**Class - 2 :: Vikram Computer Studies**

Syllabus :
Text Book : (1 and 2 Lessons)
Page Nos : 5 - 17

25

Time : 1 Hour

Max.Marks: 25

**Vikram
Text Book - 2**
Name :**Section :****Roll No.**

I. Fill in the blanks with the help of words given in the box. [5 × 1 = 5 M]

E - mails, Electronic, Medical, Books, Power

- 1) It is used to prepare reports.
- 2) Computer is used to send
- 3) A computer is an machine.
- 4) UPS stands for uninterrupted supply.
- 5) It is used in library to keep records of

II. Write 'T' for true and 'F' for false.

[5 × 1 = 5 M]

- 1) A computer cannot give correct results.
- 2) Dot matrix is a type of printer.
- 3) A Pen drive is also known as Flash drive.
- 4) Computer can store large amount of information.
- 5) The printed copy on a paper is called soft copy.

III. Match the following.

[5 × 1 = 5M]

- | | |
|------------------------------------|--------------|
| 1) To print bills | a) Hospitals |
| 2) To maintain records of patients | b) School |
| 3) Making time table | c) Shops |
| 4) To book tickets | d) Bank |
| 5) To know details of our accounts | e) Railways |

IV. Answer the following questions :

[5 × 2 = 10 M]

1) What is a keyboard ?

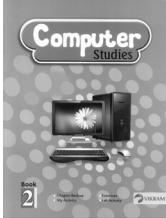
2) Write any three features of a computer.

3) What are the uses of computer in a bank ?

4) What are the different types of printers ?

5) What are the main parts of a computer ?





Class - 2 :: Vikram Computer Studies

Syllabus :
Text Book : (Lesson-3)
Page Nos : 18 - 24

25

Time : 1 Hour

Max.Marks: 25

Vikram
Text Book - 2

Name :

Section :

Roll No.

- I. Fill in the blanks with the help of words given in the box. [5 × 1 = 5M]

Device, Data, Fast, Output, Input

- 1) Input entered to computer is called as
- 2) Computer works on the principle of, Processing and Output cycle.
- 3) Calculator is also an electronic
- 4) We input data in computer, it processes them and gives
- 5) Computer works on speed.

- II. Write 'T' for true and 'F' for false. [5 × 1 = 5M]

- 1) Computer has very short memory.
- 2) Computer is an electronic machine.
- 3) When a computer works on data, it is called processing.
- 4) Data entered into computer is called output.
- 5) Computer and Calculator both are electronic devices.

- III. Tick (✓) the correct option. [4 × ½ = 2M]

- 1) Data and instructions together known as

- | | | | |
|---------------|--------------------------|-----------------|--------------------------|
| a) Processing | <input type="checkbox"/> | b) Input | <input type="checkbox"/> |
| c) Output | <input type="checkbox"/> | d) all of these | <input type="checkbox"/> |

- 2) Which part of a computer does all the calculations ?

- | | | | |
|------------|--------------------------|----------|--------------------------|
| a) Speaker | <input type="checkbox"/> | b) Mouse | <input type="checkbox"/> |
| c) Printer | <input type="checkbox"/> | d) CPU | <input type="checkbox"/> |

3) Which part of a human body works like a CPU

a) Ears

b) Mouth

c) Hand

d) Brain

4) We can see more results on at the same time.

a) Computer

b) Calculator

c) Mouse

d) Keyboard

IV. Match the following : (incase of finding sum of 4 and 5)

[3 × 1 = 3 M]

1) 2, 7

a) Output

2) 9

b) Instruction

3) Add

c) Input

V. Answer the following :

[5 × 2 = 10 M]

1) Mention the three steps on which a computer works.

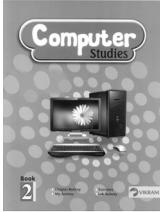
2) Which device is used to enter data into a computer ?

3) Which part of a computer displays the output ?

4) Write any two main differences between computer and calculator.

5) Which device is used to enter data into a computer ?





Syllabus :
Text Book : (Lesson-5)
Page Nos : 34 - 40

25

Time : 1 Hour

Max.Marks: 25

Vikram
Text Book - 2

Name :

Section :

Roll No.

I. Fill in the blanks with the help of words given in the box. [5 × 1 = 5 M]

Number, Shift, Backspace, Delete, Spacebar, key

- 1) is the longest key on the keyboard.
- 2) There are two sets of keys.
- 3) The key erases character to the right side of the cursor.
- 4) The key is used in combination with some other key.
- 5) The key is used to move the cursor right.

II. Write 'T' for true and 'F' for false.

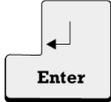
[5 × 1 = 5 M]

- 1) When the CapsLock light is ON, lower alphabet is typed.
- 2) By default, typed letters are displayed in capital.
- 3) Down arrow key is used to move the cursor up.
- 4) There are only one enter key on the keyboard.
- 5) ESC key is located on the lower right side of keyboard.

III. Match the following.

[5 × 1 = 5M]

1) Space bar

a)  Enter

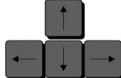
2) Enter key

b)  Delete

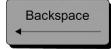
3) Backspace

c)  Space Bar

4) Delete key

d) 

5) Arrow keys

e)  Backspace

IV. Answer the following questions.

[5 × 2 = 10 M]

1) Name any four special keys.

2) Which two keys are used to erase the typed letters ?

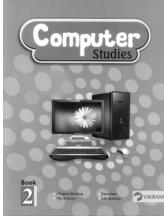
3) Name the various types of keys on the keyboard.

4) What will appear on the screen, if you press



5) Which keys help us to move cursor on the screen ?





Class - 2 :: Vikram Computer Studies

Syllabus :
Text Book : (Lesson-7)
Page Nos : 50 - 60

25

Time : 1 Hour

Max.Marks: 25

Vikram
Text Book - 2

Name :

Section :

Roll No.

I. Fill in the blanks with the help of words given in the box. [5 × 1 = 5 M]

Ctrl + N, Ctrl + O, Create, MS Word, File

- 1) helps us to type text, correct mistakes etc.
- 2) The New option in the File tab helps us to a new document.
- 3) If you want to exit Word, then click on Exit in the tab.
- 4) The shortcut key for opening a new document is
- 5) The shortcut key for opening an existing document is

II. State 'T' for true and 'F' for false. [5 × 1 = 5 M]

- 1) You have to open the File tab for saving the document.
- 2) Status bar is the bar that is located at the bottom of the Word window.
- 3) The Insert tab contains options like New, Open, Print, Save etc.
- 4) To close a file select the Insert tab from the menu options.
- 5) The Ribbon contains Tabs, Commands and Groups.

III. Tick (✓) the correct option.

[5 × 1 = 5 M]

1) Which of the following shortcut key is used to print a document ?

- a) Ctrl + N b) Ctrl + O c) Ctrl + P

2) Which of the following tab is used to open a new file ?

- a) Home b) Insert c) File

3) Which of the following tool bar on the title bar contains all frequently used options of Microsoft word ?

- a) Insert b) Quick Access Toolbar c) File

4) Which of the following button contains save option ?

- a) File b) Home c) Insert

5) Which of the following contains Tabs, Groups and Command ?

- a) Home b) Office c) Ribbon

IV. Answer the following questions :

[5 × 2 = 10 M]

1) What are the steps of creating a new file ?

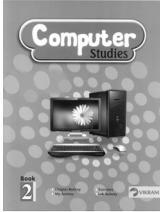
2) Write the steps of opening MS Word.

3) What is the function of File tab ?

4) How will you quit from MS Word ?

5) Explain the procedure of opening an existing file.



**Class - 2 :: Vikram Computer Studies**

Syllabus :
Text Book : (1 to 4 Lessons)
Page Nos : 5 - 33

50

Time : 2½ Hours

Max.Marks: 50

**Vikram
Text Book - 2**

Name :

Section :

Roll No.

I. Fill in the blanks with the help of words given in the box. [10 × 1 = 10 M]

E-mails	Mouse	Electronic	Medical	Fast
Icon	UPS	Device	Power	Power

- 1) It is used to prepare reports.
- 2) Computer is used to send
- 3) A has two or three buttons on it.
- 4) A computer is an machine.
- 5) Calculator is also an electronic
- 6) Computer works on speed.
- 7) To start a computer, first switch on the supply button.
- 8) Small picture on the desktop are called
- 9) When the electricity goes off, the makes the computer run for some time.
- 10) UPS stands for uninterrupted supply.

II. State 'T' for true and 'F' for false.
[10 × 1 = 10 M]

- 1) A CD can store a little information.
- 2) The printed copy on a paper is called soft copy.
- 3) Icons are small pictures of program shown on the desktop.
- 4) The first screen of the windows is called desktop.
- 5) Computer has very short memory.

- 6) Computer is an electronic machine.
- 7) Dot matrix is a type of printer.
- 8) Computer cannot give correct results.
- 9) Computers are used in offices for keeping records of books.
- 10) Data entered into computer is called output.

III. Match the following.

[5 × 1 = 5 M]

- | | |
|------------------------------------|--------------|
| 1) To print bills | a) Hospitals |
| 2) To maintain records of patients | b) School |
| 3) Making time table | c) Shops |
| 4) To book tickets | d) Bank |
| 5) To know details of our accounts | e) Railways |

IV. Tick (✓) the correct option.

[10 × 1 = 10 M]

- 1) Which of the following shows the files stored on the computer ?
- a) Computer b) Recycle Bin c) CPU
- 2) The thin bar at the bottom of the desktop is called
- a) Status bar b) Taskbar c) Title bar
- 3) A standard keyboard has keys.
- a) 96 b) 100 c) 104
- 4) The printed copy on paper is called
- a) Soft copy b) Colour copy c) Hard copy
- 5) A helps in playing games and drawing pictures.
- a) UPS b) CPU c) Mouse
- 6) A works very fast.
- a) Computer b) Man c) Animal



7) A computer is kept on desk.

- a) Laptop b) Palmtop c) Desktop

8) A computer stores a large amount of

- a) Money b) Information c) Water

9) Which one of the following is not used to store data ?

- a) Pen drive b) CD c) Mouse

10) makes a computer run when electricity goes off.

- a) Windows b) UPS c) CPU

V. Answer the following questions.

[5 × 3 = 15 M]

1) What is a desktop ?

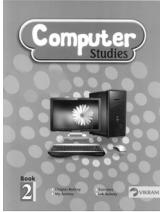
2) Which device is used to enter data into a computer ?

3) Write the uses of a mouse.

4) Name the three types of computers.

5) What does the blue Title bar indicate ?





Class - 2 :: Vikram Computer Studies

Syllabus :
Text Book : (1 to 6 Lessons)
Page Nos : 5 - 49

50

Time : 2½ Hours

Max.Marks: 50

Vikram
Text Book - 2

Name :

Section :

Roll No.

I. Fill in the blanks with the help of words given in the box. [10 × 1 = 10 M]

E-mails	Mouse	Medical	Input	Output
Icon	Electronic	Eraser	Paint	Spacebar

- It is used to prepare reports.
- Computer is used to send
- A has two or three buttons on it.
- A computer is an machine.
- Computer works on the principle of, Processing and Output cycle.
- We input data in computer, it processes them and gives
- Small picture on the desktop are called
- is the longest key on the keyboard.
- program is used to make colourful drawings.
- To erase a drawing, select tool from tools group.

II. Write 'T' for True and 'F' for False.

[10 × 1 = 10 M]

- We do not save drawing for future use.
- We cannot open a saved drawing in computer.
- By default, typed letters are displayed in capital.
- The backspace key is used as an eraser.
- The first screen of the windows is called desktop.

- 6) The start button is used to end any program on the computer.
- 7) Computer has very short memory.
- 8) Data entered into computer is called output.
- 9) Dot matrix is a type of printer.
- 10) A computer cannot give correct results.

III. Tick (✓) the correct option.

[10 × 1 = 10 M]

- 1) How many Enter keys are there on a keyboard ?
 a) 2 b) 4 c) 8
- 2) Which of these keys are 26 in number ?
 a) Alphabet keys b) Number keys c) Special keys
- 3) The thin bar at the bottom of the desktop is called
 a) Status bar b) Task bar c) Title bar
- 4) makes a computer run when electricity goes off.
 a) windows b) UPS c) CPU
- 5) Which of the following shows the files stored on the computer ?
 a) Computer b) Recycle bin c) CPU
- 6) Which one of the following is not used to store data ?
 a) Pen drive b) CD c) Mouse
- 7) A standard keyboard has keys.
 a) 96 b) 100 c) 104
- 8) The printed copy on paper is called
 a) Soft copy b) Colour copy c) Hard copy
- 9) A works very fast.
 a) Computer b) Man c) Animal
- 10) A computer helps to withdraw
 a) Ticket b) Books c) Money



IV. Match the following.

[5 × 1 = 5 M]

- | | |
|-----------------|--|
| 1) Title bar | a) Collection of related command |
| 2) Tab | b) Tabs and groups |
| 3) Ribbon | c) Contains tools arranged in different groups |
| 4) Group | d) Blank area |
| 5) Drawing area | e) Displays the currently opened file name |

V. Answer the following questions.

[5 × 3 = 15 M]

1) Which part of the paint window contains tool arranged in different groups ?

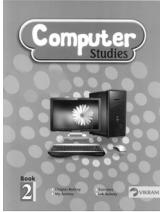
2) Which keys help us to move cursor on the screen ?

3) Mention the steps to start a computer.

4) Mention the three steps on which a computer works.

5) What are the uses of computer in a bank ?





Class - 2 :: Vikram Computer Studies

Syllabus :
Text Book : (1 to 8 Lessons)
Page Nos : 5 - 68

50

Time : 2½ Hours

Max.Marks: 50

Vikram
Text Book - 2

Name :

Section :

Roll No.

I. Fill in the blanks with the words given in the box.

[10 × 1 = 10 M]

Meteors	Ctrl+N	Paint	999	Icon
Device	Spacebar	Mouse	Items	Power

- 1) The default maximum value is
- 2) In tux math aliens are replaced by
- 3) The shortcut key for opening a New document is
- 4) program is used to make colourful drawings.
- 5) is the longest key on the keyboard.
- 6) Small picture on the desktop are called
- 7) Calculator is also an electronic
- 8) UPS stands for uninterrupted supply.
- 9) A has two or three buttons on it.
- 10) It is used in shops to keep details of

II. Write 'T' for True and 'F' for False.

[10 × 1 = 10 M]

- 1) A computer cannot give correct results.
- 2) A CD can store a little information.
- 3) Computer has very short memory.
- 4) Icons are small picture of program shown on the desktop.
- 5) The backspace key is used as an eraser.

- 6) We do not save drawing for future use.
- 7) We cannot open a saved drawing in computer.
- 8) You have to open the file tab for saving the document
- 9) TuxMath is a type of space invaders.
- 10) The range of copies repeated wrongs is from 1 to 100.

III. Tick (✓) the correct option.

[10 × 1 = 10 M]

- 1) By destroying which meteorities we gain bonus ?
 a) Red b) Blue c) Green
- 2) Which of the following tab is used to open a new file ?
 a) Home b) Insert c) File
- 3) Rectangle tool is present in group.
 a) tools b) image c) shapes
- 4) is the set of related commands.
 a) Tab b) Ribbon c) Group
- 5) makes a computer run when electricity goes off.
 a) Windows b) UPS c) CPU
- 6) Which of the following shows the files stored on the computer ?
 a) Computer b) Recycle bin c) CPU
- 7) A helps in playing games and drawing pictures.
 a) UPS b) CPU c) Mouse
- 8) A standard keyboard has key.
 a) 96 b) 100 c) 104
- 9) A computer is kept on desk.
 a) Laptop b) Palmtop c) Desktop
- 10) A works very fast.
 a) Computer b) Man c) Animal



IV. Match the following.

[5 × 1 = 5 M]

- | | |
|-----------------|--|
| 1) Title bar | a) Collection of related command |
| 2) Tab | b) Tabs and groups |
| 3) Ribbon | c) contains tools arranged in different groups |
| 4) Group | d) Blank area |
| 5) Drawing area | e) Displays the currently opened file name |

V. Answer the following questions.

[5 × 3 = 15 M]

1) What is Fraction to keep ?

2) Name the area that is used to draw and colour a picture.

3) Name the various types of keys on the keyboard.

4) Write any two differences between computer and calculator.

5) Name the three types of computer.



