1st Term Worksheet

Subject – Computer Application
Class – VI

Name : _____   **Sec. :** _____

Chapter – 2
[File Management – Organisation of Data]
[Exercises]

[A]   Answer the following questions: [26-27]

1.   What do you know about pasting a file or folder?

Ans.   _____

_____

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_____

2.   What do you know about moving a file or folder?

Ans.   _____

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3.   Describe the working with multiple applications.

Ans.   _____

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4.   Write the name of any four file formats that open in photo editor.

Ans.   _____

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5.   Explain the steps of transferring data form one to another drive.

Ans.   _____

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[B]   Fill in the blanks: [27]

1.   With Task View virtual _____ feature, you can finally spread out all the applications that you are working on for various projects.

2.   In a computer, a file format is the _____ of a file in terms of how the data within the file is organized.

3.   The enhanced _____ feature provides you with a great way to view and work with multiple applications on the same screen.

4.   You can also use _____ keys as short-cut for pasting the file or folder.

5.   You can also use _____ keys as short-cut in place of cut command.

[C]   Write 'True' or 'False':   [27]

1.   A program that uses or recognizes a particular file format may or may not care whether the file has the appropriate extension name since it can actually examine the bits in the file to see whether the format (layout) is one it recognizes. _____

2.   Remember that you cannot keep a duplicate file or folder with same name in a folder. _____

3.   When you copy – paste the file or folder, the duplicate file/folder is not created. _____

4.   A particular file format is often indicated as part of a file's name by a file name extension (suffix). _____

5.   Once you copy a file or folder it requires to be pasted where you want to keep the duplicate of it. _____

Chapter – 3
[Word Processor – Tabular Presentation]
[Exercises]

[A]   Answer the following questions: [38]

1.   What is the use of tables in MS Word?

Ans.   _____

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2.   Write down the methods of inserting the tables.

Ans.   _____

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3.   Name the various parts of a table.

Ans.   _____

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4. How can you move and resize a table?

Ans. _____

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5. Write down the ways of selecting a column in the table.

Ans. _____

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6. What role do borders and shading play in formatting of a table?

Ans. _____

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[B] Fill in the blanks: [39]

1. Tables are used to display data in _____ form.

2. To insert the text in a table, simple place the cursor and _____ on the desired _____ and start typing.

3. To move the table within the document, click and drag the _____ at the top left corner of the table.

4. To select a column, position the cursor just above the column until it becomes a _____.

5. A table can be made _____ by giving borders and shading with a combination of _____.

[C] Write 'True' or 'False': [39-40]

1. A table cannot be edited after being created. _____

2. Table button is present on the Insert tab of the Ribbon. _____

3. The mistakes in a table can be erased by dragging the mouse over the area to be deleted using the Eraser button. _____

4. To move from one cell to the cell to the right in a row, press the shift key. _____

5. Two or more rows cannot be selected in a table. _____

6. Data can be sorted in descending order only. _____

←———————————————————→