Revision worksheet – 1
Chapter 1 -Computer languages

I. Choose the correct option.

i. C and C++ are examples of_____ level programming language.

   a. Low   b. Assembly   c. High   d. None of these

ii. _____ Language is similar to the English language.

   a. Machine   b. High level   c. Both (a) and (b)   d. None of these

iii. A _____ is a system of commands used to develop programs for computers.

   a. Operating system   b. Network   c. Computer language   d. None of these

iv. A _____ is a set of instructions for the computer.

   a. Computer syntax   b. computer program   c. Both (a) and (b)   d. None of these

v. The first programming language using English was developed in_____.

   a. 1988   b. 1950   c. 1951   d. 1952

vi. Each processor has its own set of _____.

   a. Instructions   b. operations   c. Both (a) and (b)   d. None of these

vii. Programs written in a high-level language are known as _____.

   a. Code   b. Source code   c. Object code   d. None of these

viii. A _____ is a program that translates all the instructions of a high-level language source program into a machine language object program at once.

   a. Compiler   b. Interpreter   c. Assembler   d. None of these

ix. A _____ is a program that translates only one instruction of a high level language source program into a machine language object program at a time.

   a. Compiler   b. Interpreter   c. Assembler   d. None of these

II. Answer the following.

1. Define computer language.   [2]

2. Define Syntax.   [2]

3. What are the three types of computer languages?   [2]

4. List any five high-level Programming languages   [2]

5. Differentiate between a source code and object code.   [5]

6. Differentiate between compiler and Interpreter   [5]

7. Write the features of high level language and assembly language.   [5]

8. Explain the three types of computer languages   [5]

i.   The number of Control Panel items is_____.

    a. Fixed   b. Not fixed   c. Limited   d. None of these

ii.   _____ is physical device used by the computer.

    a. Hardware   b. Software   c. Both (a) and (b)   d. None of these

iii. The _____ utility software is used to reduce the number of un-necessary files.

    a. Disk clean   b. Disk defragmenter   c. Theme   d. None of these

iv.   The _____ rearranges fragmented data.

    a. Disk clean   b. Disk defragmenter   c. Theme   d. None of these

v.   The _____ allows us to view and change settings about how windows look and works.

    a. Control panel   b. Personalization   c. Both(a) and (b)   d. None of these

II. Answer the following.

1. Write any two uses of control panel.   [2]

2. What is the use of disk clean up software   [2]

3. What are the ways to search a control panel item and explain them?   [10]

4. Write the steps to change the mouse pointer.   [5]

5. Write the steps to create a customized theme.   [10]

6. Write the steps to clean the disk.   [5]

7. Write the steps to defragment a hard disk.   [5]

8. Write the steps to remove unwanted programs from your computer.   [5]

I. Choose the correct options.

i.   The tool provides a list of synonyms for a given word.

    a. Thesaurus   b. Find   c. Replace   d. None of these

ii.   In a word 2013 document, a _____wavy line indicates grammatical mistake.

    a. Red   b. Blue   c. Green   d. None of these

iii. The address list will be saved with _____ extension

    a. .MDB   b.. MCD   c. .MSD   d. None of these

iv.   _____ option is used to change the particular word in the entire document.

    a. Change   b. Change all   c. Both (a) and (b)   d. None of these

v. _____ is a short cut key for thesaurus.

    a. Shift+F7   b. F7   c. Ctrl+F7   d. None of these

II. Answer the following.

1. What does a red wavy line indicate in word 2013? [2]

2. Define thesaurus. [2]

3. Write the use of Find and replace? [2]

4. Explain the options available in the suggestion box. [5]

5. Write the use of thesaurus. [5]

6. Write the steps to find a word in a document. [5]

7. Write the steps to check spelling and Grammar in a word document. [5]

8. What is the use of mail merge feature? What are the main step involved in mail merge?

[10]

9. Write the steps to find and replace a text in a document. [10]

10. Write the steps to creating the data source. [10]

Revision worksheet – 4
Chapter 4 – Animation a presentation

I. Choose the correct options.

i. _____ are special effects that you can add to text and objects on a slide.

    a. Animation   b. Transitions   c. Both (a) and (b)   d. None of these

ii. The way one slide follows the other on the screen is called a _____.

    a. Animation   b. Transitions   c. Both (a) and (b)   d. None of these

iii. _____ print all the pages of the same copy.

    a. Collated   b. Uncollated   c. .print   d. None of these

iv. _____ animation to begin immediately after the previous one.

    a. with previous   b. On click   c. After previous   d. None of these

v. _____ replays the video until it is not stopped.

    a. Loop until stopped b. Rewind after   c. Both (a) and (b)   d. None of these

II. Answer the following.

1. Define Transition. [2]

2. What is an object? [2]

3. Explain collated and uncollated. [2]

4. Write the use of Find and replace? [2]

5. Write the steps to animate an object. [5]

6. Write the steps to transitions an object. [5]

7. Explain the audio option available in the playback tab. [5]

8. Explain the video option available in the playback tab. [5]

9. Write the steps to add a video to the presentation. [5]

10. How are the action buttons used in the PowerPoint? [5]

11. Explain the four different print layouts. [5]

12. Write the steps to print a presentation in detail. [5]

Revision worksheet – 5
Chapter 5 – Introduction to Excel 2013

I. Choose the correct options.

i. The _____ displays the data or formula present in the active cell.

   a. Formula bar   b. Name box   c. Cell   d. None of these

ii. An _____ is the cell that receives the data and responds to the command entered.

   a. Active cell   b. Cell   c. Range of cell   d. None of these

iii. ƒx button is called the_____ function button.

   a. Delete   b. Insert   c. Cancel   d. None of these

iv. _____ replace the contents of a cell completely with a new content.

   a. Overwriting   b. Partial modification   c. Change   d. None of these

v. _____ change only a few characters in a cell.

   a. Overwriting   b. Partial modification   c. Change   d. None of these

II. Answer the following.

1. What is the use of Excel 2013? [2]

2. Write the components of Excel 2013. [2]

3. What are the three types of data that can be entered in an Excel cell. [2]

4. Write the different way to moving cell around the spreadsheet. [2]

5. Explain the different view options in worksheet view option. [2]

6. Write the steps to saving a workbook. [5]

7. Explain the ways of editing the data in Excel [5]

8. Define Cell, Active Cell and Range of Cell. [5]

9. Write the cell reference for the below [5]

   a. All cells in row 10

   b. All cells in columns D through S

   c. Cell in column f and row 5

   d. All cells in column H

   e. The range of cells in column I through M and row 7 through 13