Class 6   **Chapter # 1:**

APPLICATION SOFTWARE
EXERCISE
Q1:
Write short answers of the following questions.
1)
What is word processing? Give two examples.

Ans

Word Processor

Word processor is a document writing software. More than 85% of the users of personal computers use word processing software frequently. Now by using word processing software we can produce a high-quality document in much less time than a typewriter because word processing software separates document creation from document printing.

Examples:
- K Word
- Word Perfect
- MS Word

2)
What is title bar?

Ans

Title Bar

Title bar is at the top of the document window. It contains name of the document, name of the application and it contains Program Window Control buttons like Close, Restore and Minimize.

3)
What is Ribbon?

Ans

Ribbon

It consists of different groups and groups are further divided into tabs which help to open dialog boxes and task pans. It contains formatting options like **Bold,** *Italic*, Underline, Alignment etc. It also contains paragraph settings and more buttons and arrows to expand galleries.

4)
How can you start Microsoft Word?

Ans

Steps to Open MS Word:
- Click on the **Start Button**. Start menu will be opened.
- Click on **All Programs**
- Click on **Microsoft office**
- Choose MS Office Word 2007
- MS Word 2007 opens with a new blank document.

5)
What kind of information is shown on Status bar?

Ans

Status bar

Status bar provides information about the opened document on the screen and the position of the insertion point.

The details of status bar are given below:

Page 1:   It shows the page number displayed on the screen.

Words: It shows the number of words in documents.
Zoom Slider: It is used to specify the zoom level of the document.
View button: It shows print layout, full screen reading, web layout, outline, draft layout of page.

6)
What is application software? Give two examples.

Ans

Application Software:
          It is a computer program which performs specific tasks for user.
Examples:
- MS Office (Word, Excel, PowerPoint)
- SQL Server
- Auto CAD

7)
What is Drop Cap?

Ans

Drop Cap:
          A drop cap is a large letter that begins a paragraph and drops through several lines of text.

8)
What is the use of Header and Footer in document?

Ans

Header and Footer:
          Headers and Footers are important aspects of a word document. By using Header and Footer you can add information such as page number and heading on every page.

Q2:

Fill in the blanks.
   a) Microsoft Word is widely used Word processing Software.
   b) Header/Footer include information such as page number and heading on every page.
   c) Ctrl + O hotkey is used to open a file.
   d) Ruler allows you to change margins and tasks setting of the document.
   e) The blinking line on your screen is called insertion point.
   f) Ctrl + Z hotkey is used to undo a change.
   g) Ribbon consists of different groups and group are further divided into tabs.
   h) We must select text before applying any change.
   i) A Drop Cap is a large letter that begins a paragraph.

Q3:

Choose the correct answer of the following.

   a) Ctrl + V hotkey is used to
      1. Cut   2. Copy   **3. Paste**   4. Print
   b) Storage devices are
      1. Keyboard and Mouse   **2. CPU and Mouse**
      3. Monitor and Printer   4. USB and CD
   c) Word processing software is
      1. **K Word**   2. Hardware   3. SQL Server   4. Windows XP
   d) Computer is divided into parts
      1. 3   2.   4   3.   5   **4.   2**
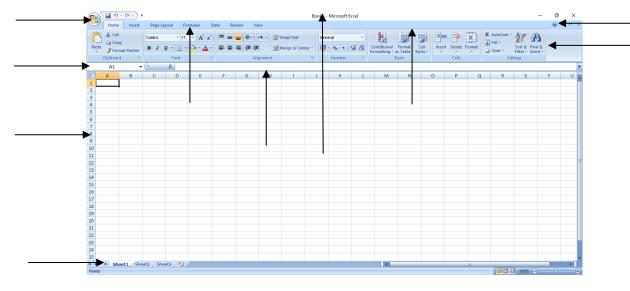   e) Save option can be accessed from the menu

1. Home   2. View   3. Insert   **4. Office button**
       Class 6   **Chapter # 2**

MICROSOFT EXCEL
EXERCISE
Q1:

Label these numbers.

1.	Title Bar	6.	Ribbon
2.	Tabs	7.	Rows
3.	Help Button	8.	Worksheet Tabs
4.	Format Table	9.	Formula Bar
5.	Office Button	10.	Name Box

Q2:
Fill in the blanks with the correct words.
  a) A horizontal line of cells is called a <u>row</u>.
  b) A vertical line of cells is called a <u>column.</u>
  c) When a formula is written in a cell, it appears on the <u>formula </u>bar.
  d) The <u>Name box</u> shows the cell address of the active cell.
  e) In Excel, a formula always begins with an <u>(equal) =</u> sign.

Q3:
Choose the correct answer of the following.

  a) The MAX function allows you to find a value which is.
     1. **Largest**   2. Smallest   3. Last   4. Middle
  b) Selecting multiple groups of cells, press _____ key.
     1. Alt   2. Shift   **3. Ctrl**   4. Spacebar
  c) The rows have labels
     1. Alphabetic   **2. Numeric**   3. Symbols   4. Equal
  d) Every MS Excel worksheet consists of rows.
     1. 65633   2. 256   **3. 65536**   4. 65563
  e) The parameters of functions are enclosed in:
     1. **( )**   2. " "   3. { }   4. [ ]

Q4:
Write short answers of the following questions.
1)

Define following terms:

i)   **Cell:** The intersection of a row and a column is called a cell. We can enter data in this cell.

	A
1	

ii)   **Active Cell:** The current cell inn which we type data is called active cell. It has a thick border. We can also change data of active cell.

	A	B
1		
2	**25**	
3		
4		

iii)   **Functions:** A function is a ready-to-use formula which you can use to perform a calculation on the data in your worksheet.
- A function always begins with an equal sign =
- The parameters of function are enclosed in parenthesis ().

iv)   **Name box:** The name box shows the cell address of the current cell or active cell. It is also used to assign a name to a cell or group of cells.

A2	
	A
1	
2	**10**
3	
4	

v)   **Column:** A vertical line of cells is called a column. The column has alphabetic labels such as A, B, C, D etc. There are 256 columns in a single sheet.

A	B	C	D	E

vi)   **Formula:** A formula allows you to perform calculations on numeric data in your worksheet. Cell references or cell address are used in formulas i.e. A2, B5 etc.

2. **Write SUM function to add these numbers. Use column F.**

	A	B	C	D	E	F
1	15	30	12	17	25	**=SUM (A1:E1)**

3. **Write AVERAGE function to find average of these numbers. Use column F.**

	A	B	C	D	E	F
1	5	10	15	20	25	**=AVERAGE (A1:E1)**

4. **Write COUNT function to find total values in the list. Use column F.**

	A	B	C	D	E	F
1	14	27	12	87	54	**=COUNT (A1:E1)**

5. **Write MAX function to find largest value of these numbers. Use column F.**

	A	B	C	D	E	F
1	11	18	6	42	23	**=MAX (A1:E1)**

6. **Write MIN function to find smallest value of these numbers. Use column F.**

	A	B	C	D	E	F
1	45	21	4	2	30	**=MIN (A1:E1)**

7. **Write ROUND function to round this value to 3 decimal places.**

	A	B
1	**503.36876**	**= ROUND(A1,3)**

Class 6   **Chapter # 3**
WEB PAGE DEVELOPMENT USING HTML
EXERCISE
Q1:

Write short answers of the following questions.
i)
What is HTML?

Ans

HTML
- HTML stands for Hyper Text Markup Language.
- HTML is not a programming language; it is a markup language.
- Web pages are written in this language.
- A markup language is a set of markup tags.
- HTML uses markup tags to describe web pages.

ii)
Define a Website. Give two examples.

Ans

Website
A collection of interlinked web pages is called a website.
Examples:
- **www.thepunjabschool.edu.pk** is a website of The Punjab School Lahore.
- **www.microsoft.com** is a website of Microsoft.

iii)
What is a tag? What are its types?

Ans

HTML Tags
Tags are actually HTML commands. These commands give instructions how the document will be displayed in browser. Tags are enclosed in angular brackets < >
Types:
- Paired
- Singular

iv)
How we can add a picture in a website?

Ans

BACKGROUND:
This is the attribute of a body tag and is used to add a picture as a background of the web page.
Example:
< BODY background = "c:\picture.jpg" >

v)
How can we Bold, Italicize and Underline a text in HTML?

Ans

Bold, Italicize and Underline the text:
To format text into Bold, Italicize and Underline, following tags are used.
- To Bold: < B > The Punjab School < /B >
- To Italicize: < I > The Punjab School < /I >
- To Underline: < U > The Punjab School < /U >

Q2:

Fill in the blanks with the correct words.

   a) <u><HR></u> Tag is used to draw horizontal line.
   b) A collection of web pages is called <u>website.</u>
   c) Google Chrome is an example of <u>Browser.</u>
   d) <u>< h6 >…… </h6></u> tag is used to print the smallest heading.
   e) <u>Align</u> attribute is used to change alignment of text.

Q3:

Choose the correct answer of the following.

   i) The application program that allows you to write plain and unformatted text is.
      a. Notepad   b. Text editor   c. Browser   d. Internet
   ii) The tag used to define head of the document is called.
      a. <HTML>   **b. <HEAD>**   c. <HR>   d. <BODY>
   iii) Tags are actually
      a. HTML rules   **b. HTML commands**   c. Paired Tag   d. Markup Tag
   iv) To save a webpage, type filename with extension.
      a. www   b. .doc   **c. .html**   d. .txt
   v) Example of web browser is.
      a. **Netscape Navigator**   b. Notepad   c. Text Editor   d. Website

Class 6   **Chapter # 4**

INTRODUCTION TO INTERNET
EXERCISE
Q1:

Write brief answers to the following questions.

i)

What is a Computer Network?

Ans

Computer Network:

A computer network is a collection of computers and communication devices (HUB or Switch) which are connected to each other through a cable. They can also share data, information and resources through network.

Examples:

- Computer LAB
- Computers connected in an office.

ii)

Define Internet. List the various services provided by the Internet?

Ans

Internet:

It is a global network of small computer networks. It is a collection of small to medium size computer networks which are joined to make a very big network called inter network or simply "Internet".

Services of Internet:

- www
- E-mail
- Chat
- Video conferencing
- Newsgroups

iii)

Define E-mail. What are its advantages?

Ans

E-mail

E-mail stands for Electronic mail. It is the most popular services on internet. It has become an important mean of communication for personal and business use.

Advantages of E-mail:

SPEED: Messages can be sent anywhere in the world in a few seconds.
COST: It is a very cheap mode of communication.
CONTENT: Any type of extent or information can be sent i.e., text, graphics, video or audio.

iv)

What is GPS?

Ans

GPS:

The global positioning system (GPS) is a satellite based navigation system made up of a network of 24 satellite placed into orbit by the U.S Department of Defense.

v)

Define Modem? What are its types?

Ans

Modem:

A modem is a device which connects a personal computer to internet using a telephone line. **Modem** is a combination of two words **Mo**dulation and **Dem**odulation.

Types of Modem:

- Internal
- External
- Wireless

vi)

What is difference between 3G and 4G?

Ans

Difference Between 3G and 4G:

Technology	3G	4G
Data Transfer Rate	3.1 MB/sec	100 MB/sec
Internet Services	Broadband	Ultra-Broadband
Mobile- TV Resolution	Low	High
Bandwidth	5-20 MHz	100 MHz
Frequency	1.6-2 GHz	2-8 GHz
Download and Upload	5.8 Mbps	14 Mbps

vii)

What is Android (OS)?

Ans

Android (OS:

Android is a mobile operating system that was developed by Google especially designed for touch screen mobile devices such as smart phones and tablet computers. It has also been used in game console, digital cameras, regular PCs and other electronics.

viii)

Define Bluetooth)?

Ans

Bluetooth:

Bluetooth is a low cost, short range, less power consuming wireless technology. It allows many different devices to connect to each and work together. We can send photographs or other data from one electronic device to another via Bluetooth.

Q2:

Fill in the blanks with the correct words.

a) Internet is a network of <u>small computer networks.</u>
b) <u>E-mail</u> allows you to send and receive messages.
c) WWW stands for <u>World Wide Web</u>.

d) <u>Modulation</u> means to convert digital signals into analog signals.
e) GPS stands for <u>Global Positioning System</u>.
f) <u>Web Browser</u> is software used to view Webpages on internet.
g) Cellular communication divides region into sections called <u>cell</u>.
h) <u>ISP</u> is a company which provides internet services.
i) <u>Bluetooth</u> is a low cost, short range, less power consuming wireless technology.
j) Chat is a way of <u>communication</u> with people over internet in real time.

Q3:
Choose the correct answer of the following.

i)   A computer network is a collection of.
    a. Computers   b. Communication Devices
    c. Software   (d.)Both a and b

ii)   E-mail is a service available on
    (a.)Internet   b. Website   c. Computer   d. Hardware

iii) Best Android (OS) apps by Google is
    (a.)Chrome   b. Bluetooth
    c. GPS   d. Satellite Communication

iv)   4G is proceeding _____ technology.
    a. 4G   (b.)5G   **c.** 2G   d. G

v)   _____ is software allows you to access the website on internet.
    (a.)Web Browser   b. Virus   c. Antivirus   d. Website

Q4:
Match the column "A" and "B"

Column A	Column B	Column C
LAN	World wide Web	Types of Network
E-mail	Types of Network	Internet
WWW	Internet	World wide Web
 	Netscape Navigator	Line Break
Tag	Line Break	HTML commands
Web Browser	K Word	Netscape Navigator
Max Function	Numeric labels	Largest values
Rows	Ctrl + V	Numeric labels
Web processing	HTML commands	K Word
Paste	Largest values	Ctrl + V