Grade 6 Computing

Unit 2 · Using a Computer Well

WORKSHEET

Full marks 34

Name _____ Class _____ Roll no. ____ Date _____ Marks _____ / 34

1 Key words [4]

Fill in the blanks with words from the box. Two words in the box are not needed. Each blank carries 0.5 mark.

application software	**extension**	**file**	**folders**	**hardware**	**operating system**	**path**
shortcut	**system software**	**Unicode**				

The _____ starts first when a device is switched on and runs all the other programs. It is _____; a program that does a job for you, such as a browser, is _____. Everything you save is kept in a _____, and files are kept in _____. The list of folders from the top down to a file is the file's _____. The part of a file's name after the dot, such as .jpg, is its _____. The agreement that gives every letter of every script its own number, so that Nepali shows the same on every device, is called _____.

2 Multiple choice [5]

Choose the correct option for each of the following questions.

i. Which of these is a job of the operating system, not of an app? [1]

a. showing the day's cricket score
b. taking a photo of a page of notes
c. sharing the processor and memory between all the apps that are open
d. playing a game of Ludo

ii. What does the extension **.mp3** at the end of a file's name tell you? [1]

a. the file is a photo
b. the file is sound, such as a song or a recording
c. the file is 3 megabytes
d. the file is the third version

iii. On which keys do your fingers rest when you touch type? [1]

a. Q W E R and U I O P
b. A S D F and J K L ;
c. Z X C V and N M , .
d. the number keys

iv. Why does Nepali typed in Unicode look right on every phone, while Preeti doesn't? [1]

a. Unicode letters are bigger.
b. Unicode saves the Nepali letters themselves, by numbers every device agrees on; Preeti saves English letters that only one font draws as Nepali.
c. Preeti only works on phones.
d. Unicode is a kind of phone.

v. The power in your school goes off often. What protects the lab's computers so that students can save their work? [1]

a. a spike guard
b. a soft, dry cloth
c. a UPS
d. a bigger screen

3 Shortcuts [3]

Match each shortcut in Column A with what it does in Column B. One item in Column B is not needed. Each carries 0.5 mark.

Column A		Column B
1. Ctrl + C	☐	**a.** cut: copy it and take it away from here
2. Ctrl + X	☐	**b.** undo the last thing you did
3. Ctrl + V	☐	**c.** copy what is selected
4. Ctrl + Z	☐	**d.** find a word on the page
5. Ctrl + S	☐	**e.** starts voice typing
6. Ctrl + F	☐	**f.** save your work
		g. paste what you copied or cut

4 True or false [3]

Write True or False after each sentence.

i. After you **move** a file to a new folder, there are two copies of it. ☐

ii. A file deleted from a computer usually waits in the Recycle Bin, where you can bring it back. ☐

iii. A file deleted from a pen drive also goes to the Recycle Bin. ☐

iv. Renaming a photo from .jpg to .mp3 doesn't turn it into a song. ☐

v. Putting a wet phone in a bag of rice dries it faster than air does. ☐

vi. It is fine to charge a lithium-ion battery whenever it suits you. ☐

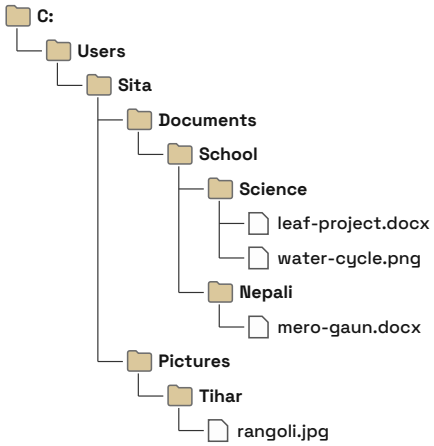
5 Short answers [13]

Write short answers to the following questions.

a. Write four jobs of the operating system. **[2]**

b. Sita types her Nepali poem with the Preeti font and sends it to her cousin in Pokhara. Her cousin sees only English letters and signs, like **ljBfno**. Explain why, and what Sita should do. **[2]**

c. Look at Sita's folder tree. **[3]**



i. Write the path of **leaf-project.docx**.
ii. Write the path of **rangoli.jpg**.
iii. In which folder do the paths of leaf-project.docx and mero-gaun.docx first go different ways?

d. Rename these badly named files so that each name says what is inside: **[3]**
i. **IMG_0034.jpg**, a photo of your class on Teachers' Day;
ii. **Document1.docx**, your English essay on Dashain;
iii. **final final 2.docx**, the newest version of your science report.

e. Which accessibility feature would help most? Write its name and how it helps. **[3]**
i. Hari's grandfather sees only dimly and can't read the small print on his phone.
ii. Maya is deaf and wants to follow a science video.
iii. Bimal is blind and wants to find the calculator on his phone.

Science Playground, Katunje, Bhaktapur
https://science-playground.com/learn/grade-6-computing/using-a-computer-well

6 Long answer [4]

Write a long answer to the following question.

The electricity in Rina's village goes off often, and the voltage drops every evening. Her family is buying a desktop computer. Give her four pieces of advice to keep the computer and her work safe, with the reason for each.

7 Think [2]

Think, then answer.

Sita copies her essay from the computer to her pen drive. At school she corrects a mistake in the copy on the pen drive. At home that evening she adds a paragraph to the copy on the computer. Which file is now her newest essay? What could she have done to avoid this?

8 Activity: My typing record (not marked)

Practice touch typing for about five minutes every day, from the home keys (A S D F and J K L ;), without looking at the keys. Each time, type for one minute, count the words you typed and the mistakes you made, and fill a row.

Date	What I typed	Words in one minute	Mistakes
	home keys only: sad, lad, fall, flask, salad		
	the sentence: My village has a river, a temple and a school…		
	a Nepali paragraph, in Unicode		
a month later	the same English sentence		