

Revision-1

Answer in one word/sentence.

1. What is the design of the characters that you type known as?

Ans. Font

2. Which groups contain the font size and paragraph alignment options respectively?

Ans. Font and Paragraph groups

3. Which tab has the formatting options that you have learned about in chapter-5?

Ans. Home tab

4. What is PowerPoint?

Ans. A presentation is the act of presenting the contents of a topic to an audience.

5. What is the word processor software of the Microsoft Office Suite called?

Ans. MS Word

6. What will you use to present information in the form of rows and columns?

Ans. Table

7. What do you understand by the term formatting?

Ans. Formatting is the way to improve the appearance of the document.

8. Which tab will you use to insert a Clipart or WordArt?

Ans. Insert tab

9. Which tab will you use to insert date and time?

Ans. Insert tab

10. What is the importance of a title slide?

Ans. It gives an idea about the topic of the presentation.

11. Which tab and option will you click to add a new slide to your presentation?

Ans. Home tab and New slide

12. Write down the advantages of E-Mail.

Ans. 1. The message is usually received within seconds / minutes.

2. Messages can be sent out to thousands of people at one go.

13. Which command is used to erase unwanted lines in LOGO?

Ans. PenErase (PE) command

14. Which command can be used to draw polygons, circles and arcs easily in LOGO?

Ans. REPEAT command

15. Which command is used to print messages or do calculations in LOGO?

Ans. PRINT (PR) command

16. What is Internet ?

Ans. The Internet is the largest network in the world, connecting millions of people worldwide.

17. What is meant by left alignment?

Ans. In left alignment , the typed text aligns left margin.

18. Write down the commands used to turn the Turtle.

Ans. RIGHT (RT) LEFT (LT).

Revision-2

Fill in the blanks.

1. In a Numbered list, the ordering of items is important.
2. The bigger the Font size, the larger the text size.
3. WordArt is text with special effects applied to it.
4. A Table consists of rows and columns, which intersect to form cells.
5. MS PowerPoint is a presentation making software.
6. To insert a new slide, click on the New Slide button under the Home tab.
7. The MSW Logo software provides an interface to work with the Logo language.
8. The CS command will clear the drawing area of the screen.
9. The REPEAT command can repeat a set of instructions any number of times.
10. The PU command will pick the pen up so that the Turtle can be moved without drawing lines.

Revision-3

Write True Or False

- | | |
|--|-------|
| 1. By changing the Font style, you can make the text bold, italic or underlined. | True |
| 2. A Numbered list is used when the numbering of the items is important. | True |
| 3. A collection of pictures ready to use in computer files is called WordArt. | False |

- | | |
|---|-------|
| 4. WordArt is text that has special effects applied to it. | True |
| 5. Rows are horizontal and columns are vertical. | True |
| 6. Cells are formed at the intersection of rows and columns. | True |
| 7. MS Word is a software program in which you can make effective presentations. | False |
| 8. A presentation lets you present your ideas to an audience. | True |
| 9. You can start the slide show by pressing the F6 key. | False |
| 10. MSW Logo is used for making animation pictures. | False |
| 11. The Home command will bring the Turtle back to the center of the screen. | True |
| 12. To erase the lines drawn, use the PenErase command. | True |
| 13. The REPEAT command can be used to repeat a set of instructions only twice. | False |
| 14. You can do calculations using the Print command. | True |
| 15. A Table consists of rows and columns. | True |

Revision-4

Tick (✓) the correct option

- The design of characters which you type is called
Ans. Font
- Bold and Italics are
Ans. Font Style
- How many types of alignments are there in Word?
Ans. Four
- Bullets and Numbering are under this tab and group
Ans. Home, Paragraph
- Click on this tab to insert WordArt
Ans. Insert
- A table consists of
Ans. Both rows and columns
- To move to next cell in a Table, press the
Ans. Tab key
- To move to the previous cell in a Table, press the
Ans. Shift + tab key

9. Which of the following software is used for making a presentation?

Ans. PowerPoint

10. In a presentation, the working space is the

Ans. Slide area

11. The contents in a slide are added in

Ans. Placeholder

12. The tab and button used to add content are found in

Ans. Home, New slide

13. In which of the following views are all slide displayed in full view?

Ans. Slide show

14. Logo is a

Ans. Computer language

15. This command is used to repeat a set of instructions any number of times.

Ans. Repeat

Revision-5

Write the names of the following commands.

1. BK ★ Back
2. HT Hide Turtle
3. PU Pen Up
4. PD Pen Down
5. LT Left
6. ST Show Turtle
7. PE Pen Erase
8. PPT Pen Paint
9. FD Forward
10. RT Right

Revision -6

Define the followings.

1. E-mail :- E-mail is the electronic way of sending mail using the Internet.
2. Search Engine :- A search engine is a website designed to search for information on the word wide web.
3. Home page :- The home page is the first page of a website.

4. Web browser :- A web browser is a software application that people use to view web pages on the internet.
5. MSW LOGO :- MSW is the software which provides an interface to work in log language.
6. Chatting :- chatting is the instant form of communicating with people on the internet.
7. Web page :- a web page is a digital page that contains information in the form of text picture video and sound.
8. WWW :- the world wide web www is a graphical part of the internet consisting of text pictures ,Sound and video
9. Internet :- the internet is the largest network in the world connecting millions of people worldwide.

Revision – 7

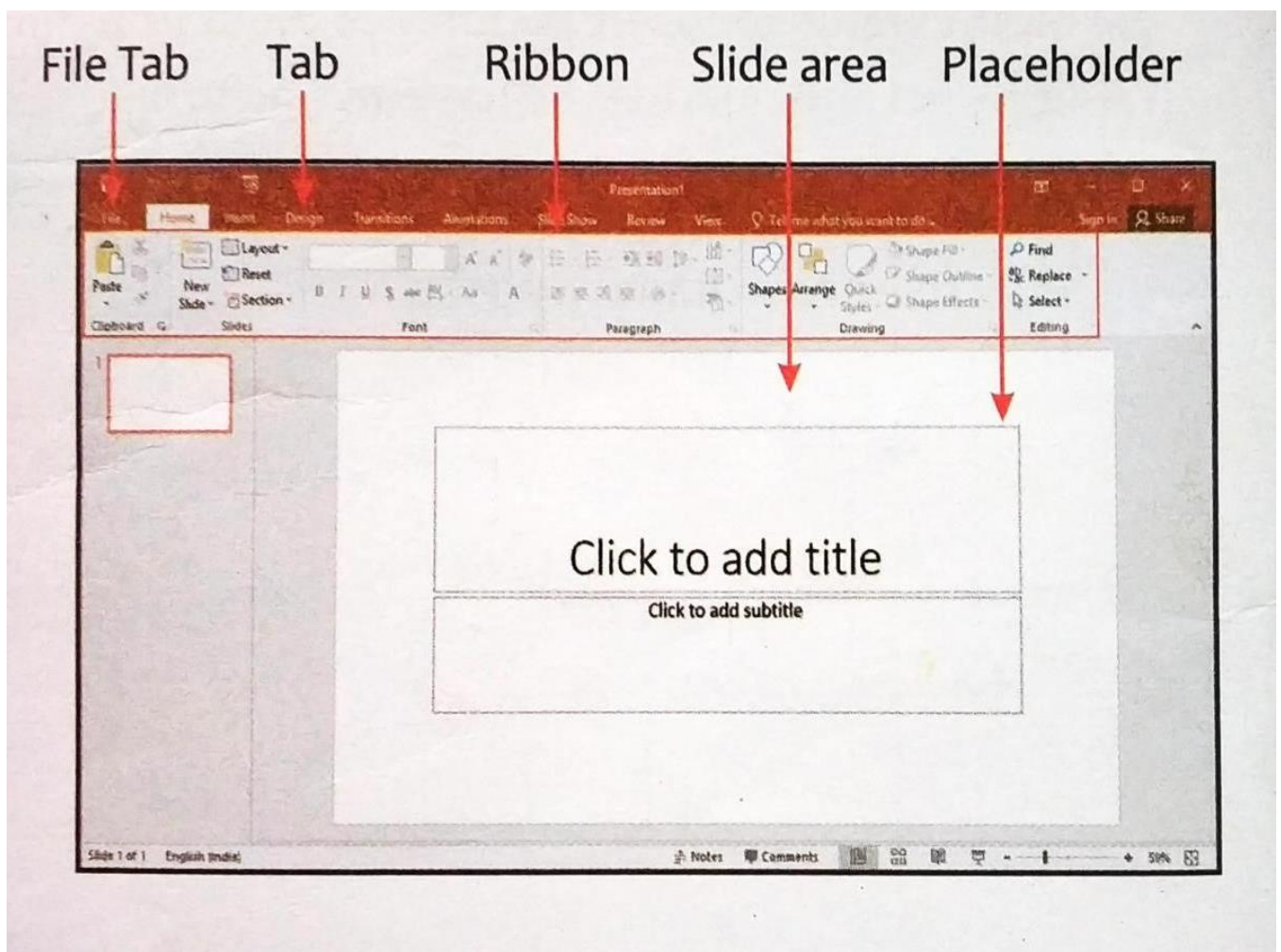
Write the purpose of following Commands.

1. FORWARD (FD) :- to move the Turtle forward by a specified no. of steps.
2. BACK (BK) :- to move the Turtle back by a specified no. of steps.
3. RIGHT (RT) :- to turn the Turtle to the right by the angle specified.
4. SHOW TURTLE (ST) :- to show the Turtle.
5. HIDE TURTLE (HT) :- to hide the Turtle.
6. LEFT (LT) :- to turn the Turtle to the left by the angle specified.

Revision-8

Draw the structure of MS Office PowerPoint and also write its components.

Ans. (Page no 64)



Draw the diagram of MSW logo software with its various components of the screen. (Page no. 77)

