

Chapter 3 Working with tables

Q.1 Fill in the blanks.

- A. **Arrow** key is used to move the cursor to the adjoining the cell of a table.
- B. The extension of word file is **.doc**
- C. Table group is present under **insert** tab.
- D. A grid of horizontal rows and vertical columns **Table**
- E. Changing the appearance of the table or text in the table **Formatting**
- F. The option used to do calculations in a table **formula**
- G. Default alignment of the text in the table **Left**
- H. **Formatting** controls the overall appearance of table.
- I. The tab which contains the option to create a table **Insert**

Q.2 Identify the shaded portion in the table and write its definition.

Cell

The horizontal combination of cells is known as
Row

The vertical combination of cells is known as
Column

Q3. What do you mean by splitting a cell.

To divide the cell into separate cells is called Splitting a cell.

Q.4 Define Cell merging.

To combine two or more cells is called as cell merging.

Q.5 What is the role of auto fit option.

Auto fit option offers flexibility to automatically resize the column width, based on different criteria .

Q.6 Differentiate between

a. and

Split cells To divide the cell into separate cells is called Splitting a cell.	merge cell To combine two or more cells is called as cell merging.
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b. and

Table move handle It is used to move the table from one place to another .	Table resize handle It is used to resize the table either to increase or decrease
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Chapter 4 Using mail merge

Q.1 Fill in the blanks.

- A. **Main document** contains the text that we send to all the recipients.
- B. **Mail merge** is a feature that allows you to create a large number of documents by merging the main document.
- C. Main document contains all the information that is **common** in all the documents.
- D. The Data is organized in tabular form along with the **first** names.
- E. **Mailing** tab contains the option to perform mail merge.
- G. The start mail merge button is available under the **Mailing** tab.

Q.2 Define

a. Merge field.

Is a data item which instructs word 2016 about where to insert the data source information in the main document.

b. Data Source

Data Source consists of a mailing list. eg name address, city PIN etc.

Q.3 Explain the different components of a mail merge.

1. **Main document**
2. **Data source**
3. **Merged file**

Q.4 Name the different types of main document.

1. **Letter**
2. **envelope**
3. **Label**
4. **Directory**
5. **email messages**

Q.5 An invitation is to be sent to all your friends inviting them for your birthday. Explain the method of using mail merge for generating the invitations. Paste the print out of the mail merge document.

- a. Create a **new document**
- b. Click on **mailing** tab.
- c. Select **start mail merge** wizard option.

Chapter-7 Programming in Scratch

Q.1 Fill in the blanks.

- A. **Sensing block palette** has light blue color coded blocks which are used to sense keyboard.
- B. Blocks in operators block category are **round** in shape.
- C. The operator block palette also includes blocks to **compare** the number.
- D. **Data block** is used to create variable in a project.
- E. When a word is saved in a variable it is called a **String**
- F. The main steps in logical thinking are **Task, identify and solve**.

Q.2 Ayush is learning programming in scratch. He wants to create a new project which displays random numbers on stage, Suggest him blocks he can use for the same.

Ans Pick random blocks from operator category

Q.3 Label the following scratch window.



Q. 4 Complete the statement.

A. To perform calculations in scratch following steps are followed.

- i. Open a new file in **Scratch window**
- ii. Delete the **Default cat sprite**
- iii. Click on the choose sprite from library button.
- iv. Stamp the category animals from sprite library dialogue box.
- v. Select **Duck sprite** from the options and click OK.
- vi. Drag the **When flag clicked** block from the events block category under the scripts tab place it in the script area.

B. To perform the bouncing ball up and down.

- i. To bounce a ball around the stage you can use **pick random** block along with other blocks.
- ii. Create a new scratch project using **Beachball**

C. Counting length of a word eg: The word **MICROSOFT** has 9 letters. To create a script to display the total number of letters.

- i. Open a new file in Scratch by clicking on the file > new.
- ii. Select the stage thumbnail and choose the backdrops tab.
- iii. Click on the choose backdrops from library icon in new backdrop.
- iv. Select the scripts tab and drag the **Ask what is your name** block from the sensing block palette and drop it on the script area.

Q.5 Define Variable in Scratch's memory.

Variables are the placeholders in Scratch memory that store a changing value.