

Class 6th Computer Worksheet

Ch - 3 (Windows 7 Gadgets and taking care of computer)

I. Fill in the blanks:

1. The speed slows down because of the _____ of files.
2. When we keep _____ different software and while working with internet many types of in necessary files keep occupying the disk space.

II. True or False:

1. The picture puzzle gadget has 11 puzzle. ()
2. To start searching we click on the start button. ()
3. We can choose and add all or ant gadget from Gadget window. ()
4. Windows has a retrieve feature that allows the user to look for the location of the files and retrieve them. ()

III. Short answer type questions:

1. What do you mean by searching?

2. Name the Gadget you can see on Windows 7 desktop?

3. How does fragmentation of files affect a computer?

IV. Long answer type questions:

1. Write features of Windows 7.

2. Write steps to use Disk Cleanup tool.

Ch - 4 (More on Ms-Word 2010)

I. Fill in the blanks:

1. Endnotes are placed at the _____ of a document.
2. The keyboard shortcut to insert a footnote is _____.
3. The data source contains the _____ of the people to whom we write.

II. True or False:

1. The first step in Mail Merge is creating a document. ()
2. Data can be typed in endnotes. ()
3. CTRL + ALT+ F is the keyboard shortcut to insert endnotes. ()
4. The main document contains the standard text present in all merged document. ()

III. Short answer type questions:

1. What are footnotes?

2. What is the importance of Mail merge?

3. What are endnotes?

IV. Long answer type questions:

1. What is meaning of data source?

2. Distinguish between a footnote and an endnote.

V. Distinguish between:

1. Audio Clip and Video Clip

Ch - 5 (More on Ms-PowerPoint 2010)

I. Fill in the blanks:

1. A SmartArt Graphics dialog box is divided into _____ panes.
2. The second (middle) pane displays graphics under the selected_____.
3. _____ feature of PowerPoint helps user to insert a variety of useful graphics into the presentation.

II. True or False:

1. PowerPoint 2010 has a feature to broadcast the presentation to intended viewers. ()
2. SmartArt option is present in Insert tab on the ribbon. ()
3. Clip Art feature of PowerPoint helps user to insert a variety of useful graphics into the presentation. ()
4. Sound can be inserted in the slide using the Video option Media clips group of insert tab. ()

III. Short answer type questions:

1. What is Smart Art?

2. What are the categories of SmartArt Graphics?

3. Which tab has the options to add sound to the slides in a presentation?

IV. Long answer type questions:

1. What do you mean by Rehearse Timing?

2. What are the various options available to edit SmartArt graphics in PowerPoint?
