

ST.THOMAS SCHOOL ,SAHIBABAD

WORKSHEET

CLASS IX

Q 1. What are the rules for creating a Gmail account password ?

Q2 .What is the differences between e-mail and postal mail ?

Q 3. What is the difference between the green and blue wavy underlines ?Write a note on how to add attachments to the e –mail messages .

Q 4. How can you select multiple copies of your printout ?

Q 5.What do you specify in the Cc field ?

Q 6. How can you insert a picture in a slide ?

Q 7. Define :

a) Gradient Fill b) Templates c) Watermark c)Draft Folder d)
Attachment

e) Quick access Toolbar f) Presentation software g) slide h) placeholder

g) software h) scanner i) smartphones j) motherboard k) navigation
keys

Q 8. Explain the different views of a slide ?

Q 9 How can you save a presentation by using the password protection ?

Q 10 . Differentiate between internet and intranet .

Q 11 . How is computer used in the field of medical and scientific research ?

Q 12 .What is the use of a monitor ?

Q 13. What is the difference between File tab and ribbon ?

Q 14. Draw a interface of powerpoint and label all its parts .

Note: Learn all topics/questions/MCQ/Fill ups/One word related to the syllabus (solved and unsolved) given in book.