



Delhi Public School, Gandhinagar Half Yearly Sample Paper (2024-25)

Class: V

Computer Science

Date: . .24

Time: hours

M. Marks:

Name: _____ **Sec:** _____ **Roll No.:** _____

General Instructions:-

- (i) There are 3 Sections in this paper.***
- (ii) All the questions are compulsory.***
- (iii) Answer the questions as per the instructions.***

Q.I Tick the correct option from the following. (Multiple Choice Questions)

1. Which of the following is a column heading in MS Excel?
a) A1 b) 10 c) D
2. You can use the _____ feature to display the content in multiple lines of the same cell in MS Excel.
a) Vertical Alignment b) Wrap Text c) Justified
3. Merge Cells option is available in the _____ tab in MS Word.
a) Design b) Format c) Layout
4. Which tab in MS Word is used to access the Mail Merge option?
a) Home Tab b) Layout Tab c) Mailing Tab
5. Which of the following is an example of 4GL?
a) Java b) HTML c) SQL

Q-II Answer the following in one word / one sentence.

1. Which key is used to the next cell in the same column in a worksheet in MS Excel?
2. Name the alignment that is used to align the cell content at the top of the cell in MS Excel.
3. Which alignment is used to align the cell content to the bottom of the cell in MS Excel?
4. Which option is used to divide a cell into multiple cells in MS Word?
5. Which is default document type for a Mail Merge in MS Word?
6. Which utility software is used to recover data, in case of damage or accidental Loss?

7. How many rows and columns are there in the following table in MS Word?

Q- III Rewrite the following underlined word by replacing with correct word.

1. The Save option is used to save a document with a different name in MS Excel.
2. Redo is the feature used to reverse the action you performed earlier in MS Excel.
3. A column is a horizontal arrangement of data or information in a table in MS Word.
4. The name and address in every document is inserted in the Data Source in MS Word.
5. A software required to convert a high level program into machine language program is called a Backup Utility software.

Q-IV Write the shortcut keys for the following.

1. To move to the first cell of the first row in MS Excel.
2. To move to the next row in MS Excel.
3. To Move to the previous cell in a row of a table in MS Word.
4. To Move to the first cell in a row in MS Word.

Q-V Answer the following questions.

1. What is the Difference between Split Cells and Merge Cells in MS Word?
2. What is the significance of the Greeting line in a mail merge?
3. Differentiate between compiler and interpreter.

Q-V Application based questions.

1. Kriti has created a worksheet with the marks obtained by students of her class in Term I Examination. However, she forgot to add the column for ICT. She needs to add a column Between Math and Science. Explain how she can do it.
2. Rahul's father has asked him to show his total expenses in January. Help him in accomplishing his task.

Computer CBE Based Questions (Apr'2024-25)
L.5 Working with Numbers – MS EXCEL

A Multiple Choice Questions.

1. Which of the following is a spreadsheet program?
(a) Excel (b) Google Sheets
(c) LibreOffice (d) All of the above
2. Which of the following displays the name of the active cell?
(a) Formula bar (b) Name box
(c) Status bar (d) None of the above
3. Which of the following is a shortcut key to save a spreadsheet?
(a) Ctrl+S (b) Ctrl+R
(c) Ctrl+A (d) Ctrl+D
4. Which of the following is a shortcut key used to move to the first cell of the first row?
(a) Ctrl+Home (b) Ctrl+H
(c) Ctrl+Window (d) None

B Fill in the blanks.

1. Data is organized vertically in columns.
2. A cell is named by its column name followed by its row name.
3. The formula bar displays the name of the active cell.
4. A file in Excel is saved with the .xlsx extension.

Computer CBE Based Questions for the Month of June'2024-25

L.6 EDITING AND FORMATTING VALUES IN EXCEL

A.

Look at the following picture and answer the following questions.

www.ExcelDataPro.com					
<i>Personal Income-Expense Tracker</i>					
Month		January	2019	Balance	
Date	Income	Amount	Date	Expense	Amount
02-04-2019	Salary	₹ 18,000	02-04-2019	Electricity Bill	₹ 1,520
05-04-2019	Project 1	₹ 5,500	03-04-2019	Petrol	₹ 210
10-04-2019	Project 2	₹ 7,000	05-04-2019	CCD	₹ 325
15-04-2019	Content Writing	₹ 2,500	05-04-2019	Juice	₹ 200
17-04-2019	Website Development	₹ 5,000	05-04-2019	Rent	₹ 9,000
22-04-2019	Fiverr	₹ 650	08-04-2019	Mutual Funds	₹ 10,000
25-04-2019	Upwork	₹ 0	08-04-2019	Home Expenses (Food)	₹ 12,000
			15-04-2019	Outing With Friends	₹ 1,500
			16-04-2019	Gift for Mom	₹ 600
Total		₹ 38,650	Total		₹ 35,355

i) What is the data shown in MS Excel?

Ans. Personal Income – Expense.

ii) What is the alignment of **Date** column?

Ans. Align Right Horizontally.

iii) What is the alignment of Amount?

Ans. Align Center Horizontally

iv) If I wanted to insert a column between January and 2019 (Amount and Date), before which Column will I place my cursor to insert a new column?

Ans. 2019 (Date) Column.

v) What is the alignment of Total column?

Ans. Align Center Horizontally.

vi) What is the total expense?

Ans. Rs 35,355.

vii) What is the total income?

Ans. Rs 38,650.

viii) Which formula will be used to calculate the balance amount in MS Excel?

Ans. = (38,650)Income Total amount - (35,555) Expense Amount. Press Enter key to get the result as 3,295.

A **Creating a monthly Income – Expense table. [Practically to be done]**

Income and Expense Statement Chart							
Unit:							
Project	Jan	Feb	Mar	Apr	May	June	Total
Income	500.00	600.00	200.00	850.00	600.00	560.00	3,310.00
Expense	200.00	250.00	450.00	420.00	300.00	600.00	2,220.00
Balance	300.00	350.00	-250.00	430.00	300.00	-40.00	1,090.00

B **Generate a Report Card of Aadhya Singh for Class 5 in MS Excel Sheet.**

Class : 1st A
Academic Session: 2017-18

Student's Name	<u>Amit Kumar</u>	Roll No.	<u>1</u>
Father's Name	<u>Naimesh Mehta</u>	Admission No.	<u>25445</u>
Mother's Name	<u>Sheetal Rani</u>		
Date of Birth	<u>11/11/2004</u>		
Address	<u>#44, Model Town, Hisar</u>		

SCHOLASTIC AREA	Term 1 (100 Marks)					Term 2 (100 Marks)					OVERALL		
	Per. Test	Note Book	SEA	Half Yearly	Total	Per. Test	Note Book	SEA	Yearly Exam	Total	Grand Total	Grade	Rank
	10	5	5	80	100	10	5	5	80	100	100		
English	10.0	4.0	5.0	67.0	86.0	1.0	2.0	5.0	88.0	96.0	91.0	A1	1
Hindi	9.0	5.0	4.0	64.0	82.0	8.0	3.0	4.0	78.0	93.0	87.5	A2	1
Maths	7.0	4.0	3.0	78.0	92.0	7.0	4.0	5.0	58.0	74.0	83.0	A2	1
Science	8.0	3.0	4.0	55.0	70.0	9.0	5.0	4.0	77.0	95.0	82.5	A2	1
Social Studies	6.0	5.0	5.0	77.0	93.0	6.0	5.0	4.0	68.0	83.0	88.0	A2	1
Computer Sc.	9.0	5.0	5.0	67.0	86.0	8.0	4.0	5.0	76.0	93.0	89.5	A2	1

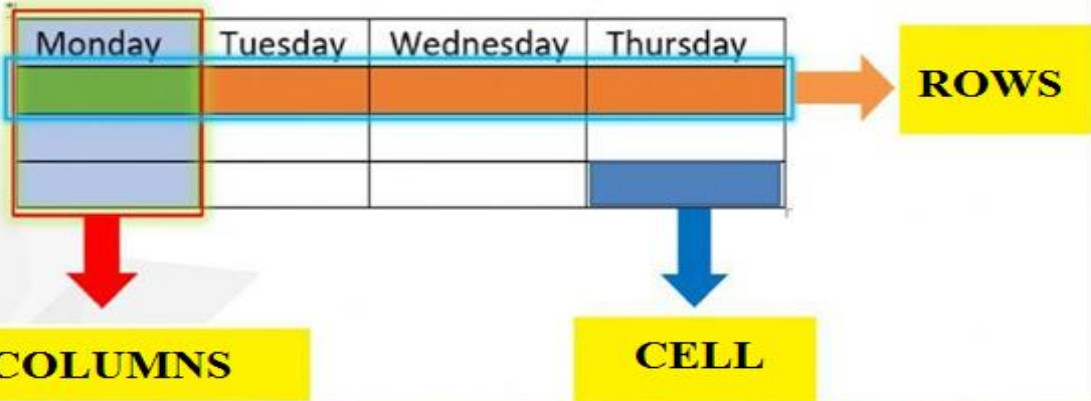
*8 Point Grading Scale : A1(91% - 100%), A2(81% - 90%), B1(71% - 80%), B2(61% - 70%), C1(51% - 60%), C2(41%-50%), D(33% - 40%), E(32% & Below) *SE=Sub Enrichment*

Pls Note: Apply formulas for Term 1, Term 2 and Grand Total Columns. Same example will be used for Mail Merge Option in MS Word for Chapter 3.

Computer CBE Based Questions for the Month of July'2024-25
L-4 WORKING WITH TABLES – MS WORD

CBE WORKSHEET

Select the name of parts of a table



How many rows and columns are there in the below table?
(Write the numbers in the yellow boxes)

There are columns, and rows.

Drag the actions to correct steps to add a table into a document

Select the number of rows and columns

Step 1:

Click



Table

Click



Table

Step 2:

Select the number of rows and columns

Click Insert tab

Step 3:

Click Insert tab

Create a time table in the given format.

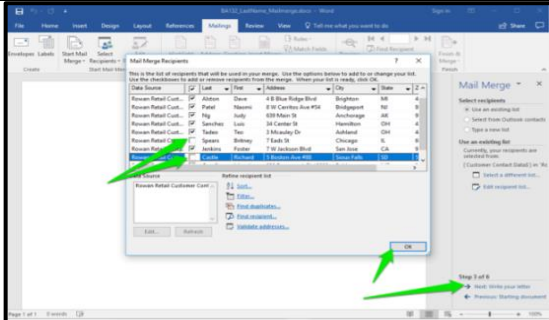
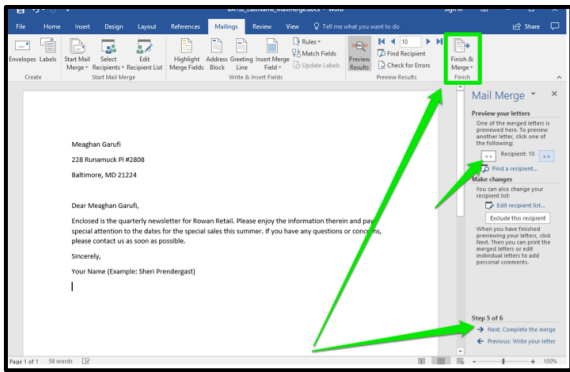
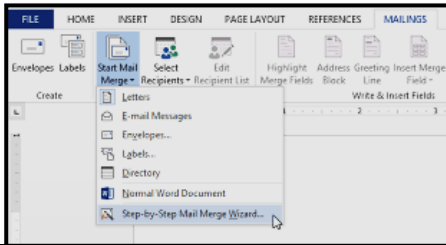
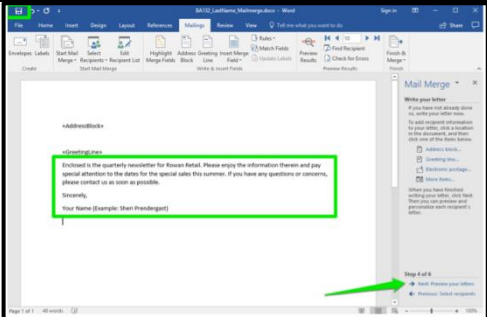
SCHOOL TIME TABLE MANAGEMENT										
CLASS	Period	1	2	3	4	BREAK	5	6	7	8
	TIME	08:00 AM	08:30 AM	09:00 AM	09:30 AM		10:30 AM	11:00 AM	11:30 AM	12:00 PM
10TH	SUBJECT	COMPUTER	SOCIAL SCIENCE	SPORTS	SANSKRIT	BREAK	COMPUTER	SANSKRIT	SCIENCE	HINDI
	TEACHER NAME	PRIYANKA	MAYANK	VIVEK	SHYAM		PRIYANKA	SHYAM	NAVEEN	RK SINGH
9TH	SUBJECT	HINDI	SCIENCE	SANSKRIT	SPORTS		MATHS	SPORTS	SOCIAL SCIENCE	ENGLISH
	TEACHER NAME	RK SINGH	NAVEEN	SHYAM	VIVEK		REKHA	VIVEK	MAYANK	KK SINGH
8TH	SUBJECT	SOCIAL SCIENCE	SPORTS	MATHS	SCIENCE		SANSKRIT	COMPUTER	ENGLISH	MATHS
	TEACHER NAME	MAYANK	VIVEK	REKHA	NAVEEN		SHYAM	PRIYANKA	KK SINGH	REKHA
7TH	SUBJECT	MATHS	SANSKRIT	COMPUTER	COMPUTER		SOCIAL SCIENCE	HINDI	MATHS	SPORTS
	TEACHER NAME	REKHA	SHYAM	PAWAN	PAWAN		MAYANK	RK SINGH	REKHA	VIVEK

Computer CBE Based Questions for the month of Aug'24

L-3 MAIL MERGE – MS WORD

CBE WORKSHEET

Re-arrange the steps to complete the process of the mail merge for the following.

Step No	Steps	Answer (Correct Steps Number)
1	 <p style="text-align: center;">Create Data Source</p>	Step : 2
2	 <p style="text-align: center;">Printing / Previewing the document</p>	Step : 4
3	 <p style="text-align: center;">Creating the Main document</p>	Step : 1
4	 <p style="text-align: center;">Merging the data source with the Main Document</p>	Step : 3

Computer CBE Based Questions for the month of Aug'24 – Sept'24

L-1 SOFTWARE AND ITS TYPES

CBE WORKSHEET

1) Read about three types of software in the boxes below. Match them to the correct picture.

SYSTEM SOFTWARE helps the user, hardware, and application software to interact and function together.

Operating systems are an example of system software: Windows, Linux, Mac OSX, Android and iOS.

APPLICATION SOFTWARE is used to carry out tasks on a computer, such as writing an email, making a poster, doing homework and messaging friends.

Some examples include a word processor, web browser, spreadsheet software.

PROGRAMMING SOFTWARE is used by the programmers to write their programs and instructions which can be executed by a computer.

Java, C++, Python are examples of programming languages.



2) Choose the correct option for each example.



SYSTEM SOFTWARE APPLICATION SOFTWARE PROGRAMMING SOFTWARE



SYSTEM SOFTWARE APPLICATION SOFTWARE PROGRAMMING SOFTWARE



SYSTEM SOFTWARE APPLICATION SOFTWARE PROGRAMMING SOFTWARE



SYSTEM SOFTWARE APPLICATION SOFTWARE PROGRAMMING SOFTWARE

Delhi Public School, Gandhinagar

Class- V

Computer Sample Notebook

Month: Aug-Sept'2024-25

L-1 SOFTWARE AND ITS TYPES

Pg.No. 34 Jump Start (To be done in Textbook)



Identify the software from their logos given below and answer the questions that follow.



1. Which software is used for drawing and colouring?

Ms Paint

2. Which software is used to organise and find the saved files on your computer?

File Explorer

3. Can you use a painting software to create files & folders?

No

SECTION-I

Pg.No. 19

A] Multiple Choice Questions.

- The **Operating System** controls and operates the hardware and software of the computer system.
A] Utility Programs.
B] Language Processors
C] Operating System
D] Backup Utility

Pg.No. 20

- Which of the following is an example of 4GL?
A] Java
B] HTML
C] Database
D] SQL

3. Which of the following is not a word processing Software?

A] Word 2016

B] Wordperfect

C] Wordpad

D] LOGO

4. Which of the following is a general purpose Software?

A] Payroll System

B] Railway Reservation System

C] Excel

D] Both a and b

B] Fill in the blanks.

1. The **Operating System** manages the working of the processor by allocating various jobs to it in a Systematic manner.
2. A software required to convert a high level program into machine language program is called a **Language Processor.**
3. The **Backup** utility is used to recover data, in case of damage or accidental loss.
4. Applications that are developed specially to solve a particular task for an individual or organisation are called in **Customize Software..**
5. A / An **Application** software is used to solve a particular task for an individual or organization.

C] Answer the following questions.

1. **What is the role of utility software in a computer system?**

Ans. Utility programs are software used to maintain and efficiently run the computer, its devices or its programs such as operating system, word processors or spreadsheets.

Eg:-Antivirus Utility, Backup Utility and File Compression Utility.

2. **List the characteristics of fourth-generation languages.**

Ans. These languages are easier to learn as it is very closer to human language than old-high-level language. This language can be used to reduce the cost, time and efforts of software development. GUI technology in 4GLs offers much more comfort to the users.

3. **Differentiate between compiler and interpreter.**

Ans.

Sr.No	Compiler	Sr.No	Interpreter
1.	The compiler translates the whole Program at a time.	1.	An interpreter translates only one Statement of a program at a time.
2.	All the errors are shown at the end together.	2.	The errors are shown line by line.
3.	Execution time is less.	3.	It takes more time for execution.
4.	Example: C, C++, C#, etc..	4.	Example : Python, Ruby, Perl, etc

4. **Differentiate between System Software and Application Software.**

Ans.

Sr.No	System Software	Sr.No	Application Software
1.	It interacts with the computer hardware directly and allows us to communicate with the hardware.	1.	It is a set of one or more programs used to accomplish a specific task.
2.	Example of system software include Microsoft Window, Linux, Compiler, Antivirus Software etc.	2.	Example of application software include word processor, games, media player etc.

Pg.No. 21

B] Write (T) for true or (F) for False statements.

1. Software is a collection of a programs. **True**
2. Operating system is an application software. **False**
3. Translators are used to control the flow of data. **False**
4. Machine language is easy to understand as compared to high level language. **False**
5. An assembler is a program that converts the assembly language program into machine code. **True**

E] Explore a smartphone used by your parent or guardian and list the following:

- a). The operating system used for the device.

Ans **Android**

- b) Any two application software installed on it.

Ans **Whatsapp, Gmail**

- c) Any one utility software installed on it.

Ans **Find My Device by Google**

F] Name the appropriate software to perform the given tasks and specify its type.

Sr.No	Task	Software	Types of software
1.	Enabling application software and hardware to communicate.	Operating Software	System Software
2.	Browsing the internet.	Web Browser	Application Software
3.	Writing a letter	MS Word	Application Software
4.	Sending an email	Web Browser	Application Software
5.	Manages files and folders	File Manager	Utility Software
6.	Creating documents	MS Word	Application Software

SECTION-II

Pg.No (22) Application based Questions.

- Aradhya is working on a project. She wants to develop a program in easy-to-use and simple Language. Name any one language that is useful for her.

Ans. **Java, Python**

- Jagrai has been asked by his teacher to create a presentation on any three application software and their features. Can you help him in accomplishing his task?

Ans: **She can create presentation in PowerPoint.**

Lab Time and Project Work : Pg.No (22) to be Done Practically.

CBE WORKSHEET

1) Read about three types of software in the boxes below. Match them to the correct picture.

SYSTEM SOFTWARE helps the user, hardware, and application software to interact and function together.




Operating systems are an example of system software: Windows, Linux, Mac OSX, Android and iOS.

APPLICATION SOFTWARE is used to carry out tasks on a computer, such as writing an email, making a poster, doing homework and messaging friends.


Some examples include a word processor, web browser, spreadsheet software.

PROGRAMMING SOFTWARE is used by the programmers to write their programs and instructions which can be executed by a computer.


Java, C++, Python are examples of programming languages.


2) Choose the correct option for each example.




SYSTEM SOFTWARE
APPLICATION SOFTWARE
PROGRAMMING SOFTWARE



SYSTEM SOFTWARE
APPLICATION SOFTWARE
PROGRAMMING SOFTWARE



SYSTEM SOFTWARE
APPLICATION SOFTWARE
PROGRAMMING SOFTWARE



SYSTEM SOFTWARE
APPLICATION SOFTWARE
PROGRAMMING SOFTWARE

Delhi Public School, Gandhinagar

Class- V

Computer Sample Notebook

Month: August'2024-25

L-3 MAIL MERGE – MS WORD

Pg.No. 34 Jump Start (To be done Practically)

Write a letter to invite your friends to your brother's wedding at the given space below.

Pg.No. 37 (To be done Practically)



Activity 1

Create a letter in word to invite all your friends for your birthday party.

Pg.No. 38 (To be done Practically)



Activity 2

Create a data source containing the name and address of your friends to use in the letters.

SECTION-I

Pg.No. 42

A. Fill in the blanks.

1. A **Mail Merge** is used for sending personalized letters to a group of people at a same time.
2. A **master document** and a **data source file** are the two main components of a Mail Merge process.
3. The **main document** contains the text that we send to all the recipients.
4. The merged document contains field from the **data source**.

B] Answer the following questions.

1. What is mail merge? Name the two main documents required for it.

Ans. A mail merge is a method of taking data from a spreadsheet and merges it into a document.

The two main documents are **a master document** and **a data source file** containing the recipients' details.

2. **What do you mean by the main document?**

Ans. The main document contains the information that you want to send to all the recipients. This information is same for all the recipients.

3. **Define the term data source.**

Ans. The data source consists of the mailing list containing the recipients' details like Name, Address, Mobile Number, City and Pincode. It is merged with the main document so that the details in the data source can be used in the main document.

4. **What is the significance of the Greeting line in a mail merge?**

Ans. The Greeting Line field is a combination field you can use to insert the salutation. The Greeting Line field is usually made up of the Title field like Dear (such as Ms or Mr) First name and the Last name or Surname field.

Pg.No. 43

B] Write (T) for true or (F) for False statements.

- | | |
|---|--------------|
| 1. Mail merge allows users to develop letters and greetings cards. | False |
| 2. The main document consists of a data source. | False |
| 3. A data source contains the details of recipients. | True |
| 4. You cannot preview the letters before sending to the recipients. | False |
| 5. You cannot take the printout of the merged document. | False |

C] Multiple Choice Questions.

- Which tab in MS Word is used to access the Mail Merge option?
A] Home Tab
B] Layout Tab
C] View Tab
D] Mailing Tab
- Which of the following is default document type for a Mail Merge?
A] Letters
B] Page
C] Menu
D] Diary
- The name and address in every document is inserted in the **Merged Document**.
A] Data Source
B] Letter
C] Merged Document
D] None of these

4. Which option from the Mail Merge taskpane is used to include the recipients' details in the letter.
- A] Address Block
 - B] Data Source**
 - C] Fields
 - D] All the These

E] Who am I?

- a. **I am used to organize data in tabular form.**

Ans. Spreadsheet

- b. **You will find the Mail Merge option in**

Ans. Mailing Tab

Pg.No. 44

- c. **I am used to print a Mail Merge document.**

Ans. Merge to Printer

- d. **I am used to see the layout of the merged document.**

Ans. Preview your letter.

SECTION-II

Pg.No (44) Application based Questions.

1. Samaira is working in an office. She wants to send a common letter to different people. Where will she add the details of people while using the Mail Merge feature?

Ans. **Recipient List**

2. Juhi wants to create an invitation letter for her new boutique for all her costumers using Mail Merge. What are the four steps she must follow to do the same.

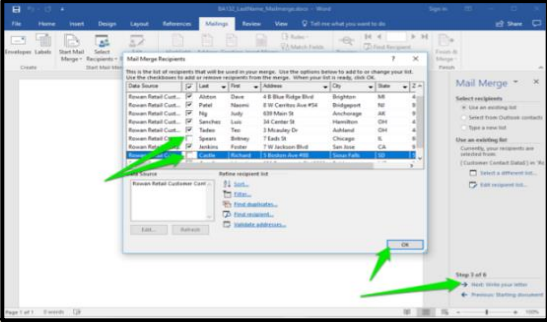
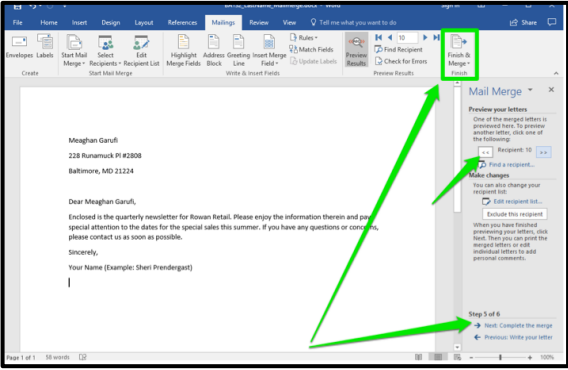
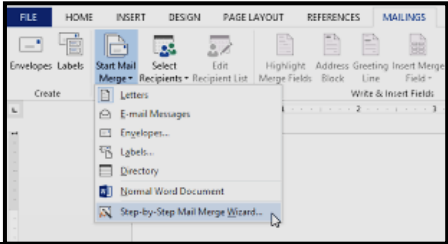
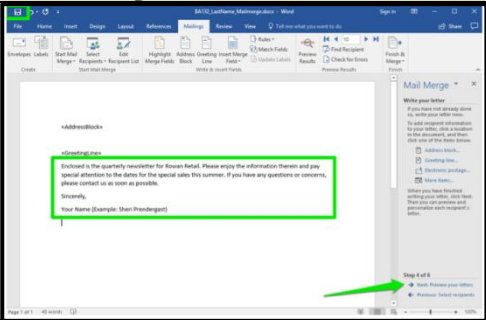
Ans: **Creating the main document, Creating the data source, Merging the document with the**

Main document and Saving or Printing or Sending the documents.

Lab Time and Project Work : Pg.No (44) to be Done Practically.

CBE WORKSHEET

Re-arrange the steps to complete the process of the mail merge for the following.

Step No	Steps	Answer (Correct Steps Number)
1		Step : 2
Create Data Source		
2		Step : 4
Printing / Previewing the document		
3		Step : 1
Creating the Main document		
4		Step : 3
Merging the data source with the Main Document		

AIL ON NEXT PAGE (PRACTICAL)

AIL THE MAIN CERTIFICATE DOCUMENT FILE.

CERTIFICATE OF COMPLETION

[Training Organization]

[Training Course Title]

this is to certify that

«Title_» «First_Name» «Last_Name»

Has successfully completed

«Course_Name»

Level :

«Level»

Point :

«Points»

«Signature»

«Date»

Signature

Date

THE DATA SOURCE FILE

Title	First Name	Last Name	Course Name	Level	Points	Signature	Date
Ms.	Meeta	Chandwani	MCA	Third	First	Anju	6/14/2024
Mr.	Ashish	Kumar	MBA	First	First	Anju	6/14/2024
Ms.	Snehal	Santani	MBA	Second	Second	Anju	6/14/2024
Ms.	Riya	Sinha	MCA	Third	Third	Anju	6/14/2024

AIL MERGED FILES

AIL THE MERGED FILE (LIST OF RECIPIENTS IS SHOWN HERE)

CERTIFICATE OF COMPLETION

[Training Organization]

[Training Course Title]

this is to certify that

Ms. Meeta Chandwani

Has successfully completed

MCA

Level : *Third*

Point : *First*

Anju

Signature

14-Jun-24

Date

AIL THE MERGED FILE (LIST OF RECIPIENTS IS SHOWN HERE)

CERTIFICATE OF COMPLETION

[Training Organization]

[Training Course Title]

this is to certify that

Mr. Ashish Kumar

Has successfully completed

MBA

Level : *First*

Point : *First*

Anju

Signature

14-Jun-24

Date

ALL THE MERGED FILE (LIST OF RECIPIENTS IS SHOWN HERE)

CERTIFICATE OF COMPLETION

[Training Organization]

[Training Course Title]

this is to certify that

Ms. Snehal Santani

Has successfully completed

MBA

Level : *Second*

Point : *Second*

Anju

Signature

14-Jun-24

Date

ALL THE MERGED FILE (LIST OF RECIPIENTS IS SHOWN HERE)

CERTIFICATE OF COMPLETION

[Training Organization]

[Training Course Title]

this is to certify that

Ms. Riya Sinha

Has successfully completed

MCA

Level : *Third*

Point : *Third*

Anju

Signature

14-Jun-24

Date



Delhi Public School, Gandhinagar
Half Yearly Sample Paper (2024-25)

Class: V

Computer Science

Date: . .24

Time: hours

M. Marks:

Name: _____ **Sec:** _____ **Roll No.:** _____

General Instructions:-

- (i) There are 3 Sections in this paper.*
- (ii) All the questions are compulsory.*
- (iii) Answer the questions as per the instructions.*

Q.I Tick the correct option from the following. (Multiple Choice Questions)

1. Which of the following is a column heading in MS Excel?
a) A1 b) 10 c) D
2. You can use the _____ feature to display the content in multiple lines of the same cell in MS Excel.
a) Vertical Alignment b) Wrap Text c) Justified
3. Merge Cells option is available in the _____ tab in MS Word.
a) Design b) Format c) Layout
4. Which tab in MS Word is used to access the Mail Merge option?
a) Home Tab b) Layout Tab c) Mailing Tab
5. Which of the following is an example of 4GL?
a) Java b) HTML c) SQL

Q-II Answer the following in one word / one sentence.

1. Which key is used to the next cell in the same column in a worksheet in MS Excel?
2. Name the alignment that is used to align the cell content at the top of the cell in MS Excel.
3. Which alignment is used to align the cell content to the bottom of the cell in MS Excel?
4. Which option is used to divide a cell into multiple cells in MS Word?
5. Which is default document type for a Mail Merge in MS Word?
6. Which utility software is used to recover data, in case of damage or accidental Loss?

7. How many rows and columns are there in the following table in MS Word?

Q- III Rewrite the following underlined word by replacing with correct word.

1. The Save option is used to save a document with a different name in MS Excel.
2. Redo is the feature used to reverse the action you performed earlier in MS Excel.
3. A column is a horizontal arrangement of data or information in a table in MS Word.
4. The name and address in every document is inserted in the Data Source in MS Word.
5. A software required to convert a high level program into machine language program is called a Backup Utility software.

Q-IV Write the shortcut keys for the following.

1. To move to the first cell of the first row in MS Excel.
2. To move to the next row in MS Excel.
3. To Move to the previous cell in a row of a table in MS Word.
4. To Move to the first cell in a row in MS Word.

Q-V Answer the following questions.

1. What is the Difference between Split Cells and Merge Cells in MS Word?
2. What is the significance of the Greeting line in a mail merge?
3. Differentiate between compiler and interpreter.

Q-V Application based questions.

1. Kriti has created a worksheet with the marks obtained by students of her class in Term I Examination. However, she forgot to add the column for ICT. She needs to add a column Between Math and Science. Explain how she can do it.
2. Rahul's father has asked him to show his total expenses in January. Help him in accomplishing his task.

Computer CBE Based Questions (Apr'2024-25)
L.5 Working with Numbers – MS EXCEL

A Multiple Choice Questions.

1. Which of the following is a spreadsheet program?
(a) Excel (b) Google Sheets
(c) LibreOffice (d) All of the above
2. Which of the following displays the name of the active cell?
(a) Formula bar (b) Name box
(c) Status bar (d) None of the above
3. Which of the following is a shortcut key to save a spreadsheet?
(a) Ctrl+S (b) Ctrl+R
(c) Ctrl+A (d) Ctrl+D
4. Which of the following is a shortcut key used to move to the first cell of the first row?
(a) Ctrl+Home (b) Ctrl+H
(c) Ctrl+Window (d) None

B Fill in the blanks.

1. Data is organized vertically in columns.
2. A cell is named by its column name followed by its row name.
3. The formula bar displays the name of the active cell.
4. A file in Excel is saved with the .xlsx extension.

Computer CBE Based Questions for the Month of June'2024-25

L.6 EDITING AND FORMATTING VALUES IN EXCEL

A. Look at the following picture and answer the following questions.

<i>www.ExcelDataPro.com</i>					
<i>Personal Income-Expense Tracker</i>					
<i>Month</i>		<i>January</i>	<i>2019</i>	<i>Balance</i>	
<i>Date</i>	<i>Income</i>	<i>Amount</i>	<i>Date</i>	<i>Expense</i>	<i>Amount</i>
02-04-2019	Salary	₹ 18,000	02-04-2019	Electricity Bill	₹ 1,520
05-04-2019	Project 1	₹ 5,500	03-04-2019	Petrol	₹ 210
10-04-2019	Project 2	₹ 7,000	05-04-2019	CCD	₹ 325
15-04-2019	Content Writing	₹ 2,500	05-04-2019	Juice	₹ 200
17-04-2019	Website Development	₹ 5,000	05-04-2019	Rent	₹ 9,000
22-04-2019	Fiverr	₹ 650	08-04-2019	Mutual Funds	₹ 10,000
25-04-2019	Upwork	₹ 0	08-04-2019	Home Expenses (Food)	₹ 12,000
			15-04-2019	Outing With Friends	₹ 1,500
			16-04-2019	Gift for Mom	₹ 600
Total		₹ 38,650	Total		₹ 35,355

i) What is the data shown in MS Excel?

Ans. Personal Income – Expense.

ii) What is the alignment of **Date** column?

Ans. Align Right Horizontally.

iii) What is the alignment of Amount?

Ans. Align Center Horizontally

iv) If I wanted to insert a column between January and 2019 (Amount and Date), before which Column will I place my cursor to insert a new column?

Ans. 2019 (Date) Column.

v) What is the alignment of Total column?

Ans. Align Center Horizontally.

vi) What is the total expense?

Ans. Rs 35,355.

vii) What is the total income?

Ans. Rs 38,650.

viii) Which formula will be used to calculate the balance amount in MS Excel?

Ans. = (38,650)Income Total amount - (35,555) Expense Amount. Press Enter key to get the result as 3,295.

A **Creating a monthly Income – Expense table. [Practically to be done]**

Income and Expense Statement Chart							
Unit:							
Project	Jan	Feb	Mar	Apr	May	June	Total
Income	500.00	600.00	200.00	850.00	600.00	560.00	3,310.00
Expense	200.00	250.00	450.00	420.00	300.00	600.00	2,220.00
Balance	300.00	350.00	-250.00	430.00	300.00	-40.00	1,090.00

B **Generate a Report Card of Aadhya Singh for Class 5 in MS Excel Sheet.**

Class : 1st A
Academic Session: 2017-18

Student's Name	<u>Amit Kumar</u>	Roll No.	<u>1</u>
Father's Name	<u>Naimesh Mehta</u>	Admission No.	<u>25445</u>
Mother's Name	<u>Sheetal Rani</u>		
Date of Birth	<u>11/11/2004</u>		
Address	<u>#44, Model Town, Hisar</u>		

SCHOLASTIC AREA	Term 1 (100 Marks)					Term 2 (100 Marks)					OVERALL		
	Per. Test	Note Book	SEA	Half Yearly	Total	Per. Test	Note Book	SEA	Yearly Exam	Total	Grand Total	Grade	Rank
	10	5	5	80	100	10	5	5	80	100	100		
English	10.0	4.0	5.0	67.0	86.0	1.0	2.0	5.0	88.0	96.0	91.0	A1	1
Hindi	9.0	5.0	4.0	64.0	82.0	8.0	3.0	4.0	78.0	93.0	87.5	A2	1
Maths	7.0	4.0	3.0	78.0	92.0	7.0	4.0	5.0	58.0	74.0	83.0	A2	1
Science	8.0	3.0	4.0	55.0	70.0	9.0	5.0	4.0	77.0	95.0	82.5	A2	1
Social Studies	6.0	5.0	5.0	77.0	93.0	6.0	5.0	4.0	68.0	83.0	88.0	A2	1
Computer Sc.	9.0	5.0	5.0	67.0	86.0	8.0	4.0	5.0	76.0	93.0	89.5	A2	1

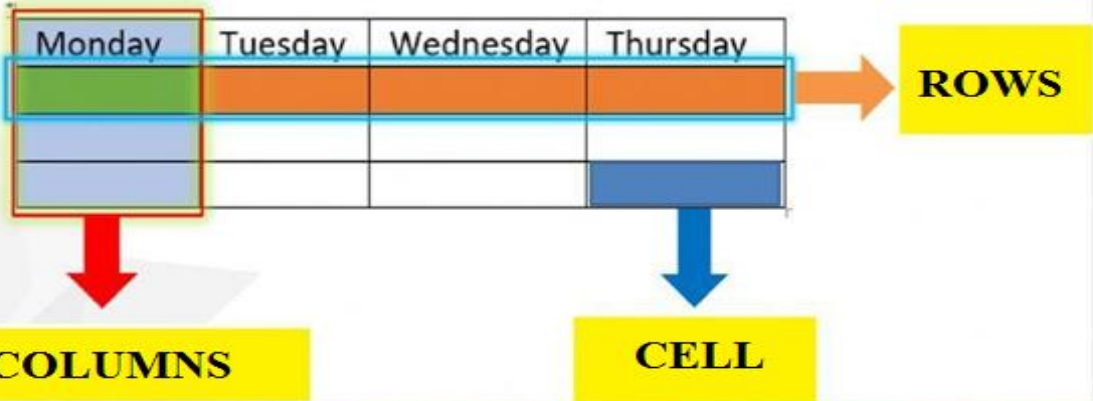
*8 Point Grading Scale : A1(91% - 100%), A2(81% - 90%), B1(71% - 80%), B2(61% - 70%), C1(51% - 60%), C2(41%-50%), D(33% - 40%), E(32% & Below) *SE=Sub Enrichment*

Pls Note: Apply formulas for Term 1, Term 2 and Grand Total Columns. Same example will be used for Mail Merge Option in MS Word for Chapter 3.

Computer CBE Based Questions for the Month of July'2024-25
L-4 WORKING WITH TABLES – MS WORD

CBE WORKSHEET

Select the name of parts of a table



How many rows and columns are there in the below table?
(Write the numbers in the yellow boxes)

There are columns, and rows.

Drag the actions to correct steps to add a table into a document

Select the number of rows and columns

Step 1:

Click



Table

Click



Table

Step 2:

Select the number of rows and columns

Click Insert tab

Step 3:

Click Insert tab

Create a time table in the given format.

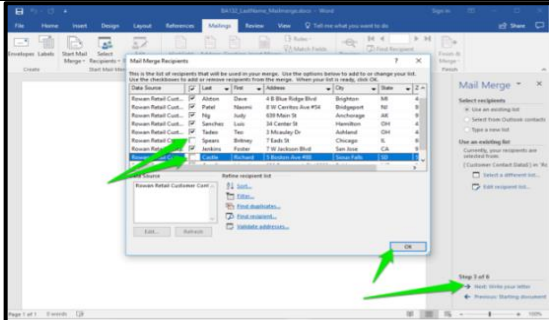
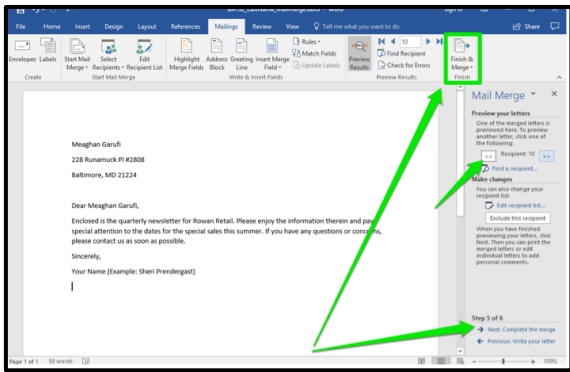
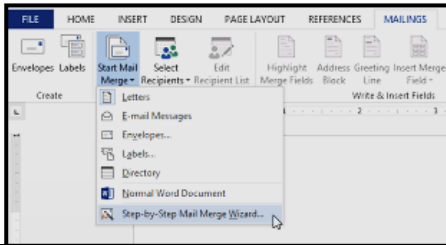
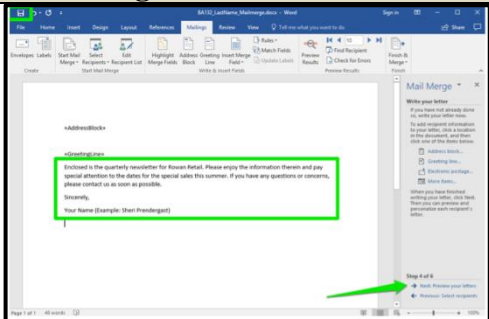
SCHOOL TIME TABLE MANAGEMENT										
CLASS	Period	1	2	3	4	BREAK	5	6	7	8
	TIME	08:00 AM	08:30 AM	09:00 AM	09:30 AM		10:30 AM	11:00 AM	11:30 AM	12:00 PM
10TH	SUBJECT	COMPUTER	SOCIAL SCIENCE	SPORTS	SANSKRIT	BREAK	COMPUTER	SANSKRIT	SCIENCE	HINDI
	TEACHER NAME	PRIYANKA	MAYANK	VIVEK	SHYAM		PRIYANKA	SHYAM	NAVEEN	RK SINGH
9TH	SUBJECT	HINDI	SCIENCE	SANSKRIT	SPORTS		MATHS	SPORTS	SOCIAL SCIENCE	ENGLISH
	TEACHER NAME	RK SINGH	NAVEEN	SHYAM	VIVEK		REKHA	VIVEK	MAYANK	KK SINGH
8TH	SUBJECT	SOCIAL SCIENCE	SPORTS	MATHS	SCIENCE		SANSKRIT	COMPUTER	ENGLISH	MATHS
	TEACHER NAME	MAYANK	VIVEK	REKHA	NAVEEN		SHYAM	PRIYANKA	KK SINGH	REKHA
7TH	SUBJECT	MATHS	SANSKRIT	COMPUTER	COMPUTER		SOCIAL SCIENCE	HINDI	MATHS	SPORTS
	TEACHER NAME	REKHA	SHYAM	PAWAN	PAWAN		MAYANK	RK SINGH	REKHA	VIVEK

Computer CBE Based Questions for the month of Aug'24

L-3 MAIL MERGE – MS WORD

CBE WORKSHEET

Re-arrange the steps to complete the process of the mail merge for the following.

Step No	Steps	Answer (Correct Steps Number)
1	 <p style="text-align: center;">Create Data Source</p>	Step : 2
2	 <p style="text-align: center;">Printing / Previewing the document</p>	Step : 4
3	 <p style="text-align: center;">Creating the Main document</p>	Step : 1
4	 <p style="text-align: center;">Merging the data source with the Main Document</p>	Step : 3

Computer CBE Based Questions for the month of Aug'24 – Sept'24

L-1 SOFTWARE AND ITS TYPES

CBE WORKSHEET

1) Read about three types of software in the boxes below. Match them to the correct picture.

SYSTEM SOFTWARE helps the user, hardware, and application software to interact and function together.

Operating systems are an example of system software: Windows, Linux, Mac OSX, Android and iOS.

APPLICATION SOFTWARE is used to carry out tasks on a computer, such as writing an email, making a poster, doing homework and messaging friends.

Some examples include a word processor, web browser, spreadsheet software.

PROGRAMMING SOFTWARE is used by the programmers to write their programs and instructions which can be executed by a computer.

Java, C++, Python are examples of programming languages.



2) Choose the correct option for each example.



SYSTEM SOFTWARE APPLICATION SOFTWARE PROGRAMMING SOFTWARE



SYSTEM SOFTWARE APPLICATION SOFTWARE PROGRAMMING SOFTWARE



SYSTEM SOFTWARE APPLICATION SOFTWARE PROGRAMMING SOFTWARE



SYSTEM SOFTWARE APPLICATION SOFTWARE PROGRAMMING SOFTWARE