reason of A
- B. Pressing the Tab key in the first cell of a MS Word table moves the cursor to the next cell in the same row. If the cursor is in the last cell, pressing Tab adds a new row below the table and moves the cursor to the first cell of that new row.
- C. 1. False 2. False 3. True 4. False
5. True 6. True 7. True 8. False

Chapter 2 – MS PowerPoint: Multimedia

A. Choose the correct answer.

1. c 2. d 3. b 4. d 5. a

B. Fill in the blanks.

1. Media 2. Trimming 3. One 4. Copyright 5. Audio

C. Answer the following questions.

1. Audio and video enhance presentations by increasing engagement, adding visual appeal, demonstrating concepts, and improving accessibility. These make presentations more dynamic, memorable, and effective in conveying information to the audience.

2. Screen Recording helps to record the video of what you do on the computer screen – where you clicked or typed something or opened a window.

3. **Loop until Stopped:** Check this box if you need the clip to run non-stop repeatedly.

Hide During Show: Check this box to hide the audio clip icon during the slide show.

Start Setting: Choose how the audio or video clip begins playing during the presentation.

4. To insert media clips, go to the Insert tab > Click Video or Audio > Select your file.

To trim media clips, click on the clip > Go to the Playback tab > Click Trim > Adjust the start and end points > Click OK.

5. Play Across Slides allows continuous playback of media across multiple slides.

Play Full Screen maximizes media visibility by displaying it in full-screen mode during the presentation.

Competency-Based, High Order Thinking Skills Questions

A. Tick the correct column which is applicable for each set of Assertion (A) and Reason (R).

1. Both A and R are correct and R is the correct reason of A
2. Both A and R are correct and R is the correct reason of A
3. Both A and R are correct but R is not the correct reason of A
4. Both A and R are correct and R is the correct reason of A
5. Both A and R are correct but R is not the correct reason of A

B. Suggest the suitable media options for the following scenarios

1. Volume 2. Play in background 3. Play across slide 4. Hide while not playing 5. Play Full screen

Chapter 3 – Advanced PowerPoint: Slide Transitions, Animations, Action Buttons

A. Choose the correct answer.

1. b 2. a 3. c 4. c 5. d

B. Fill in the blanks.

1. Action buttons 2. Record 3. Rehearse Timings 4. Show, Setup Show

C. Answer the following questions.

1. The effect with which a slide changes on the screen is called slide transition. Various types of transitions are Subtle – Fade effect, Exciting – Ripple effect and Dynamic Content – Rotate effect.
2. The effect with which an object appears on the slide, exits the slide or changes its appearance is called animation. The types of animation are Entrance – Fly in effect, Emphasis – Fill color effect, and Exit – Fly out effect. There is also Motion Path animation (Loop effect). Higher versions of PowerPoint also contain 3D animation effects like Jump.
3. While setting up a slide show, we can decide if the presentation will run by the presenter or like an automatic kiosk, animation can be run continuously until Escape key is pressed and either all or selective slides can be run.
4. Slide transition refers to the effect that occurs when moving from one slide to another. It determines how the transition between slides looks.

Animation refers to movement or changes that occur within a slide. It is used to make individual elements on a slide (such as text, images, or shapes) move, appear, disappear, or change during the presentation.

5. Action buttons are the objects which can be clicked during the slide show to navigate to other slides, to open another presentation, to open another program or to end a slide show etc.

Competency-Based, High Order Thinking Skills Questions

A. Read the following problems and suggest the suitable solution.

1. Aman should apply an Exit type of animation effect (Fly out) and for this effect he should select the first circle as trigger in Animation settings.
2. Mona should select the duration of 5 seconds in Transition tab and in Settings, she should click on the button Apply to all slides.
3. Raman must apply Fly in (Entrance) animation effect on the rectangle, then an Emphasis effect (Fill color for red) and then Exit animation (Fly out). Then, he must apply “Start After Previous” options on the Emphasis and Exit animations.
4. Shaista should add an action button with the action – “End Show”.
5. Gurmeet should rehearse the presentation in Slideshow tab to record the timings and in Slideshow settings he must ensure that “Loop continuously until Esc” option is selected.

B. Match the transition and animation effects with their correct types:

1. g 2. e 3. c 4. b 5. f 6. a 7. h 8. d

Chapter 4 – MS Excel: Basic Data Operations

A. Choose the correct answer.

1. b 2. 3. b 4. c 5. a

B. Fill in the blanks.

1. First 2. Order 3. Filter 4. Field 5. 2

C. Answer the following questions.

1. Sorting is used to arrange the data in ascending or descending order.

Filtering is used to separate the data from the whole data set.

Conditional formatting is used to specify the cell formatting which should be applied if cell contains specific value.

2. To filter the rows of all the 'Female' persons in the city 'Kolkata', you can follow these steps:

- Open the dataset containing the information of all persons.
- Locate the filter option in your spreadsheet software (such as Excel) and apply a filter to the column containing gender.
- Within the filter options, select 'Female' to display only rows where the gender column contains the value 'Female'.
- Once the filter for gender is applied, locate the filter option for the city column and apply a filter to it.
- Within the filter options for the city column, select 'Kolkata' to display only rows where the city column contains the value 'Kolkata'.
- After applying both filters, you will see only the rows of 'Female' persons in the city 'Kolkata'.

3. In Subtotal dialog box:

i. Select the field on whose change subtotal has to be taken, in *At each change in* list.

ii. Select the suitable function in *Use functions* list.

iii. Select the field whose subtotal is to be done in *Add Subtotal to* field list.

4. The quickest way to sort data on the first column is to:

- Click on any cell within the first column (Column A).
- Then, go to the "Data" tab in the Excel menu.
- Click on the "Sort A to Z" or "Sort Z to A" button in the "Sort & Filter" group, depending on whether you want to sort in ascending or descending order.

5. Filter feature provides many options to filter the data on the basis of number values such as Greater than, Less than, Between, Top, Not equal to, etc.

On the basis of text, data can be filtered such as Ends with, begins with, Contains, etc.

Competency-Based, High Order Thinking Skills Questions

Consider the following scenarios and suggest the best suited solution to the problem.

1. Naveen must sort the data in the descending order of age.

2. Mukta should sort the data on the basis of classes (ascending order). Then she should apply Subtotal feature on the selected data as:

At each change in: Class

Use function: Average

Add subtotal to: Marks

3. Atul should apply Number filter on the age with criteria: between 18 and 30 years.

Chapter 5 – Online Communication

A. Choose the correct answer.

1. d 2. b 3. d 4. d 5. a

B. Fill in the blanks.

1. Draft 2. Emotions, Stickers 3. Attachment 4. Trash 5. Double tick, Double blue tick

C. Correct the flow of email messages in the following:

1. Go to Drafts folder. 4*
2. Reply the email message. 9 (at recipient's end)
3. Compose the email message. 1
4. Click on attachment and attach files. 2*
5. Save the email message to be sent later. 3
6. Download attachment. 8 (at recipient's end)
7. Reopen the email message. 5*
8. Click on the email message to read it. 7. (at recipient's end)
9. Send the email message. 6

**Note – Attachment can be done (2) after reopening the mail (5) in draft folder (4).*

D. Answer the following questions.

1. Emails are free, fast, efficient, and easy to use as well as files can be sent as an attachment.
2. A sender can use the Drafts folder to save an email message to send it later. Deleted emails are kept in the Trash bin and received emails are stored in the Inbox.
3. Blogging is a process of writing creative content or articles or sharing ideas, interest, photos, etc. for a website. Video conferencing is a medium through which online interactive meetings are conducted through various tools like MS Skype, Zoom, etc.
4. An email message contains To field names the main recipient's address, the CC field to include the Carbon Copy to email addresses of other recipients who are part of the communication and the BCC field includes Blind Carbon Copy to email addresses of the recipients who cannot see other recipients of the message.
5. Social Media platforms like Twitter allow public figures to connect with fans, followers, and admirers easily and instantly. It is an effective medium to raise voices for social causes. Some misgivings of social media platforms include hate speech, fake news, cyberbullying, online stalking, online fraud, etc.
6. Instant messaging services have the following 4 features—service mode, media sharing, chat rooms/groups and emoticons, and formatting. Service mode provides chat features is available in the form of chat applications like WhatsApp or Messenger built-in web services of Facebook. Text messages can be usually enhanced with the use of emojis, animated gifs, and stickers. Simple formatting can be applied to the text using markdown feature.

Chapter 6 – Build Webpages Using HTML

A. Choose the correct answer.

1. b 2. c 3. b 4. b 5. c

B. Fill in the blanks.

1. WWW 2. Closing 3. HTML 4. Reverse 5. PRE

C. Answer the following questions.

1. Basic formatting elements include BOLD, ITALICS, UNDERLINE, SUPERScript, and SUBScript. BOLD changes the enclosed text bold e.g., Hello. ITALICS italicizes the enclosed text e.g., <I>Hello</I>. UNDERLINE underlines the enclosed text e.g., <U>Hello</U>. SUPERScript displays text in superscript e.g., x². SUBScript displays text in subscript e.g., x₂.

2. HTML element has the beginning and the end of the HTML document, HEAD contains the title of the browser's window, any scripts and stylesheets. BODY contains the actual web page content and related markup. If you do not close a container element then the effect of the start tag will continue further. E.g. `<I>HelloAll</I>` - Here "Hello" will be bold and italics while "All" will be only italics because effect of `` is closed by `` before "All" but effect of `<I>` continues up to "All".

3. Markup is a way to mark the content of the web page as it should be displayed in a browser.

HTML means Hypertext Markup Language to tell a browser what the text should look like.

4. HTML element marks the beginning and the end of the HTML document. An element is denoted by a single tag or a set of tags. Empty elements do not have a matching end tag since they do not enclose the content within e.g., line break or break `
`. Whereas Container elements have a start tag and a matching end tag since they enclose the content within e.g., `<BODY>` and `</BODY>`.

5. If you do not close a container element then the effect of the start tag will continue further. E.g. `<I>HelloAll</I>` - Here "Hello" will be bold and italics while "All" will be only italics because effect of `` is closed by `` before "All" but effect of `<I>` continues up to "All".

Competency-Based, High Order Thinking Skills Questions

Investigate the following statements and write down the facts you find.

1. False. Many hyperlinked webpages make a website.
2. True.
3. True.
4. False. Head block appears before Body block.
5. True. For line breaks, we use `
` tag.

Chapter 7 – HTML Attributes and Text Formatting

A. Choose the correct answer.

1. a
2. c
3. b
4. a
5. a

B. Fill in the blanks.

1. Entity
2. Size
3. `<`
4. Face
5. ` `

C. Answer the following questions.

1. To display symbols in HTML, you can use special codes called character entity references. Here are four examples:

- a. `©` - This shows the copyright symbol: ©
- b. `&` - This shows the ampersand symbol: &
- c. `<` - This shows the less-than symbol: <
- d. `>` - This shows the greater-than symbol: >

2. HTML comments are a way to describe the content of the web page. They appear in the HTML code but are not displayed to the user in the output. The comments are enclosed within `<!--` and `-->`.

`<!-- This is a comment explaining the purpose of the following section -->`

`<section id="about">`

In the above example, the comment `<!-- This is a comment explaining the purpose of the following section -->` provides additional information about the purpose of the `<section>` element.

3. `<h1 color=red align=right>This is the largest heading in red and right-aligned</h1>`

4. Attributes in HTML are applied on the tag to give it additional look, information, or behaviour. They are placed within the opening tag and consist of a name and a value separated by an equal sign.

E.g. ``

5. The attribute `BgColor` takes a colour name or code to set the background colour of the webpage. While `background` attribute displays an image in the background. If both `bgcolor` and `background` attributes are used in BODY element then `background` attribute overrides the effect of `bgcolor`.

Competency-Based, High Order Thinking Skills Questions

Do you agree with the following statements? Specify reason for your response.

1. Agree. The effect of attributes starts from the opening tag of the element. Closing tags stop the effect of the attributes.
2. Disagree. As the name of the attribute suggests – bgcolor means background colour, not the image. For background image there is the attribute “Background”.
3. Agree. <P> breaks a paragraph clearly.
4. Disagree. Maximum size the font element supports is 7.
5. Comments are useful for developers and learners for documentation purpose in the HTML code. They are not useful for website visitor so they are not displayed by the browser.

Chapter 8 – Scratch Programming

A. Choose the correct answer.

1. d 2. c 3. d 4. b (replace input by answer) 5. c

B. Fill in the blanks.

1. Events 2. Else 3. answer 4. Backdrop 5. Control

C. Answer the following questions.

1. if-else block is used in decision-making. When if condition is true then the blocks in if part are executed otherwise the blocks in “else” part execute.
2. “repeat” block executes the enclosed blocks as many times as the number mentioned in its value section while “repeat until” block executes locks as long as the given condition becomes true.
3. A variable stores values in a program such as user input or calculations. To create a variable named Age in Scratch.
 - Scripts tab > Variables category > Make a Variable button.
 - In the dialog box, enter the name of the variable as Age and click on OK.
4. ‘Broadcast’ and ‘when I receive _____’ blocks help two sprites talk to each other.
5. An event is any action performed by user or program. Names of four events in Scratch are “When green flag clicked”, “when key pressed”, “when this sprite clicked” and “when I receive message”.

D. Match the following blocks with their correct functions.

1. d 2. b 3. e 4. a 5. c

Competency-Based, High Order Thinking Skills Questions

A. Investigate the following statements and write down the facts you find.

1. No. Broadcast block send message to all the sprites in the program.
2. True. A variable holds one value at a time.
3. False. Deleting a clone has no effect on the original sprite.
4. True. = compares equality, > and < compare greater than and less then respectively.
5. True. Forever is an infinite block which can trap the program control forever.

B. Try out these codes and note down your observations:

Students will do themselves

Chapter 9 – Programming Languages

A. Choose the correct answer.

1. d 2. c 3. d 4. b 5. b

B. Fill in the blanks.

1. Modules 2. Not 3. Fourth 4. SQL 5. Event

C. Answer the following questions.

1. Arithmetic operators are used to do basic mathematical operation. They are used for addition, subtraction, multiplication and division, etc. E.g., $a + b$. Whereas, logical operators are used to check multiple conditions. So, logical operators like AND, OR, and NOT are used with control statements. E.g., $((5 > 4) \text{ AND } (3 == 5))$ evaluates to false (true AND false = false).

2. Pseudocode is an artificial code in an informal language to understand the program flow that helps the programmers to write computer programs. Pseudocode to find the perimeter of a rectangle.

Begin

Accept l, b

Perimeter = $2(l + b)$

Display Perimeter

End

3. Compiler translates the whole high level language program at once into machine language. It generates a list of errors or object code (if no errors are found) for the program. While Interpreter translates a high-level language program into machine language line-by-line and repeats the procedure. It stops when it encounters error.

4. First Generation Computer Language is the machine language expressed in binary digits i.e. '0' and '1' that a computer can understand.

Second Generation Computer Language uses assembly language with mnemonic codes.

Assemblers or translator programs translated assembly language to machine language program.

Third Generation Computer Languages are High Level Languages which are machine independent, simple and user-friendly e.g., Java, Python, etc.

Fourth Generation Computer Languages include modern languages that are highly user-friendly and are executed at very high speed e.g., SQL, Panther, etc.

5. Second Generation Language includes the assembly language that uses mnemonic codes which were not easily understood by humans. So, Assemblers or translator programs were used to translate assembly language to machine language program. Third Generation Languages are High Level Languages which are comparatively simple, machine independent and user-friendly e.g., Java, Python, etc.

Competency-Based, High Order Thinking Skills Questions

Identify the following statements as true or false. Find out the true fact about the false statements.

1. False. Pseudocode is an artificial program not written in any programming language.

2. True. (NOT operator reverses the condition.)

3. True

4. False. Compiler does not generate object code until all the errors are fixed.

5. True. (Machine language is understood by the computer.)

Chapter 10 – Handshake with Python

A. Choose the correct answer.

1. c 2. c 3. a 4. d 5. d

B. Fill in the blanks.

1. Python Shell 2. Artificial Intelligence 3. .py 4. Interpreter 5. Distribute, Use

C. Answer the following questions.

1. Python is a beginner-friendly programming language. So, student do not need to know any programming language before learning Python. Today, learning Python gives advantage in making a good career as a programmer, data scientist, machine learning programmer, etc.

2. Library is a collection of pre-designed utilities and programs that can be picked and used in our programs. Portable is a program that can run on a variety of devices and operating systems.

Open-source is usually used for software that is free to use, modify and distribute.

3. Python Command mode is an interface to run or execute a single statement in Python Shell. Whereas, the Script mode is an interface to allow the user to create executable scripts (set of instructions). Interactive mode commands cannot be saved while in script mode, the scripts are saved in .py files.

4. Python is used in many areas like game development, artificial intelligence, healthcare, web development and finance.

5. i. Python is easier to understand, learn and write the code as it has an English-like syntax and fewer lines of code to perform.

ii. Python is freely available under open-source license so that you can use it, download it, modify it and distribute it as your version.

iii. Python has a vast standard library support from where students can take the needed help for coding and programming.

iv. The portability of Python helps the students to write the coding once and run the program on different platforms anywhere.

v. Python automatically assigns the data types during execution and dynamically types the variables.

Competency-Based, High Order Thinking Skills Questions

Match the terms with their correct explanation.

1. d 2. c 3. e 4. b 5. a 6. f