

ੇ ਪੁ⊍ਗਾ International School

Shree Swaminarayan Gurukul, Zundal

CLASS - VI SUPER COMPUTER

SAMPLE NOTEBOOK

Year (21-22)



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Ch-6- Formatting in MS Excel 2010

> Focus of the Chapter

- 1. Selecting cells, rows, worksheet and column
- 2. Changing font, size, style, color of text
- 3. Aligning data
- 4. Wrap text
- 5. Merging cells
- 6. Inserting and deleting row
- 7. Changing row height and column width
- 8. Filling color in cells
- 9. Adding borders
- 10. Formatting numbers

Keywords

1. Alignment Position of data within a cell

2. Wrap text to make the entire text of a cell fit in3. Merge to combine or join two or more cells

EXERCISE CORNER: -

-

A. Tick (\checkmark) the correct answers.

- 1. Which of these describes how to select all the cells in a single column?
 - a. Select the first cell in the column and press CTRL+ SHIFT+ RIGHT ARROW KEY.
 - b. Click on the column heading
 - c. Press CTRL + A
 - d. Both a. and b.
- 2. Where from can you apply the Merge and centre option?
 - a. the alignment group on the home tab
 - b. the alignment group on the page layout tab
 - c. the cells group on the home tab
 - d. none of these
- 3. In which column will you select a cell to insert a column between columns D and E?
 - a. column D
 - b. column E
 - c. column A
 - d. column V
- 4. Which of the following is incorrect?
 - a. you cannot select a group of non-adjacent cells.
 - b. you can select the row height according to the text.
 - c. you can set the same width for all the columns.
 - d. you can join two or more cells into a single cell.
- 5. What will you do to remove borders applied in cells?
 - a. choose no border from the borders drop-down list.
 - b. open the format cells dialog box and click on Border tab> None>ok

| B. Fill in the blanks: - 1. To select an entire row, you need to select the first cell in the row and press CTRL + SHIF + Right arrow key . 2. There are 6 options for alignment of data in excel. 3. The wrap text option is present in the Alignment group on the home tab. 4. For the AutoFit column width option, you need to click on the home tab. C. Match the column: - 1. CTRL+A a. Present on the font group 4 2. Wrap text b. Used to select an entire worksheet 1 3. Default width c. present on the cells group 4. Fill color d. sets the same width for all columns 3 5. Percentage e. displays text in multiple lines 2 f. Number format 5 D. Name these icons. Also name the tabs and groups where they are found: - 1. B Bold Home Font 2. A Font colour Home Font 4. Find colour Home Alignment 4. Fill colour Home Alignment 5. Find colour Home Cells 6. Fill colour Home Font | |
|--|------|
| + Right arrow key . 2. There are 6 options for alignment of data in excel. 3. The wrap text option is present in the Alignment group on the home tab. 4. For the AutoFit column width option, you need to click on the home tab. C. Match the column: - 1. CTRL+A 2. Wrap text 3. Default width 4. Fill color 6. displays text in multiple lines 7. Number format 6. Number format 7. Name these icons. Also name the tabs and groups where they are found: - 1. B Bold Home Font 3. Font colour Home Merge and centre Home Alignment Alignment Linsert Home Cells | |
| 1. CTRL+A 2. Wrap text 3. Default width 4. Fill color 5. Percentage 6. displays text in multiple lines 7. Number format 7. Number format 7. Name these icons. Also name the tabs and groups where they are found: 7. Pont colour 7. Pont colour 8. Pont colour 9. Home 10. Pont 11. Pont 12. Pont colour 13. Pont colour 14. Pone 15. Pont colour 16. Pont 17. Pont colour 18. Pont colour 19. Pont 19. Pont colour 19. Pont 20. Pont colour 21. Pont colour 22. Pont colour 33. Pont colour 44. Pone 45. Pont colour 46. Pont 47. Pont 48. Pont 49. Pont 40. Pont 40. Pont 40. Pont 40. Pont 41. Pone 42. Pone 43. Pone 44. Pone 44. Pone 44. Pone 44. Pone 45. Pone 46. Pone 47. Pone 47. Pone 48. Pone 49. Pone 49. Pone 40. | ΗIFT |
| 2. Wrap text b. Used to select an entire worksheet [1] 3. Default width c. present on the cells group 4. Fill color d. sets the same width for all columns [3] 5. Percentage e. displays text in multiple lines [2] f. Number format [5] D. Name these icons. Also name the tabs and groups where they are found: - 1. B Bold Home Font 2. A Font colour Home Font 3. Wrap text Home Alignment 4. Merge and centre Home Alignment 5. Insert Home Cells | |
| 3. Default width 4. Fill color 4. Fill color 5. Percentage 6. displays text in multiple lines 7. Number format 7. Number format 7. Number format 7. Number format 8. Font colour 8. Event in multiple lines 9. Multiple lines 9. Multiple lines 9. Name these icons. Also name the tabs and groups where they are found: - 1. But home format 9. Font colour home found 9. Font colour home found 9. Font colour home Alignment 9. Multiple lines 9. Font colour home Alignment 9. Multiple lines 9. Font colour home Alignment 9. Font colour home Cells | |
| 4. Fill color d. sets the same width for all columns 5. Percentage e. displays text in multiple lines f. Number format 5. D. Name these icons. Also name the tabs and groups where they are found: - 1. B Bold Home Font 2. Font colour Home Font 3. Wrap text Home Alignment 4. Merge and centre Home Cells | |
| 5. Percentage e. displays text in multiple lines f. Number format 5. D. Name these icons. Also name the tabs and groups where they are found: - 1. B Bold Home Font 2. Font colour Home Font 3. Wrap text Home Alignment 4. Merge and centre Home Cells | |
| f. Number format D. Name these icons. Also name the tabs and groups where they are found: - 1. B Bold Home Font 2. Font colour Home Font 3. Wrap text Home Alignment 4. Merge and centre Home Alignment 5. Insert Home Cells | |
| D. Name these icons. Also name the tabs and groups where they are found: - 1. B Bold Home Font 2. Font colour Home Font 3. Wrap text Home Alignment 4. Merge and centre Home Alignment 5. Insert Home Cells | |
| D. Name these icons. Also name the tabs and groups where they are found: - 1. B Bold Home Font 2. Font colour Home Font 3. Wrap text Home Alignment 4. Merge and centre Home Alignment 5. Insert Home Cells | |
| 2. Font colour Home Font 3. Wrap text Home Alignment 4. Merge and centre Home Alignment 5. Insert Home Cells | - |
| 3. Wrap text Home Alignment 4. Merge and centre Home Alignment 5. Insert Home Cells | |
| 4. Merge and centre Home Alignment 5. Insert Home Cells | |
| 5. Home Cells | |
| | |
| 6. Fill colour Home Font | |
| | |
| MCQ's: - (Extra questions) | |
| 1. To select a entire worksheet you have to press | |
| a. CTRL+A b. CTRL+SHIFT c. CTRL+TAB d. CTRL+S | |
| 2. The options displays the hidden text in the cell in multiple lines.a. Wrap textb. Aligning datac. merging cellsd. Format | |
| 3. You can add borders to cells of a worksheet by using the button in the font group. | |
| a. Align b. bold c. Border d. merge | |
| 4. The option emerges the selected cells into a single cell and centre aligns the data. | |
| a. merge and centre b. right click c. middle row d. none | |
| 5. By default, Excel uses the format for numbers. | |
| a. Cell b. general c. format d. dialogue | |
| 6. To select an entire column, select the first cell in the column and press | |
| a. CTRL + SHIFT b. CTRL + SHIFT + down arrow c. CTRL + ALT d. CTRL + U | |

c. Either a. or b.

CH-7 INTRODUCTION TO FLASH

> Focus of the chapter

- 1. Starting flash
- 2. Creating a new flash document
- 3. Components of the flash window
- **4.** Using selection, line, pencil, rectangle, eraser, Paint bucket and bucket tool
- **5.** Saving a document
- **6.** Opening a saved document

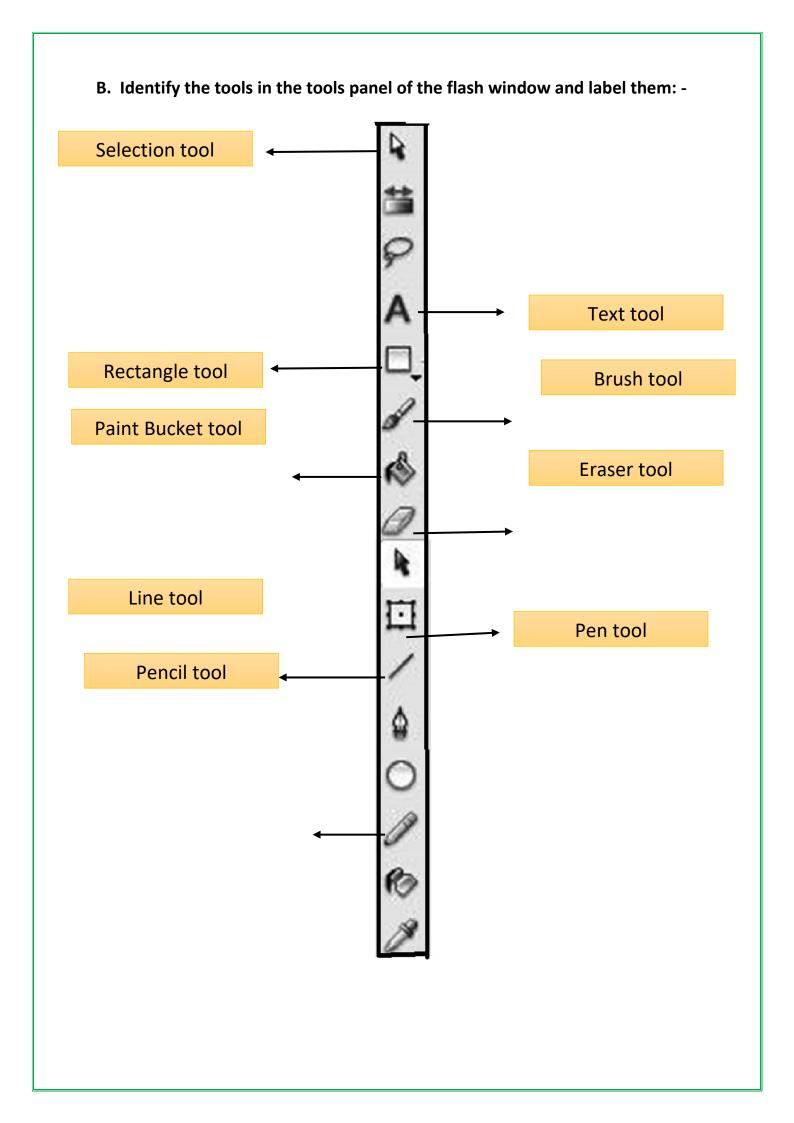
> Keywords:-

- **Stage-** a canvas where objects such as graphics, videos and buttons are arranged.
- **Tools panel** a panel that has tools you can use to select objects on the stage, create text and draw graphics.
- **Property inspector panel-** a panel that displays the properties of a selected object.
- **Timeline-** a control used to set the sequence for a movie.

EXERCISE CORNER: -

Α.

| Tick (✓) the corr | ects answers: - | | |
|---------------------|---------------------------|------------------------|------------------------|
| 1. Which of the fo | llowing provides acco | ess to all the comma | nds available in |
| flash? | | | |
| a. Additional pan | iels b. Menu bars | c. Tools panel | d. Stage |
| 2. Which of the fo | llowing displays the | properties of a select | ed tool? |
| a. Menu bar | b. Stage c. Pr | operty inspector par | nel d. timeline |
| 3. Where are the h | nand tool and the zoo | om tool located? | |
| a. View section | b. option section | c. color section | d. tools selection |
| 4. Which tool is us | sed to fill color in a sh | nape? | |
| a. eraser tool | b. pencil tool | c. paint bucket too | d. brush tool |
| 5. Which of the fo | llowing is the extensi | ion with which Adob | e Flash CS6 files |
| are saved? | | | |
| a. [.'lgo'] | b. [.'fla'] | c. [.'doc'] | d. [.'fls' |



- 1. Which panel can be found on the extreme right on the flash window?
 - → Tool Panel
 - 2. Which tool is used to draw lines and shapes using freehand?
 - → Pencil
 - 3. Which tool is used to fill colour in shape?
 - → Paint Bucket
 - 4. Which tool is used to erase your drawing or a part of it?
 - → Eraser
 - 5. Which tool is used to type text?
 - \rightarrow Text
 - 6. What is used to create animations and interactive web pages?
 - → Flash
 - 7. Which tool is used to draw rectangles and squares?
 - → Rectangle

Ch-8 Programming with QBasic

> Focus of the chapter: -

- 1. Computer program
- 2. Starting QBasic
- 3. The QBasic window
- **4.** Creating a new program
- 5. Saving a program
- 6. Opening a saved program
- 7. Elements of QBasic
- 8. Constants and variables
- 9. Rules for naming variables
- 10. Operators
- 11. Print, LET, END, CLS, REM, INPUT statements

> KEYWORDS: -

- Character set- a set of symbols used to write in a programming language
- **Keywords** words that have a defined function in QBasic
- Constants- values that do not change during the execution of a program
- Variables- named memory locations that contain values
- **Operators-** symbols that indicate the type of operation QBasic has to perform a task.
- Statements- instructions or commands given to the computer to perform task

EXERCISE CORNER: -

- A. Tick (✓) the correct answers: -
 - 1. Which of the following does a computer understand?
 - a. machine language

b. high-level language

c. assembly language

- d. Basic language
- 2. Which of the following is the full form of BASIC?
- a. Beginners All-Purpose Symbolic Instruction Code
- b. Beginners All-Purpose Symbolic Input code
- c. Beginners All-purpose Symbolic Instruction Code
- d. Basic All-purpose Symbolic Instruction Code
- 3. Which of the following is not a statement in QBasic?
- a. Clean Screen
- b. **REM**
- c. PRINT
- d. INPUT

4. Which of the following is a correct statement in QBasic?

a. LET N = "School"

b. LET N\$ = 'School"

c. LET "School" = N

d. LET N\$ = "School"

B. Fill in the blanks: -

- 1. <u>Compilers</u> and <u>Interpreters</u> translate a program written in a high level language into machine code.
- 2. A Keywords has a defined function in QBasic.
- 3. A string variable name always ends with the \$\square\$ sign
- 4. AND is **logical** operator used in QBasic.
- 5. The **INPUT** statement is used to get values for the variables from the user.

C. Draw the following: - (Extra questions)

1. Paint tool

2. Eraser tool

CH-9 Communication through the Internet

| Focus of the chapte |
|---------------------|
|---------------------|

- 1. Using email to send and receive files
- 2. Chatting
- 3. Video conferencing and its advantages
- 4. VoIP
- 5. Social Networking
- **6.** Blogs
- 7. e- banking
- KEYWORDS: -
 - Emoticon- a set of keyboard characters used to convey an emotion
 - VoIP- a service that gives calling facilities over the internet
 - Blog- a regularly updated web page that focuses on a particular area of interest.

EXERCISE CORNER: -

| A. | Tick | $\langle \checkmark \rangle$ |) the correct answers: - |
|----|------|------------------------------|--------------------------|
|----|------|------------------------------|--------------------------|

- 1. Which of the following modes of communication does not require an internet connection?
 - a. mobile phone b. video conferencing c. **e-banking**
- 2. Which of the following is a video conferencing software?
 - a. Hotmail b. Gmail c. **TrueConf** d. Yahoo
- **3. Which service allows you to make telephone calls over the internet?**a. Video conferencing b. **VoIP** c. chatting d. social networking
- 4. Which of the following is not a social networking site?
 - a. Facebook b. Twitter
- c. **Gmail**
- d. Instagram

d. chatting

- 5. Which of the following is another name for Blog?
 - a. elogs

- b. photo logs
- c. podcasts
- d. vlogs

B. Fill in the blanks: -

- 1. The computer files that you send through emails are called attachments.
- 2. VoIP can use a standard Internet connection to make <u>telephone calls</u>.
- 3. The word Blog is formed from the rearrangements of two words <u>Web Log</u> and <u>We Blog</u>.

4. You can access account information any time through <u>e- banking</u>.

C. Write two examples for each of the following: -

1. Free e-mail service provider

2. Chat program

3. Social networking site

| G-mail |
|----------|
| Livechat |
| Facebook |

| Yahoo |
|-----------|
| Purechat |
| WhatsApps |

D. What type of Internet service can be used for each of the following: - (Extra questions)

| 1. | То | communicate | with | short t | typed-in | messages | |
|----|----|-------------|------|---------|----------|----------|--|
|----|----|-------------|------|---------|----------|----------|--|

- 2. To hold meetings where you can use
- 3. To share views and pictures with friends.
- 4. To Transfer money.

<u>Chatting</u>. Video calling .

G- mail .

E - making .

