

Class-VI
Sub:-Computer
Chapter 2 – Computer Virus

Note: -> [Do it in book – Q1, 2 and 5] [Do it in notebook – Q3, 4]

Q1. Fill in the blanks:

- a. Spammer
- b. Malware
- c. Google Drive

Q2. Select the most suitable alternative:

- a. (ii) https
- b. (ii) Antivirus
- c. (i) Worms

Q3. Answer the followings:

- a. Computer virus is an unwanted malicious software that infects or corrupts the file and hampers the functioning of a computer.
- b. Boot Sector Virus gains complete control over the Master Boot Record (MBR). It replaces the location and information of the Operating System in order to stop it from loading into main memory thus resulting into errors during booting.
- c. Program File Virus is a type of malware that infects the executable file. File-infecting viruses overwrites the code or insert infected code into the source of an executable file.
- d. Symptoms of Virus Infection in Computer:
 - i. A sudden change in the processing speed (slow down).
 - ii. Unexpected pop-ups start appearing on screen.
 - iii. It can damage the hard disk of computer.
 - iv. It may install its copies or replicate unwanted files and occupy a huge space.
- e. Ways to prevent Virus infection:
 - i. Always download the content from a legitimate website i.e. website starts with 'https'.
 - ii. Install Antivirus software to safeguard or prevent the program from viruses.
 - iii. Computer must be scanned whenever user faces some unusual symptoms while operating a computer or time to time etc.

Q4. Write short notes on:

- a. Master Boot Record (MBR):** - The MBR is the first sector of the computer hard drive that stores the information about the loading of Operating System into the main memory.
- b. Trojan Horse:** - It is a virus that silently infects a program of a host computer and steals information through the network.
- c. Spyware:** - Spywares are the programs which infect a computer and collect information from it without taking consent from the owner.
- d. Worms:** - Worms are the computer programs or algorithms which are designed to slow down the functioning of a computer once it gets infected.

Q5. Match the following:

- | | | |
|------------------------------|----|--------------------|
| a. AntiEXE | -> | Boot Sector Virus |
| b. Sunday | -> | Program File Virus |
| c. Sasser | -> | Worm |
| d. Unsolicited e-mail | -> | Spam |
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Class-VI
Sub:-Computer
Chapter 3 – Spreadsheet

Note: -> [Do it in book – Q1, 2 and 5] [Do it in notebook – Q3, 4]

Q1. Fill in the blanks:

- a. Cell
- b. Ctrl+C Ctrl+V
- c. Fill handle
- d. Auto Fill
- e. Filled

Q2. Match the following:

- | | |
|---------------------|-----------------------------|
| a. Row | (e) Active Cell |
| b. Freely available | (a) Horizontal set of boxes |
| c. Sheet tab | (d) Vertical set of boxes |
| d. Column | (c) Name of worksheet |
| e. Cell pointer | (b) Open Office Calc |

Q3. Select the most suitable alternative:

- a. (i) Name Box
- b. (ii) Tool Bar
- c. (iii) Vertical Scroll Bar
- d. (i) Justify

Q4. Differentiates between:

a. Worksheet and Workbook

Workbook	Worksheet
1. Spreadsheet Application Files are called Workbook.	1. Worksheet is the working area or page of workbook.

b. Rows and Columns

Rows	Columns
1. Rows are the set of horizontal rectangular boxes that are placed one above the other.	1. Columns are the vertical set of rectangular boxes that are placed adjacent to each other.

Q5. Answer the following questions:

a. A spreadsheet package is an application package that helps to arrange, keep and compare data.

Its features are:

- (i) It is capable of performing large calculations easily and accurately.
- (ii) Large volume of data can be easily organized and manipulated using it.
etc.

b. Components of worksheet:

- | | | |
|-----------------|-----------------|---------------------------|
| 1) Rows | 6) Name box | 11) Sheet Tabs |
| 2) Columns | 7) Title Bar | 12) Horizontal Scroll Bar |
| 3) Cell | 8) Menu Bar | 13) Status bar |
| 4) Cell Pointer | 9) Tool Bar | 14) Vertical Scroll Bar |
| 5) Cell Address | 10) Formula Bar | |

c. Cell

A rectangular box formed by the intersection of row and column is called a cell.

Cell Address

Each cell has a unique address which is used to identify its position in the worksheet.

d. Auto Fill feature in a spreadsheet (like Calc and Excel) is certain kind of predefined series of data such as text or numbers are automatically fed, once the user feeds the initial data.

For example: To display days of week or month name.

Q6. Write short notes on:

a. Cell Pointer:

The active cell in a worksheet is called cell pointer. It remains highlighted in the worksheet.

b. Ribbon Bar:

In Microsoft Office Excel 2010, there is “Ribbon” in place of “Menu Bar” and all tools are found below the “Ribbon” bar under different group.

c. Name Box:

Name box lies on the left towards upper side of worksheet. It shows the address of the current cell or active cell.

Q7. Using keyboard, write down the action required to execute the following:

- a. Ctrl+Home**
- b. Right arrow or Tab Key**
- c. Left arrow or Shift+Tab**

Q8. Find the solution for the given situation in one word/line:

- a. Alignment-> Right**
- b. Custom List.**

