2nd Term Worksheet [2018 – 19]

Subject – Computer Application
Class – VI

Name : _____ Sec. : _____

Chapter – 4
[Word Processor – Mail Merge]
[Exercises]

[A]   Answer the following questions: [47-48]

1.   What do you mean by Mail Merge?

Ans.   _____

_____

_____

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_____

2.   How is mail merge useful for writing letters to different recipients?

Ans.   _____

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3.   How can mail merge wizard be accessed?

Ans.   _____

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4.   How is merged document created?

Ans.   _____

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5.   What do you mean by main document and data source?

Ans.   _____

_____

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[B]   Fill in the blanks: [48]

1.   Mail merge is the feature of _____ utility of MS office.

2.   The document produces after merging the main document and the data source is called _____.

3.   Mail merge can be started by clicking on the _____ tab.

4.   The information remains same for every letter is present in _____.

[D]   Write 'True' or 'False':   [48]

1.   The data source consists of the information remains same. _____

2.   To add details of the new recipients we click on new entry button. _____

3.   Mail merge is started from the review tab. _____

4.   The address block appears in the mail merge task pane. _____

Chapter – 5
[Presentation – Visual Effects]
[Exercises]

[A]   Answer the following questions: [58-59]

1.   How many views are there in MS PowerPoint? Name them.

Ans.   _____
        _____
        _____
        _____
        _____
        _____

2.   What is difference between Transition and Animation?

Ans.   _____
        _____
        _____
        _____
        _____
        _____

3.   What are Animations?

Ans.   _____
        _____
        _____
        _____
        _____
        _____

4.   How will you apply transition effect on the slide?

Ans.   _____
        _____
        _____
        _____
        _____
        _____

5. What is Slide Transition?

Ans. _____

_____

_____

_____

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_____

6. Write the steps to run a slide show.

Ans. _____

_____

_____

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[B] Choose the correct option to fill in the blanks: [59]

1. The ability to move any object in all the directions of a slide is called _____.

    a. Copying   b. Pasting   c. Animation

2. _____ are the special that are used to add visual effects to the slides.

    a. Animations   b. Transitions   c. Slideshow

3. Click the _____ tab to apply transition effects.

    a. Animations   b. Tansitions   c. Review

4. See a preview by clicking on _____ in the animation pane.

    a. Play   b. Slide Show   c. Start

5. _____ are the animation like effects that occur in the slide show view.

    a. Slide Transition b. Slide design   c. Slide view

[C] Write 'True' or 'False': [60]

1. There are five types of views are available in Ms PowerPoint. _____

2. Outline view is helpful in adding images and objects in the slide. _____

3. Slide shorter view shows all the slides at a time on the screen. _____

4. We can not apply transitions effects in slide shorter view. _____

5. Animations are special visual effects that make the presentation more attractive.

    _____

6. Press F4 to run the slide show. _____

Chapter – 6
[Scratch – Introduction to Game Creation]
[Exercises]

[A] Answer the following questions: [76]

1. What can be done using Scratch?

Ans. _____

_____

_____

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2. Describe drawing an arrow in Scratch.

Ans. _____
_____
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3. How will you change from one Sprite to another?

Ans. _____
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4. Describe working with multiple sprite.

Ans. _____
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5. What is the use of Pen Up and Pen Down in Scratch?

Ans. _____
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[B] Fill in the blanks: [76]

1. _____ button wipes the paint editor clean for a new drawing.

2. _____ allows you to change pen colour as you are drawing.

3. _____ size changes the thickness of the drawing tool.

4. _____ are the blocks that control a sprite's movement.

5. _____ are the block that control sound and MIDI functions.

6. You can change the size of shape by using _____ and
_____ buttons.

[C] Write 'True' or 'False': [77]

1. Scratch is designed only for kids. _____

2. Sprite preview lets you to preview a project. _____

3. You can rotate image in scratch. _____

4.   Scratch does not allow to work with multiple sprite. _____

5.   Motion blocks control a sprite's movement. _____

[D]   Describe the steps for working with multiple sprite.   [77]

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