

Book 5

Worksheet Solutions

Worksheet 1

A. Multiple Choice Questions:-

1. (b) Layout
2. (b) Landscape
3. (c) Single
4. (b) Text boxes
5. (a) Ctrl + Enter

B. Fill in the blanks:-

1. Word processor
2. Page setup
3. Margins
4. Design
5. Gutter

C. State whether the following statements are true or false:-

1. True
2. True
3. True
4. True
5. True

Worksheet 2

A. Multiple Choice Questions:-

1. (c) To go to the beginning of the sentence
2. (a) Ctrl +Y
3. (b) Review
4. (c) Shading
5. (a) Proofing

B. Fill in the blanks:-

1. Formatting
2. Find
3. Vertical
4. Thesaurus
5. Home

C. State whether the following statements are true or false:-

1. True
2. True

3. False
4. True
5. False

Worksheet 3

A. Multiple Choice Questions:-

1. (c) Section header
2. (c) Content with caption
3. (a) Home
4. (b) Chart
5. (b) Insert

B. Fill in the blanks:-

1. Tables
2. Design, Layout
3. Design
4. Default
5. 9

C. State whether the following statements are true or false:-

1. False
2. True
3. True
4. True
5. True

Worksheet 4

A. Multiple Choice Questions:-

1. (c) All of the above
2. (b) Macro
3. (c) MS Excel
4. (a) :
5. (a) Home

B. Fill in the blanks:-

1. Alphabets, numbers
2. Column headings

3. Cell name box
4. Ctrl + Home
5. Home

C. State whether the following statements are true or false:-

1. True
2. True
3. False
4. False
5. True

Worksheet 5

A. Multiple Choice Questions:-

1. (a) Ctrl + X
2. (b) Fill a predetermined series of data in adjacent cells
3. (a) Home
4. (c) Shift cells down
5. (a) Cells

B. Fill in the blanks:-

1. AutoFill
2. Quick access
3. 0
4. Copying
5. Single

C. State whether the following statements are true or false:-

1. True
2. True
3. False
4. True
5. False

Worksheet 6

A. Multiple Choice Questions:-

1. (b) 9
2. (a) Addition and Subtraction

3. (c) Second generation computers
4. (b) Internet of Things
5. (b) Mini computers

B. Fill in the blanks:-

1. Counting
2. Calculating tray
3. Charles Babbage
4. Artificial intelligence
5. Computers

C. State whether the following statements are true or false:-

1. True
2. False
3. True
4. True
5. False

Worksheet 7

A. Multiple Choice Questions:-

1. (c) All of these
2. (a) Search string
3. (c) Right hand side
4. (c) All of the above
5. (b) WhatsApp

B. Fill in the blanks:-

1. Web browser
2. Address bar
3. Minus (-)
4. E-commerce
5. YouTube, Vimeo

C. State whether the following statements are true or false:-

1. True
2. True
3. False
4. False
5. True

Worksheet 8

A. Multiple Choice Questions:-

1. (a) MIT, USA
2. (b) Script panel
3. (b) Control block
4. (c) Sensing
5. (a) Backdrop

B. Fill in the blanks:-

1. Code, Sounds
2. Costume
3. Add extension
4. Set__to__
5. If and if-else

C. State whether the following statements are true or false:-

1. True
2. True
3. False
4. True
5. True

Worksheet 9

A. Multiple Choice Questions:-

1. (c) Standard toolbox
2. (a) Properties toolbar
3. (a) Toolbox
4. (b) Ctrl + W
5. (b) .tup

B. Fill in the blanks:-

1. Multimedia
2. Frame
3. Toolbox
4. Set Path properties
5. News

C. State whether the following statements are true or false:-

1. True
2. True
3. True
4. True

5. True