

HARI VIDYA BHAWAN

Revision worksheet

Subject- Computer

Class- I

NOTE- Do this revision worksheet in computer notebook only.

Q.1 Fill in the blanks.

- 1) Tux Paint is a drawing program designed.
- 2) Computer has a larger memory than yours.
- 3) Memory is used to remember things.
- 4) Organized form of data is information.
- 5) Stamp tool is used to paste pre -drawn images on canvas.
- 6) Magic tool is used to add special effects.

Q.2 Write True or False.

- 1) The space bar is used to start a new drawing. **False**
- 2) Tool bar contains drawing and editing tools. **True**
- 3) Quit tool is used to close the drawing . **True**
- 4) Lines tool is used to make freehand drawing. **False**
- 5) Organized form of data is information. **True**
- 6) Memory is used to remember things. **True**

HARI VIDYA BHAWAN

Revision worksheet

Subject- Computer

Class- II

NOTE- Do this revision worksheet in computer notebook only.

Q.1 Fill in the blanks.

- 1) **Paint tool** is used to make freehand drawings.
- 2) **abc** tool is used to add text.
- 3) **Fill** tool is found in the magic tool.
- 4) **Stamp tool** is used as a sticker.
- 5) **Paint** program is used to draw and color objects.
- 6) **Tool box** contains all the tools for drawing.
- 7) **Lines** tool is used to draw straight lines.
- 8) **Color box** is present at the top right side of Paint screen.
- 9) **Eraser tool** is used to erase any part of drawing.
- 10) **Pencil tool** is used to draw straight and wavy lines.
- 11) **Shapes tool** is used to draw and rotate an image.
- 12) **Slide show** helps to run all the scenes one after another.

Q.2 Write True or False.

- 1) Oval tool is used to delete a drawing. **False**
- 2) Polygon tool is used to draw triangles. **True**
- 3) Curve tool is used to draw straight lines. **True**
- 4) You can type text in paint program. **False**
- 5) Tux Paint is a paid drawing program. **False**
- 6) You can rotate an image using the Shapes tool. **True**
- 7) You can fill color in a closed shape. **False**
- 8) You can apply only one stamp on the canvas. **False**
- 9) Eraser tool is used to erase any part of drawing. **True**
- 10) Pencil tool is used to draw and rotate an image. **False**

HARI VIDYA BHAWAN

Revision worksheet-2

Subject- Computer

Class- III

NOTE- Do this revision worksheet in computer notebook only.

Q.1 Tick the correct answers.

- 1) Saving a document **Ctrl+S**
- 2) Bold text **Ctrl+B**
- 3) Word file saved with **.docx** extension.
- 4) Insertion point is a **flashing line** on the screen.
- 5) By default, Word assigns the **left** Align command.
- 6) **Ms word** is an example of word processor.
- 7) **Home** tab includes Bold option.
- 8) **Google docs** is a free online word processor.
- 9) You enter the text with the help of **keyboard**.

Q.2 Write True or False.

- 1) Selected text appears highlighted on screen. **True**
- 2) To select a paragraph, you have to click two times over it. **False**
- 3) You cannot increase or decrease the size of text. **False**
- 4) In Word 2016, there are three types of alignments. **False**
- 5) Backstage view is organized into four panels. **False**
- 6) Writer is a closed source word processor. **False**
- 7) Insertion point is a flashing line on the screen. **True**
- 8) Ribbon displays groups of related commands in tabs. **True**

Q.3 Write the shortcut keys for the following.

- 1) Opening a document **Ctrl+O**.
- 2) Italic text **Ctrl+I**
- 3) Select entire text **Ctrl+A**
- 4) Saving a document **Ctrl+S**
- 5) Copy the text **Ctrl+C**

HARI VIDYA BHAWAN
Revision paper
Sub- Computer
Class-4

Note- Do this Revision worksheet in computer notebook only.

Q.1 Tick the correct answer.

- 1) Inserting **pictures** makes the document more attractive and presentable.
- 2) **Wrapping** text means adjusting the text around the images accordingly.
- 3) By default, the online picture search uses **Bing** image search.
- 4) Shapes command is available under **insert** tab.
- 5) You can add a **border** to the paragraph to bring attention to the text.
- 6) **Insertion point** is a flashing line on the screen that indicates where the typed text will appear.
- 7) The colored wavy line which shows the spelling mistake is **red**.
- 8) **Thesaurus** is a list of words grouped together containing synonyms and antonyms.
- 9) **Find** command is used to search for a particular word or text.
- 10) **Thesaurus** helps you to increase your knowledge.

Q.2 True or False.

- 1) Word provides many options to wrap the text around image. **True**
- 2) You cannot move an image in the document. **False**
- 3) Bullet is used for unordered list. **True**
- 4) We cannot add border to the text in our document. **False**
- 5) Drop cap feature is available in home tab. **False**
- 6) You can produce a hard copy of the document. **True**
- 7) word is one of the most popular word processing programs. **True**
- 8) Copying will remove the text from its original location. **False**
- 9) Word offers for change case options . **False**
- 10) Font size of text is generally measured in points. **True**

Q.3 Fill in the blanks.

- 1) **Handles** appear around the image when you click on it.
- 2) **Square** option will wrap the text squarely around the object.
- 3) The File extension of Word document is **.docx**.
- 4) By default, the bullet is marked in the form of **black dot** in word.
- 5) **Drop cap** feature increases the size of the first letter of a paragraph.
- 6) The blue wavy line shows the **grammatical** mistakes.
- 7) **Treasures** can be used to replace a word with one of its synonyms.

9) Toggle case will the case of letters or selected text.

10) By default, was a assigns the left align command to the text.

HARI VIDYA BHAWAN
Revision worksheet-2
Sub- Computer
Class-5

Note- Do this Revision worksheet in computer notebook only.

Q.1 Tick the correct answer.

- 1) Design Theme is built-in design for creating a presentation.
- 2) The selected text appears highlighted on the screen .
- 3) Most slide layouts contain content placeholder.
- 4) The visual effect that appears while moving from one slide to another is transition.
- 5) Table is used to organise data in rows and columns.
- 6) A group of pages on anyone topic is called presentation.
- 7) Sub-title is a distinctive message or brief description of the slide data.
- 8) The view in which PowerPoint displays the presentation by default is normal view.
- 9) Miniature slides of the presentation can be seen in slide sorter view.
- 10) Notes Pane helps you to refer to individuals light, while presenting the slideshow.

Q.2 True or False.

- 1) To select a word, double click on the word. **True**
- 2) Layout of the slide cannot be changed. **False**
- 3) You can only insert image using the content placeholder. **False**
- 4) Multiple animations can be applied to one slide. **True**
- 5) Transition effect cannot be removed from a slide. **False**
- 6) Sound file and video file can be added to your presentation. **True**
- 7) PowerPoint gives the flexibility to make presentation, using a projection device. **True**
- 8) There are thousands of PowerPoint templates available online. **True**
- 9) Theme provides a quick way to create a new presentation. **False**
- 10) The slide sorter view contains all the slide thumbnails. **False**

Q.3 Fill in the blanks.

- 1) PowerPoint assumes that every new slide show has a title slide.
- 2) The default extension of PowerPoint 2016 file is .pptx.
- 3) Charts are used to convey statistical information quickly in presentation.
- 4) Slideshow displays one slide at a time, using the entire screen.
- 5) The default slide layout of PowerPoint is landscape orientation.
- 6) Reading view allows full screen view of a presentation in a window with simple controls.
- 7) Slide sorter view is used to reorder or duplicate a slide.
- 8) Slide thumbnail pain contains thumbnails of it slide.
- 9) Every slide has a background on which slide elements reside.