



Worksheet - 3.1

MCQ's

1. In which place computers are used to prepare report cards, test papers and time tables?
a. Home b. Office c. Hospitals d. School
2. In which place computers are used for reservation and cancellation of tickets?
a. Banks b. Railway stations and Airports
c. Hotels d. Shopping Malls
3. It is very difficult to move this computer from one place to another.
a. Tablet b. Laptop
c. Desktop d. Mini Computer
4. This computer is a single unit and is a handheld device.
a. Desktop b. Laptop
c. Super computer d. Mini-computer

Fill in the blanks

1. Computers are used to receive and send
2. Computers are used at to maintain the accounts of customers.
3. computer can be kept on our lap while using.
4. is used for calling.
5. Computers can never get with work.

True or False

1. Computers are used at schools to manage bank accounts.
2. A laptop is a portable device.
3. The working of a computer is known as IPO cycle.
4. External storage devices can be connected to a laptop.

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MCQ's

1. This key is used to provide space between two words.
a. Alphabet b. Arrow c. Number d. Spacebar
2. This key is used to erase a character on the right side of the cursor.
a. Shift b. Home c. Delete d. Ctrl
3. This key is used to move the cursor to the beginning of the line.
a. Delete b. Ctrl c. Shift d. Home
4. Which device is used to select things on the screen and it is also known as a pointing device?
a. Keyboard b. Monitor c. Mouse d. CPU
5. Which key is used to move the cursor to the end of the line?
a. Home b. End c. Enter d. Delete

Fill in the blanks

1. key is used to type in capital letters.
2. click is used to select icons on the screen.
3. To open a shortcut menu for objects on the monitor, ... click is used.
4. We can also a mouse to draw pictures or to move objects.
5. key is used along with other keys for special purposes.



MCQ's

1. Which part is used as an input device?
 - a. Printer
 - b. Hard disc
 - c. Mouse
 - d. Pen drive
2. Which part is used as an output device?
 - a. Pendrive
 - b. Microphone
 - c. Monitor
 - d. Keyboard
3. Which part of a computer cannot be touched?
 - a. Hardware
 - b. Printer
 - c. Software
 - d. Monitor
4. It controls the overall working of a computer.
 - a. Monitor.
 - b. Keyboard
 - c. Mouse
 - d. Windows

Fill in the blanks.

1. The hardware of a computer is further divided into parts.
2. The devices that display the information and results are called the devices.
3. Software is the part of the computer that cannot be
4. Application software helps us to do a type of work.
5. A computer is of no use without the..... installed in it.



True or False

1. A folder cannot store other folders and files. ☐
2. Microsoft windows is the most commonly used operating system. ☐
3. A folder contained in another folder is called a sub folder . ☐
4. If we have forgotten to save a file, we can easily locate it later. ☐
5. Files can contain folders. ☐
6. File manager allows us to browse all the files and folders. ☐

Fill in the blanks.

1. The icons shown on the desktop are to programs, files and folders.
2. Files are pieces of raw data and..... that are written by someone.
3. A folder can also contain other.....
4. We should always have..... name for each file.
5. As soon as the file is found, ... click to open it.

MCQ's

1. If you want to save a file, you need to create a
 - a. Operating system
 - b. Windows
 - c. Folder
 - d. Recycle bin
2. To open a folder, you need to the folder icon.
 - a. Single click
 - b. Double click
 - c. Delete
 - d. Scroll
3. What is the main reason for creating a folder?
 - a. File organization
 - b. File deletion
 - c. Sorting the Contents
 - d. File Editing



Worksheet - 3.5

MCQ's

- Which tool is used to see a picture in large size?
a. Pencil. b. Brush. c. Eraser d. Magnifier
- How many different brushes are there in Brushes tool?
a. Six b. Four. c. Nine d. Seven
- If you want to increase or decrease the thickness of the selected shape, you need to use Group.
a. Size b. Colors c. Shapes d. Art
- If you want to make a correction on the picture, which tool will assist you?
a. Text b. pencil c. Eraser. d. Magnifier

Fill in the blanks.

- Brush tool consists of a set of different brushes.
- In colors group, color 1 is called the Color.
- The curve shape is used to make lines.
- The magnifier tool is used to have a look at an image.
- Shapes group has many shapes.

True or false

- Pencil tool is used to type text in the drawing area. ☐
- Eraser tool is used to color a part of your picture. ☐
- We can make a line curved with more than two bends, using the curve shape. ☐
- In colors group, color 2 is called the foreground color. ☐



MCQ,s

1. If you want to select the entire text from the document,the key combination is
 - a. Shift+End
 - b. Shift+ Home
 - c. Ctrl+ A
 - d. Ctrl+S
2. For saving a document, the shortcut on the keyboard used is
 - a. Ctrl+S
 - b. Ctrl+A
 - c. Ctrl+O
 - d. Shift+S
3. To open an existing file the shortcut is
 - a. Shift+O
 - b. Ctrl+ A
 - c. Ctrl+O
 - d. Ctrl+S
4. To locate the current typing position, we must look at the
 - a. File Tab
 - b. Status Bar
 - c. Ribbon
 - d. Cursor

Fill in the blanks

1. MS WORD is an app that helps us to create documents.
2. Quick Access Tool Bar is present on the side of the Title Bar.
3. The Cursor shows the current position in the document.
4. While typing the text, we can start a new paragraph by pressing the key.
5. To erase the text, we should press Delete key or key on the keyboard.

True or False

1. Font is the size and style of a set of letters. ☐
2. The Cursor is a blinking horizontal line. ☐
3. Status bar appears at the bottom of the Word Window. ☐
4. We cannot make changes anywhere in the document by using MS WORD. ☐



MCQ,s

1. For creating animations or games, you need to learn how to use
a. MS WORD. b. MS PAINT c. SCRATCH d. Folder
2. The name of the character used in scratch programming.
a. Flag b. Tool Bar c. Stage d. Sprite
3. To start a project in scratch, you need to click on
a. Red flag b. Green flag c. Stage d. Script area

Fill in the blanks.

1. Multiple blocks can be stacked or joined together to perform a
2. is the area where the sprites perform actions.
3. Toolbar provides tools that we use to perform actions on sprites.
4. Blocks from the Block palette are to the script area to form stacks of blocks.

True or False.

1. We need to press the red button to start.
2. Main Character in Scratch programming is stage.
3. We can customize the sprite.
4. Scratch is a block based coding platform.

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True or False

1. Online banking was possible because of the internet. ☐
2. We can save money with the use of the internet. ☐
3. The last page of any website is known as the Home page. ☐
4. The internet is a network limited in India only. ☐
5. We should browse the websites that are recommended by our teachers and parents. ☐

Fill in the blanks.

1. Hyper- text Markup Language is the full form of
2. The first page of any website is known as the.....
3. Collection of Webpages containing related information is called.....
4. The is a network of computers all over the world.
5. is possible only because of the internet.

MCQ's.

1. Internet is called as :
(a) Network of networks (b) Single PC
(c) Single network (d) None of these
2. We can design a web page in :
(a) MS word (b) MSPPT
(c) MS Excel (d) HTML
3. Websites run on which protocol ?
(a) HTTP (b) HTML (c) FTP (d) None of these