

THE INDIAN HEIGHTS SCHOOL

Revision Worksheet

CLASS –VI

Computer

Name- _____

Date- Sept. 11, 2013

Q1. Fill in the blanks

- a. _____ is an operating system.
- b. _____ can only be read. It is a _____ memory device.
- c. Voice recognition software take inputs in the form of _____.
- d. The control panel lets you _____ or _____ a program from your computer.
- e. A table can be inserted using _____ and _____ table options on Insert tab.
- f. A table is a grid of _____ and _____.
- g. The main document contains the _____ part of the letter.
- h. The recipient list is the list of _____ that are to be included in the mail merge.
- i. In mail merge, last step is to _____.
- j. _____ tab have mail merge tool.

Q2. Name them :-

- a. two types of memory.
- b. any two mouse pointers.
- c. any two tasks of Disk Cleanup.
- d. two types of computers.
- e. latest use of computer.

Q3. Identify the following:-

a)



b)



c)



Q4. Match the following:-

- | | |
|----------------------|-----------------------------|
| a. Adding a program | Super Computer |
| b. Voice recognition | Taskbar |
| c. Fastest Computer | Hard disk drive |
| d. Secondary Storage | Latest computer application |
| e. RAM | Control Panel |
| f. System tray | Primary Memory |

Q5. Answer the following questions

a. Define 'row' and 'column'.

b. What is the use of split cells option?

c. What is recipient's list?

d. What is an operating system?
