

INTERNATIONAL INDIAN SCHOOL BURAIDAH
Class5/Term 2/Computer Worksheet

A.Fill in the blanks

- 1.By default , a workbook contains a _____ sheet.
2. A _____ provides an accurate analysis of information.
3. A _____ is a grid of rows and columns.
- 4.The _____ box is used to apply a condition in a program.
5. An email address consists of a username and _____

B.True or false

- 1.Transition effects give motion to the text and pictures .
- 2.Table is an effective way to display data in a graphical and pictorial form .
- 3.A workbook can contain multiple worksheets .
- 4.The forward button is used to compose an email.
- 5.Flow lines show the direction in which the program is moving .

Choose the correct option

- 1.Which tab has the 'Slide Master' option ?
a) Insert b) View c) Design d)Home
- 2.A formula in excel starts with an Sign
a) = b) + c) - d)*
- 3.Name the device that connects a computer with the telephone line.
a) Modem b)Mouse c)Set top box d)CPU
4. The pictorial representation that illustrates the steps of the solution to a problem is called_____
a) Algorithm b)flow lines c)connector d) Flowchart
- 5.The_____ box shows the address of an active cell.
a) Cell b)Formula c) Name d) Active cell

Answer the following questions

- 1.What is slide master?
- 2.Differentiate between workbook and worksheet.
- 3.Define slide transition .
4. Explain briefly about any two types of data that can be entered in excel sheet.
5. Explain the term 'Search Engine'. Write one example.
6. What is algorithm?
- 7.Describe the use of Cc and Bcc fields.