

Christ King Hr. Sec School, Kohima.
Third Term Syllabus
COMPUTER
CLASS 6

Notes on Chapter 5, Chapter 6 and Chapter 8

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CHAPTER – 5 MS Excel 2013: Formatting and Calculations

A. Tick the correct option:

1. The cell background colour can be changed from the _____ group.
Ans. **(a) Font**
2. MS Excel files are saved with the file extension as _____.
Ans. **(a) .xlsx**
3. _____ is used to remove colors from the selected cells.
Ans. **(a) No fill**
4. In EXCEL, you can sum a large range of data by simply selecting a tool button called _____.
Ans. **(b) Auto Sum**
5. To select an entire column in MS-EXCEL, we press _____.
Ans. **(b) Ctrl+ Arrow key**
6. Which of the following is not a term of MS-EXCEL?
Ans. **(c) none of these**

B. Write true or false:

1. To delete a blank column, you need to click on Delete Sheet option. **False**
2. MS-Excel allows to merge two or more cells into large text. **True**
3. The Merge and Center option is used only to center the text. **False**
4. You can change the height of row using the Format tool on the Home tab. **True**
5. You press Alt+ X to select the entire worksheet. **False**

C. Fill in the blanks:

1. Ms Excel is an MS Office Suite spreadsheet application.
2. Merging cell is the feature used to combine two or more cells in a worksheet.
3. Ctrl key is used in the connection with arrow keys to select adjacent cells.
4. On clicking the more colors option the color dialog appears with the standard and custom tabs.
5. You can change the direction of text using the Orientation tool.
6. To select an entire row click on the Row name headings.
7. There are 17,179,869,184 cells in single worksheet.
8. The Unmerge cell option is used to split the merged cells.
9. The Font group can be seen under the Home tab.

D. Match the columns:

- | | |
|--------------------------|-----------------------------|
| 1. .xlsx | :Default extension |
| 2. Ctrl +Shift+ spacebar | :Select entire worksheet |
| 3. Orientation | :Changing direction of text |
| 4. #REF! | :Error value |
| 5. Background color | : Font group |

F. Answer the following questions:

1. How will you add border to cells?

Ans: To add border to your cell:

- i. Select the cell you want to add borders to.
- ii. From the Font group, click border.
- iii. Select the border style you want to use.

2. What is Order precedence?

Ans: Order Precedence means the order in which the operators are executed when two or more operators are used in single calculation.

3. Write the steps to change the row height?

Ans: To change the row height:

- i. Select any cell of the row.
- ii. Click on format to open its drop down menu.
- iii. Click on row height.
- iv. Click on Auto-Fit Row Height.
- v. Enter a space height.
- vi. Click on Ok.

4. How will you select a group of adjacent cells?

Ans: To select, click on the first cell without releasing the mouse button, drag the mouse to select the group of adjacent cells you want.

5. What is cell address?

Ans: A cell address is an intersection of the row and column where cell is located. For example, a cell in column D and row 4 has cell address as D4.

CHAPTER – 6 Internet

A. Tick the correct option:

1. _____ help in telling your mood to others as well as save typing time.

Ans. (b) Emoticons

2. E-mail is formed by the combination of two words _____ and _____.

Ans. (a) Electronic and Mail

3. WWW stands for _____.

Ans. (b) World Wide Web

4. A URL is the address of a _____ or any other resource on the World Wide Web.

Ans. (c) Webpage

5. Normally, there is Group _____ who manages the newsgroup.

Ans. (a) Blog

B. Write true or false:

1. Voice – over Internet Protocol (VoIP) is a technology that gives a calling facility over the internet. **True**

2. A conversation taking place in amicable atmosphere is called blog. **False**

3. Yahoo is a micro blogging website. **False**

4. E- Mail represents various expressions such as smile and frown. **False**

5. No one keeps a check on the comments of participants on a newsgroup. **False**

6. The deaf and hearing impaired people can communicate with one another using sign language on video conference. **True**

C. Fill in the blanks:

1. **Internet** is the fastest way of sending e-mails.
2. **Google talk** is a popular chat software.
3. Computer networks are classified under **four** main categories.
4. **Signature** in an e-mail should be small and simple.
5. A set of rules expected to be followed during online communication is called **Netiquette**.

D. Match the columns:

Column A	Column B
1. Social Networking Website	:Facebook
2. First VoIP service	:Danny Cohen
3. Facial expressions	:Emoticons
4. Rules of polite behaviour	:Netiquette

E. Give two examples of each of the following:

- | | | |
|------------------------------|---------------------|--------------------|
| 1. E-mail websites | <u>gmail.com</u> | <u>yahoo.com</u> |
| 2. Social Networking Website | <u>facebook.com</u> | <u>Twitter.com</u> |
| 3. Blog | <u>Vblogs</u> | <u>podcast</u> |
| 4. Emoticons | <u>:)happy</u> | <u>.;) Crying</u> |
| 5. Local Area Network | <u>Laboratory</u> | <u>School</u> |

F. Write the full forms of the following:

- | | |
|-----------|------------------------------|
| 1. WWW | World Wide Web |
| 2. Email | Electronic Mail |
| 3. VoIP | Voice over Internet Protocol |
| 4. HTML | Hypertext Mark-up Language |
| 5. FORTAN | FORmula TRANslation |

G. Answer the following questions:

1. Describe the term video conferencing?
Ans: Video conferencing is a communication between two or more people talking from distant locations simultaneously watching and talking to one another.
2. What do you mean by the term internet?
Ans: Internet is the fastest way of sending e-mails. It has become the most popular means of communication.
3. Define the term WWW.
Ans: WWW stands for World Wide Web. It is an information system identified by Uniform Resource Locators (URL).
4. What is Social Networking service?
Ans: Social Networking service is a platform where people with common interests or activities can connect with each other.
5. Write there netiquettes to be followed during online communication.
Ans: 1.Signature in an E-mail should be small and simple.
2. Avoid spamming.
3. Avoid typing in capital letters.

6. What is the importance of emoticons?

Ans: Emoticons helps in telling your mood to others as well as save typing time.

7. Explain the types of computer networks in detail.

Ans: Computer networks are classified under four main categories:

- 1) Local Area Network (LAN)
- 2) Personal Area Network (PAN)
- 3) Wide Area Network (WAN)

CHAPTER – 8 Computer Viruses

A. Fill in the blanks:

1. **Elk Cloner** virus infected mainly the Apple II operating system.
2. A virus might attach programs such as **MS word** to replicate.
3. Speed of the computer **Slow down** when it is infected by a virus.
4. **Multipartite** viruses are also called hybrid viruses.
5. **Virus** is collective term for all type of malware.
6. **AIDS** is an example of Trojan horse malware.

B. Write true or false:

1. Brain virus created by Richard Skrenta. **False**
2. A virus spreads when a computer is booted with an infected disc. **True**
3. When programs take shorter time to load, it indicates the presence of virus in the computer. **False**
4. Michelangelo is a type of stealth virus. **False**
5. Computer worm may not require user intervention to self-reference. **True**
6. Antivirus acts as a carrier for spyware. **False**
7. We should always open and check suspicious e-mail message. **False**

D. Match the columns:

- | | |
|--------------------------------|-------------------------------|
| 1. Creeper virus | : ARPANET |
| 2. Changed file extension name | : Computer virus warning sign |
| 3. Satan Bug | : Polymorphic virus |
| 4. Trojan Horse | : AIDS |
| 5. Keyloggers | : Spyware |
| 6. Adware | : Security system |
| 7. Firewall | : Pop-up advertisement |
| 8. AVG | : A type of antivirus |

E. Answer the following questions:

1. Define the following term:
 - a) **Computer Virus:** A computer program that can copy itself and infect a computer without the permission or knowledge of the user is called a computer virus.
 - b) **Computer Worm:** A Computer Worm is a self replicating computer program that sends the copies to other computers without any user intervention.
 - c) **Spyware:** Software that secretly gathers and transmits information about a user, the user's computer/ browsing of the user is called spyware.
 - d) **Antivirus software:** Software that detects and removes and other malicious software from the computer is called antivirus software.
2. How will you prevent Trojans from infecting your computer?

Ans: A Trojan horse is a malicious program that appears harmless or even useful, but, in fact, is created to disrupt normal operations of your system.

3. Name any four antivirus software.

Ans: The four antivirus software are:

1. AVG Virus
2. K7 Antivirus
3. PC tools
4. Kaspersky

4. Mention four ways in which viruses are spread.

- Ans:**
1. A virus can spread from one computer to another
 2. A virus might attach itself to a program such as MS Word or MS Excel.
 3. A virus spreads when a file copied from a storage device infected with Virus.
 4. A virus spreads as an attachment to e-mail messages

5. Explain any five types of viruses.

- Ans:**
1. Boot Virus: Once a PC is infected, the virus will be activated every time the computer is switch on.
 2. Program or file virus: Program viruses are capable of infecting a large number of file types but usually the .com or .exe files are most common targeted.
 3. Multipartite viruses: Multipartite viruses infect both hard disk as well as executable files. They are dangerous because they can use multiple modes of infecting other PCs.

6. Explain Trojan horse as a computer malware?

Ans: A Trojan horse is a malicious program that appears harmless or even useful, but, in fact, is created to disrupt normal operations of your system. It affects your computer in a number of ways.

7. Write any five methods to prevent the spread of viruses?

- Ans:**
1. One should get reliable antivirus software installed on the system.
 2. One should buy only original software from an authorised dealer.
 3. One should not download anything from the Web sites.
 4. One should avoid opening any suspicious e-mail attachments.
 5. One should get firewall install.
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