Puna International School
Shree Swaminarayan Gurukul, Zundal

QUESTION BANK

GRADE : 6 Section: _____	SUB: COMPUTER SCIENCE

CHAPTERS – 1 to 5

Name: _____ Roll No: _____

Q: A Tick (√) the correct options.

1) Which of the following is not a portable computer?
   a) Desktop   b) Laptop   c) Palmtop

2) To access the Columns feature in Word document, click:
   a) Insert – Columns   b) Layout – Columns   c) Review - Columns

3) Which is more compact in size than a tablet?
   a) Desktop   b) Notepad   c) Smartphone

4) Which of the following is present in Editing group of the Home tab?
   a) Header and Footer   b) Find and Replace   c) Watermark

5) Which of the following is used to insert the faded text in the document?
   a) Penmark   b) Watermark   c) Brushmark

6) What does WMP stand for?
   a) Windows Multiple Programs
   b) Windows Media Player
   c) Windows Movie Player

7) Which is the default audio file format of Windows Media Player?
   a) MP3   b) WMA   c) WMAP

8) Which of the following are known as PCs?
   a) Minicomputers   b) Microcomputers   c) Mainframe computers

9) Which of the following are used for weather forecasting?
   a) Supercomputers   b) Minicomputers   c) Microcomputers

10) Which option do you click in Control Panel to set a theme?
   a) Personalize   b) Theme   c) Personalization

11) In Word, a text which is in blue color, and allows you to jump to the linked page is called?
   a) Hyperlink   b) Watermark   c) Drop Cap

12) Spelling and Grammar option is present in:
   a) Proofing group of Review tab
   b) Proofing group of Insert tab
   c) Proofing group of layout tab

13) In Excel, you can create and maintain the data in:

    a) Column format   b) Tabular format   c) Rows format

14) Spreadsheet is also known as:

    a) Document   b) Worksheet   c) Cells sheets

15) The shortcut key to save a file is:

    a) Ctrl + S   b) Alt + S   c) Shift + A

16) Which of the following is not part of Illustration group?

    a) Smart Art.   b) Shapes   c) Picture

17) Audio and Video features are present in:

a) Media group of Insert tab

b) Media group of Home tab

c) Video group of Media tab

18) In transitions tab, which box enables you to enter time to set length of a slide transition?

a) Duration box in Timing group

b) Start box in Timing group

c) Duration box in Preview group

19) A pane that shows all effects for the current slide in the order in which they will appear is called:

a) Slide Pane   b) Animation Pane   c) Notes Pane

20) _____ short cut key is used to play song in windows Media Player

a) ctrl + S   b) Ctrl + P   c) Ctrl + M

Q: B Fill in the blanks.

1) Header and footer are visible on _____ page of a document once they are entered in the document.

2) PDA comes along with a _____

3) _____ is a default file format of Windows Media Player that won't play on iPads, most smart phones, or many other music players.

4) A device which is small enough to hold in a hand is called a _____ device.

5) The process of copying music, pictures and videos from a CD / DVD to your computer is called _____

6) You click the _____ text along with Ctrl key to access its link.

7) The _____ tab of word application contains Watermark option.

8) The drop cap feature is present in _____t group of the insert tab.

9) The bottom page margin area of a document is called _____

10) Windows Media Player (WMP) is a _____software application of windows.

11) A small computing device that can easily be transported from one place to another is called a _____ computer.

12) Computers that exhibit features of both analog and digital computers are called _____ computers.

13)_____ short cut key is used to activate spelling and grammar check.

14) Windows is the product of _____.

15) The _____contains common commands, such as new, open, save etc. that you can access by a single click.

16) The _____ button enlarges the Excel window up to its standard size.

17) In Excel, various commands are arranged in _____

18) Slide transitions are the visual movements of _____

19) When you apply a slide transition or animation, a _____ appears on the left of the slide thumbnail in the Slides Pane.

20) To delete a slide transition, select a slide and click the Transition tab _____

Q: C State True or False.

1) The Task Manager helps you to end tasks if the computer is not responding. _____

2) You can rip and burn a CD or DVD using Windows Media Player. _____

3) The Rip Settings drop- down list allows you to set file format. _____

4) The header and footer cannot be edited in Word document. _____

5) Word provides a range of preset headers and footers. _____

6) The process of identifying and fixing the bugs on a computer is called burning. _____

9) Smart phones are more compact in size than tablets. _____

10) A notebook has separate components: the system unit, keyboard, mouse, etc. _____

11) WMP stands for Windows Media Player. _____

12) A5 is an example of cell reference. _____

13) The Name box shows the data that you enter in an active cell. _____

14) You can enter data and formula in the Formula bar. _____

15) On pressing the Ctrl key, you can select multiple range of cells. _____

16) On clicking row header, you can select a complete row. _____

17) Numbers which are marked next to an object show the sequence of the animation effects.

_____

18) All the animation effects are present in Animation group of Animation tab. _____

19) To take printouts of a presentation, you click file – print. _____

Q: D Match the following columns.

Column A	Column B
1. F2	a. To close a workbook in Excel
2. Ctrl + S	b. To select compete worksheet
3. Arrow keys	c. To save a workbook
4. Ctrl + A	d. To open a cell in edit mode
5. File – Close	e. To move around the worksheet
6. Ctrl + F	f. Opens header and footer in edit mode
7. Ctrl + H	g. Shows Find Navigation pane
8. F7	h. Part of Insert tab
9. Header and Footer	i. Activates spelling and grammar check
10. Double – clicking at bottom margin of a page	j. Open find and replace dialog box
11. Ctrl + M	k. To create a new playlist
12. Ctrl + P	l. To get the option to open Task Manager
13. Ctrl + S	m. To play a song in Windows Media Player
14. Ctrl + Alt + Del	n. To stop currently running song in Windows Media Player
15. Ctrl + N	o. To view menu bar in Windows Media Player

Ans : _____

_____

Q: D Short answer questions.

1) Which is the latest version of Windows?

Ans: _____.

2) What is a computer?

Ans: _____.

3)What is Page header?

Ans: _____.

4) What is burning?

Ans: _____..

5) What is formula bar?

Ans: _____.

6) Write any one characteristic of a computer.

Ans: _____

7) How do you remove slide transitions?

Ans: _____

8) What is a hyperlink?

Ans: _____

9) Give names of any two file formats of Windows Media Player.

Ans: _____

10) What is Windows Media Player?

Ans: _____

11) Which option will you use to save an existing file with a new name?

 Ans: _____

12) Define the Name box.

Ans: _____

 13) What do you mean by a 'range of cells'?

 Ans: _____

 14) What is slide transition?

 Ans: _____

 15) Which tab do you click to apply slide transitions?

 Ans: _____

Q: E Name the following.

 1. Window control buttons: _____   _____

 2. Components of Excel: _____   _____

 3. Types of Microcomputers: _____   _____

 4. Limitations of a Computers: _____   _____

 5. Characteristics of a Computers: _____   _____

 6. Classification of Computers: _____   _____

7. Examples of Super Computer: _____ _____

8. Examples of Mainframe Computer: _____ _____

9. Places where used Analog Computer: _____ _____

10. Examples of Digital Computer: _____ _____

11. Use of Hybrid Computer in Hospital: _____ _____

12. Examples of Minicomputer: _____ _____

13. Different views of Ms. Excel: _____ _____

Q: F Write short cut keys:

1. To save an existing file with a new name - _____
2. To save a file. - _____
3. To delete the content of a cell or a range of cells after selection. - _____
4. To move around the worksheet. - _____
5. To open an existing file. - _____
6. To select a complete worksheet. - _____
7. To open a new workbook. - _____
8. To print a presentation - _____
9. To create a new playlist - _____
10. To open an audio file from hard disk drives. - _____
11. To play a song - _____
12. To stop currently running song - _____
13. To play previous song - _____
14. To view menu bar - _____

Q: G [A] The steps to open an existing workbook in Excel, are given below. Put them in the

correct order by numbering them.

1) Click file. ☐

2) Select the Open option. ☐

3) Click Browse. ☐

4) Select the desired location and file name. ☐

5) Click the Open button to open the file. ☐

[B] **Given below are the steps to rip a CD. They are not in the correct order. Put them in the correct order by numbering them.**

- Clear the check boxes of songs which are not to be ripped. ☐

- Insert a CD in CD drive. ☐

- Click on the Rip Setting options and select required file format. ☐

- Click the Rip CD button. ☐

- Go to the Library to play ripped songs. ☐

- Open Windows Media Player ☐

[C] **Steps to insert a video on a slide are given below. Write numbers to put them in the correct order.**

1) Click the Insert tab.
2) Click the Video on My PC option.
3) Click the Insert button.
4) Select the required video clip in Insert Video dialog box.
5) Choose the Video option in the Media group.

Q: H [A] Complete the following crossword using clues.

[B] Complete the following crossword using clues.

Hints:

1) It is a large capital letter that appears at the beginning of a text block in a word document.

2) It refers to visual movement of an object in PowerPoint.

3) A tool of word that allows you to replace text.

4) Another tool of Word that searches for text.

5) These are the visual movement of slides in PowerPoint.

[C] Complete the following crossword using clues.