

Revision Worksheet 1

Fill in the blanks

1. UNIVAC I was developed in _____.
2. Minicomputers first appeared in _____.
3. _____ is associated with the fifth-generation computers.
4. The physical components of a computer system that we can see and touch are called _____.
5. A _____ is a printing device used for creating high-quality graphics.
6. A _____ is a unique combination of vertical bars that represents product information.
7. A _____ is a link that provides quick and easy access to a webpage.
8. The list of URLs of websites visited over a fixed period is called _____.
9. The small program that you can place on your desktop for information at a glance is called _____.
10. A _____ is an application program that provides a way to view and navigate all the webpages on the internet.
11. The first page of a website is called _____ page.
12. _____ are collections of stored content of one type.
13. The Columns option is available on the _____ tab.
14. _____ means removing unwanted edges of an image.
15. _____ is a text styling feature in Word 2013.
16. The WordArt option is available on clicking the _____ tab.
17. Whatever is stored on your computer is accessible from the icon called _____.
18. _____ is used in banks to read bank cheques.
19. IBM 360 series is an example of _____ generation computers.
20. A _____ is a small computer used by one person at a time.

Worksheet 2

Choose the correct option

- The first fully electronic digital computer was the
 - Mark I
 - ENIAC
 - EDSAC
 - None of these
- A _____ has all the components of the CPU on a single chip
 - Transistor
 - Vacuum tube
 - VLSI
 - None of these
- The first electronic computer that used stored programs was the
 - EDSAC
 - ENIAC
 - Mark I
 - None of these
- Which of the following is an input device?
 - Plotter
 - Bar code reader
 - Braille printer
 - LCD projector
- MICR characters can be seen on
 - OMR sheets
 - Bank cheques
 - Smart cards
 - None of these
- Quick Access toolbar has options
 - Save
 - Redo
 - Undo
 - All of these
- The Word Wrap option is available in _____ menu of Notepad.
 - File
 - Edit
 - Format
 - View
- This button in Internet Explorer reloads the webpage from the server
 - Back
 - Forward
 - Refresh
 - Stop
- In Windows Explorer, you can see the content of text or picture files, without even opening them using
 - Change your view
 - Show the preview pane
 - None of these
- You can copy or move a file or folder using the
 - Organize menu
 - Context menu
 - Drag and Drop
 - All of these
- The Picture Border command is available on the _____ tab.
 - Home
 - Format
 - Insert
 - None of these
- _____ appear at the bottom of the page.
 - Footnotes
 - Headers
 - Both a and b
 - None of these
- Which of the following shapes can be inserted in a word document?
 - Stars
 - Callouts
 - arrows
 - All of these

Worksheet 3

True or false

1. An LCD projector is a type of input device. _____
2. An antivirus program is a utility program. _____
3. ENIAC did not have stored programs. _____
4. The second-generation computers used transistors. _____
5. BOSS is an Indian operating system. _____
6. Android is an operating system for mobile phones. _____
7. You cannot create your own libraries in Windows 7. _____
8. You can have two files by the same name in the same folder. _____
9. You can crop an image to a particular shape. _____

Expand the following

1. URL - _____
2. LCD - _____
3. MICR - _____
4. OMR - _____
5. COBOL - _____
6. EDSAC - _____
7. VLSI - _____
8. AI - _____
9. UNIVAC I - _____
10. IC - _____
11. EDVAC - _____
12. ROM - _____
13. RAM - _____

Worksheet 4

Keyboard Shortcuts

1. Cut - _____
2. Copy - _____
3. Paste - _____
4. Delete a file or folder - _____
5. Delete a file or folder permanently - _____
6. Insert footnote - _____
7. Insert endnote - _____
8. Undo - _____
9. Save - _____
10. Select All - _____
11. Redo - _____

Application based questions

1. Chinmay accidentally deleted a folder 'Logo Programs' from the D: drive. Can you help Chinmay to restore it? If yes, How?
2. Pari's grandfather told her about the computer that used vacuum tubes and were very large in size
 - i. Which generation of computer is he referring to?
 - ii. Mention the time period of this generation of computers.
3. Sahiba has typed her project report in Word. Her teacher has asked her to provide reference for text in the document.
 - i. Which feature of WORD 2013 should she use for this purpose?
 - ii. Name the tab that has option for the above feature.

Worksheet 5

Answer the following

1. What are the four functions of an operating system?
2. What is an Operating system?
3. Name the four views of the Windows Calculator.
4. What are the three ways of copying or moving a file or folder?
5. What are libraries? Name the four default libraries in Windows 7.
6. What is file and folder?
7. What is the use of yellow handles which appear when you select some shapes?
8. Can you change the shape of the text in a text box? If yes, how?
9. Where do endnotes appear in a document?
10. What are the limitations of first-generation computers?
11. Which electronic components was used in the first-generation computers?
12. Which generation of computer used microprocessors?
13. What is a plotter? What is it commonly used for?
14. What is the use of an LCD projector?
15. Give details of any two-utility software.

WHO AM I

1. I am a text-editing program that you can use to create and edit documents.

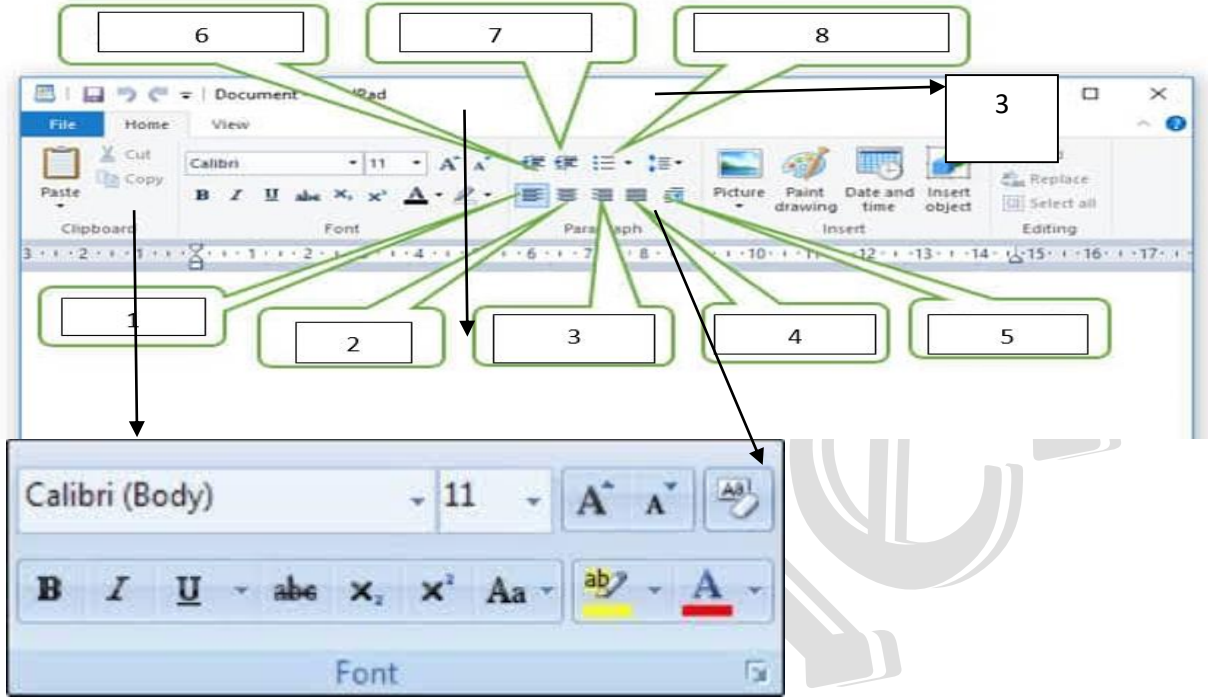
2. I am a special type of folder. I help you access all your content of one type through a single folder. _____
3. I am a text-styling feature in Word 2013. _____
4. I can scan characters printed in magnetic ink. _____
5. I am small computer used by one person at a time.

Worksheet 6

Identify the icons

1.

2.



1

4

2