

# DON BOSCO SCHOOL, RANCHI

## COMPUTER SCIENCE

### CLASS – 6

#### Chapter 1 : Categories of Computers and Computer Languages

##### A. Multiple Choice Questions

1. Mainframe computers were first developed by a company named \_\_\_\_\_
  - a. Google
  - b. IBM
  - c. Infosys

**Ans : b. IBM**

2. \_\_\_\_\_ translate a program in a step-by-step process.
  - a. Compiler
  - b. Interpreter
  - c. Assembler

**Ans : b. Interpreter**

3. Invention of \_\_\_\_\_ revolutionized the computer system completely.
  - a. ICs
  - b. Microprocessor
  - c. Vacuum tubes

**Ans : b. Microprocessor**

##### B. Fill in the blanks:-

1. Languages are classified into two types \_\_\_\_\_ and \_\_\_\_\_.

**Ans : Low Level and High Level language**

2. \_\_\_\_\_ languages uses mnemonics.

**Ans : Assembly Language**

3. A code written in high level language is known as \_\_\_\_\_.

**Ans : Program Code**

4. \_\_\_\_\_ is an example of high level language.

**Ans : C, C++, JAVA**

5. Personal Computers (PCs) are also called \_\_\_\_\_.

**Ans : Micro Computers**

##### C. Answers the following Questions: -

1. **What is a Computer?**

**Ans :** A Computer is electronic devices, which accept input from the user, and after processing gives us output as result. It is used for the calculation and solve all the mathematical and logical problems.

2. **What are the different types of Computer? Explain briefly.**

**Ans :** According to the speed, size and memory, computers are categorized into following types:

- a) Micro Computers

- b) Mini Computers
- c) Mainframe Computers
- d) Super Computers
- e) Mobile Computers
- f) Game Console
- g) Embedded Computers

**3. Explain Mainframe Computers.**

**Ans :** Mainframe Computers are having large memory and high speed. They have multiple CPUs. They are very powerful computers used for big organisations like bank and government offices. Example- IBM 390.

**4. What are Supercomputers? Write any two features of Supercomputers.**

**Ans :** Supercomputers are the world's largest and fastest computers. It can process huge amount of data within seconds. It is used in weather forecasting, defence, space research etc. Example- CRAY, TITAN, PARAM, MIHIR etc.

**Features of Supercomputers:**

- (i) It process faster using multiple CPU and GPU.
- (ii) Large Storage capacity.

**5. Differentiate between assembly language and machine language.**

**Ans : Assembly Language :** Assembly language is written in the form of abbreviations called mnemonics. It is also machine dependent and requires translator for processing.

**Machine Language :** Machine language is a set of instructions written as a pattern of bits i.e., 0's and 1's. It is very difficult to write and does not require translator.

**6. Write a short note on the working of translator.**

**Ans :** A translator is a program which converts high level languages into machine level languages for the processing done by the machine. For example, for the processing of assemble language, translator is required for converting to machine language first.

**7. What is the difference between Personal computers and Minicomputers.**

**Ans : Personal Computers :** It is small in size and are made up of single chip processor making them cost effective. It is widely used in schools, homes, offices, banks, shops and hotels.

**Mini Computers :** It is bigger in size than PC or microcomputers. It can be used by several hundred users at the same time and used by the organisations.

## Chapter 2 : File Management – Organisation of Data

### A. Multiple Choice Questions: -

1. You can use \_\_\_\_\_ characters to locate a file in the computer.
  - a. wildcard
  - b. trumpcard
  - c. datacard

**Ans : a. wildcard**

2. Which file extension is used for image files?
  - a. .mp3
  - b. .jpg
  - c. .docx

**Ans : b. .jpg**

### B. Write T for true statement and F for false statement: -

1. File management helps you to access, edit, manage and organize files/folders.  
**Ans : True**
2. C\*.\* will search all the files whose name start with C followed by any number of characters and extension.

**Ans : True**

3. Windows does not allow, you to work on multiple applications at the same time.

**Ans : False**

4. The sound files have the extension .mp3.

**Ans : True**

### C. Answer the following questions: -

1. **What is a file?**

**Ans :** A file is a piece of information where any picture, document or presentations are stored. It occupies some storage spaces in Storage devices. Computer used file to store some information and for processing.

2. **What is a folder?**

**Ans :** A folder is a way to organise computer files. It is a storage space where many files can be grouped together to organize them better.

3. **Write the steps to sort the files/folders.**

**Ans : Steps to sort the files/folders:**

Step-1 : Right-click on any empty area of the window and select the Sort by option from the list that appears.

Step-2 : Select one of the many available options (Name, Type, Size etc.).

4. **State the use of wildcard character. Explain with the help of examples.**

**Ans :** A wild card character is a keyboard character such as an asterisk (\*) or a question mark (?) that is used to represent one or more characters when you are searching for files/folders.

For example, A\*.docx will search for all the files whose names begin with 'A' and having the extension .docx.

**5. Write the examples of popular file extensions and related application types.**

**Ans :** Following are the examples of popular file extensions:

<b>Extensions</b>	<b>File Types</b>
<b>.doc, .docx</b>	Document files
<b>.txt</b>	Text files
<b>.xls, .xlsx</b>	Spreadsheets files
<b>.ppt, .pptx</b>	Presentation files
<b>.mp3, .wav</b>	Audio files
<b>.mp4, .avi</b>	Video files
<b>.jpg, .png, .gif</b>	Image files
<b>.pdf</b>	Portable document files

## Chapter 3: Word Processor – Tabular Presentation

### A. Multiple Choice Questions: -

1. A \_\_\_\_\_ is made of rows and columns.

- a. File
- b. Table
- c. Clip Art

**Ans : Table**

2. Each individual rectangle in a table is called \_\_\_\_\_.

- a. Row
- b. Column
- c. Cell

**Ans : c. Cell**

3. A small square at the right corner of the table is \_\_\_\_\_ handle.

- a. Table move
- b. Table Delete
- c. Table Resize

**Ans : a. Table move**

4. The \_\_\_\_\_ command from the Table group of Layout tab is used to change row height or column width.

- a. Select
- b. View Gridlines
- c. Properties

**Ans : c. Properties**

5. The Borders and Shading commands are present in the \_\_\_\_\_ group of Design tab.

- a. Styles
- b. Table Styles
- c. Border

**Ans : b. Table Styles**

6. Table group is present in the \_\_\_\_\_ tab.

- a. Insert
- b. Symbols
- c. Header & Footer

**Ans : a. Insert**

7. The Vertical data in a table is called \_\_\_\_\_

- a. Column
- b. Row
- c. Cell

**Ans : a. Column**

8. Formula command is present in the \_\_\_\_\_ group.

- a. Merge
- b. Table
- c. Data

**Ans : c. Data**

9. \_\_\_\_\_ is an inbuilt facility to change the look, colour and design of the table.

- a. Table Styles
- b. Table Colour
- c. Table Layout

**Ans : a. Table Styles**

**B. Write the keyboard shortcuts for the following: -**

1. To move the cursor to the next cell in a row \_\_\_\_\_

**Ans : Tab Key**

2. To move the cursor to the previous cell in a row \_\_\_\_\_

**Ans : Shift + Tab**

3. To move the cursor to the first cell in a row \_\_\_\_\_

**Ans : Alt + Home**

4. To open Formula dialog box. \_\_\_\_\_

**Ans : Alt + A + O**

**C. Answer the following questions: -**

1. **What is Insert Table dialog box used for?**

**Ans : Insert Table dialog box** is used for inserting table in your document. This dialog box will ask about the number of rows and number of columns which you want to insert.

2. **What do we use the Table Move Handle and Table resize handle for?**

**Ans : Table move handle** is a plus sign at the top left corner of the table which is used to move the complete table from one place to another place. **Table resize handle** is a small hollow square at the right corner of the table which is used for resizing the width and height of the table.

3. **Write the steps to add columns to a table.**

**Ans : Following are the steps to add column to a table:**

Step-1 : Place the cursor in the table where you want to insert a column.

Step-2 : Click the **Layout tab**.

Step-3 : Click **Insert Right** or **Insert Left** from the Rows & Columns group. An empty column gets inserted.

4. **What is the difference between merging and splitting of cells?**

**Ans : Merging Cells** means combining two or more cells in the same row or column into a single cell but **splitting cells** means breaking up a single cell into multiple cells in a table.

5. **Mention the steps to write simple Mathematical expressions in Microsoft Word 2010.**

**Ans :** Following are the steps to write simple mathematical expressions :

Step-1 : Click the Layout tab.

Step-2 : Click in the required cell to get the result.

Step-3 : Click Formula from the Data group. The Formula dialog box appears.

Step-4 : Now, delete the text written and insert the desired formula in the box.

Step-5 : Select the number format and click OK button.

**6. Write the steps to change the row height in a table.**

**Ans : Following are the steps to change the row height in a table:**

Step-1 : Place the cursor on any cell in the row.

Step-2 : Click the Layout tab.

Step-3 : Click Properties from the Table group.

Step-4 : Click the Row tab.

Step-5 : Select the Specify height check box and use the scroll arrow to increase or decrease the row height.

Step-6 : Click OK button.

## Chapter 4: Word Processor – Mail Merge

### A. Multiple Choice Questions: -

1. To prepare an invitation card for all your friends to invite them for your birthday party, use \_\_\_\_\_ feature in Microsoft Word.

- a) Hyperlink
- b) Calender
- c) Mail Merge

**Ans : c) Mail Merge**

2. Name the tab used for Mail Merge.

- a) Mailings tab
- b) File tab
- c) Insert tab

**Ans : a) Mailings tab**

### B. Answer the following questions: -

1. State the use of Mail Merge.

**Ans :** Mail Merge is a tools or features of Microsoft Word which is used to send the same letter or documents to a number of people. The two main components required during a Mail Merge process is the Main document and the data source.

2. List the advantages of Mail Merge.

**Ans :** Advantages of Mail Merge:

- (a) It saves your time and efforts.
- (b) Once the merge has been set up, thousands of letters can be produced very quickly.
- (c) When you make any changes in single letter it will be applied in every letter.
- (d) Letters can be sent to people who meet specific criteria.

3. What is Data Source?

**Ans :** A Data Source is a file where all the addresses of the recipients are stored. It is used for the merging with the main documents during mail merge for sending the same letter or documents to multiple recipients.

4. Write the steps of Mail Merge.

**Ans : Following are the steps of mail merge:**

Step-1 : Create the Main documents or letters for sending.

Step-2 : Click Mailings tab.

Step-3 : Click Start Mail Merge and choose the letters.

Step-4 : Click Select Recipients and choose Type New List.

Step-5 : Fill all the fields.

Step-6 : To create another entry, click the New Entry button.

Step-7 : After completing the form, click OK button.

Step-8 : Click Insert Merge Field in the Main documents.

Step-9 : Click Finish & Merge.



**5. Writes the steps to print merged letters.**

**Ans :** Following steps are used to print merged letters:

Step-1 : Click Mailings tab.

Step-2 : Click Finish & Merge from the Finish group.

Step-3 : Select the Print Documents option form the drop-down list.

Step-4 : Select All option and click OK button.