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# SourceC<>de

Artificial Intelligence

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Coding

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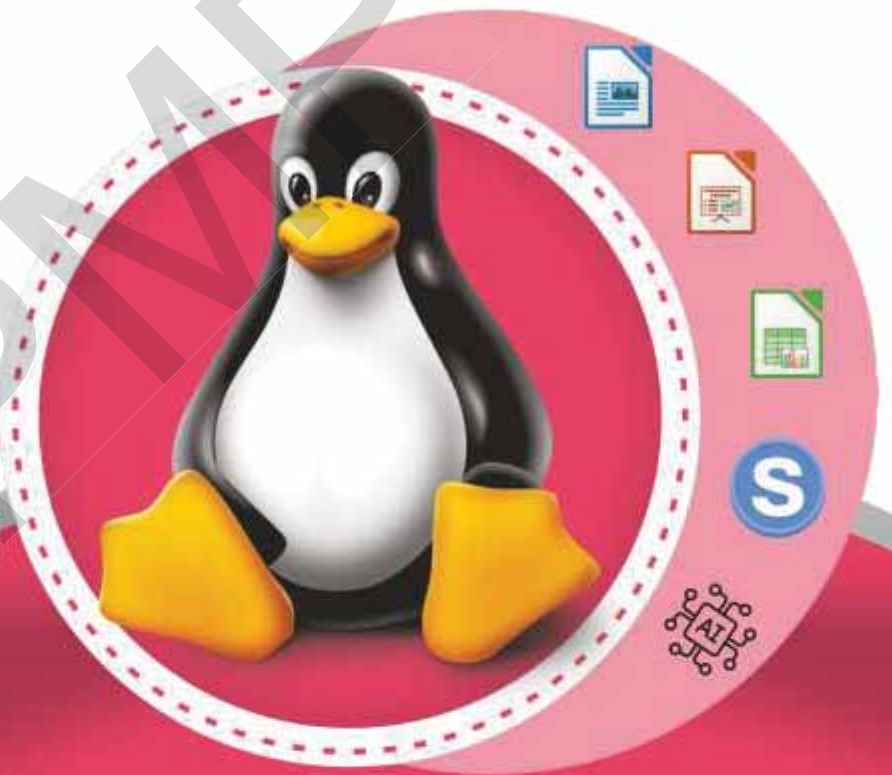
Multidisciplinary Approach

Subject Integration

Art Integration

Skill Formation

Linked with SDGs



**Ubuntu 22.04**  
**WITH LIBREOFFICE 7.3**

# WORKSHEET

**A. Choose the appropriate options:**

- ..... was the first calculating device invented by Chinese.
  - Abacus
  - Pascaline
  - Napier's Bones.
- In ....., a Scottish mathematician published a calculating device.
  - 1617
  - 1618
  - 1619
- A French mathematician named.....invented the first mechanical computing machine.
  - John Napier
  - Blaise Pascal
  - Gottfried Wilhelm
- Charles Babbage was a ..... professor.
  - Physics
  - mathematics
  - Computer Science
- Herman Hollerith, invented the ..... machine.
  - Tabulating
  - mechanical
  - Step Reckoner
- In ....., IBM introduced its first Personal Computer.
  - 1981
  - 1984
  - 1999

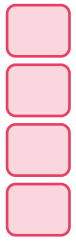
**B. Fill in the blanks:**

- Abacus was invented about ..... years ago.
- Napier's bones was invented by.....
- Pascaline was invented in.....
- Charles Babbage developed a machine known as .....
- Charles Babbage is known as .....of computer.
- Tabulating machine used in .....

**C. Write T for the true statement and F for the false one:**

- Abacus was invented by the Chinese.
- Napier's bones is still used in many parts of the world.

3. Step Reckoner was developed by a German mathematician.
4. In 1833, Charles Babbage stopped working on Difference Engine.
5. Herman Hollerith, was an army engineer.
6. Prof. Howard Aiken built the first electro-mechanical computer.



**D. Answer the following questions:**

1. When concept of counting started?
2. What is Pascaline?
3. Why Charles Babbage stopped working on Difference engine
4. What are the five key features of Analytical Engine?
5. What are the five generations of Computers?

**E. Write the full form of the following:**

1. IBM .....
2. PC .....
3. IC .....
4. AI .....

**E. Differentiate between:**

- |          |  |        |
|----------|--|--------|
| 1. ENIAC |  | UNIVAC |
| .....    |  | .....  |
| .....    |  | .....  |
| .....    |  | .....  |

**F. Match the following:**

First Generation	1959-1964	Integrated Circuit
Second Generation	1946-1958	Microprocessor
Third Generation	1971 onwards	Vacuum Tube
Fourth Generation	1965-1970	Transistors

**G. Application based questions:**

1. Afreen's teacher asks her question about principle used in water meters. But she is unaware about this. can you help her by giving answer to this question.

# Ch-2

## Ubuntu - File Management

### A. Choose the appropriate options:

- We can manage files according to their.....  
a. Name       b. size       c. both a & b
- A computer represents files with  
a. Picture       b. Icon       c. both a & b
- You can store a document file in..... folder.  
a. Documents       b. Music       c. Pictures
- In computer a ..... is a location for organizing your files.  
a. Folder       b. File       c. Desktop
- CD's and DVD's are examples of ..... media.  
a. Removable       b. Non-Removable       c. None of these

### B. Fill in the blanks:

- We can manage files by using .....
- A file can be..... file when you write in.
- Your main Hard disk is called a ..... disk.
- Other types of disks are called .....disk.
- You can..... the folder icon to open it..

### C. Write T for the true statement and F for the false one:

- Every file has its unique name.
- A window is a rectangular area used to display the contents of an application.
- Subfolder is a folder within another folder.
- Deleted files goes into Recycle bin.
- We cannot rename the file or folder.

**D. Answer the following questions:**

1. What are the various types of files?
2. How can we sort our files and folders?
3. How can you create a new folder?
4. What is the use of folder control buttons?
5. What are the steps to delete a file?

**E. Differentiate between:**

1. List View

Grid View

.....	.....
.....	.....
.....	.....

**F. Match the following:**

- Image File
- Document File
- Video File
- Music File
- Presentation File



**G. Application based questions:**

1. Aira wants to make the icons of files larger. So, she can identify them easily. Which option she use for doing this.
2. Anusha downloads a book from Internet. But she is not knowing where this book is kept now. Help her in getting this book by telling which folder she needs to access.

# Ch-3

## Writer - Table and Mail Merge

### A. Choose the appropriate options:

1. Writer allows users to create and manipulate .....  
a. Documents       b. Presentation       c. Pictures
2. Tables are the way of organizing information into.  
a. Rows       b. Columns       c. both a & b
3. With Thesaurus, you can look up for.....  
a. Synonyms       b. Antonyms       c. both a & b
4. By default, Writer creates tab stops every.....inch across the page.  
a. 0.5       b. 0.6       c. 0.7
5. You can insert all types of data in cells, including:  
a. Text       b. Graphics       c. both a & b

### B. Fill in the blanks:

1. Millions of people use ..... every day.
2. Synonyms means words with the same .....
3. Auto correct also corrects errors in .....
4. Tab is short for.....
5. Tables are a way of organizing information into .....and .....
6. .... contains the name and address of each recipient.

### C. Write T for the true statement and F for the false one:

1. We can create letters, memos, reports with the help of Writer.
2. Auto format automatically creates symbols, fractions and ordinal numbers.
3. In writer tables are a useful tool.
4. Most word processing software programs can arrange text in two or more columns.

5. The text from the bottom of one column automatically flows to the top of the next column.
6. Mail merge is a process of combining or merging the main document with the data source.



**D. Answer the following questions:**

1. What do you mean by tab?
2. What are the features of Writer?
3. How can you make your text bold?
4. What is a cell?
5. Why do you use formatting?
6. What are the benefits of Mail merge?
7. What do you mean by data source?

**E. Differentiate between:**

1. 

Left Tab	Right Tab
.....	.....
.....	.....
.....	.....
2. 

Center Tab	Decimal Tab
.....	.....
.....	.....
.....	.....

**F. Match the following:**

- |                  |             |
|------------------|-------------|
| Ctrl + F12       | Subscript   |
| Shift + Ctrl + P | Inert Table |
| Shift + Ctrl + P | Superscript |
| Ctrl + B         | Save        |
| Ctrl + S         | Bold        |

**G. Application based questions:**

1. Daiman's father is a teacher and he needs to enter the details of students in Writer like Roll no, Name, Parentage etc. Which option he used to put all this data into rows and columns.
2. Madiha needs to look for synonyms in Writer which feature she used to do this.
3. Shaiman writes a paragraph in Writer. Now she wants to proof read this document. Which feature of Writer she used to do this.



# Ch-4

## Impress - Creating Presentation

### A. Choose the appropriate options:

- Through presentations, you can communicate.....effectively to a group of people.  
a. Ideas       b. Messages       c. both a & b
- You can click on ..... button to indent the text.  
a. Promote       b. Demote       c. Close
- You can press ..... key from the keyboard to remove the text from your presentation.  
a. Backspace       b. Delete       c. both a & b
- Table is used to organize data in.  
a. Rows       b. Columns       c. both a & b
- The slides can be printed.  
a. Horizontally       b. vertically       c. both a & b

### B. Fill in the blanks:

- .....theme is built-in design for creating a presentation.
- .....thumbnail pane contains thumbnails of each slide.
- Click on ..... button to decrease the indent.
- You can use ..... placeholders to build your presentation effectively and efficiently.
- Normal view is the .....view for creating .....slides.

### C. Write T for the true statement and F for the false one:

- By default, Impress opens a blank slide for you.
- Selected text appears highlighted on your screen.
- You cannot change the appearance of the text.
- By default, Impress displays your presentation in Normal view.



5. Handouts print the slides in reduced size on the page.



**D. Answer the following questions:**

1. What do you mean by transition?
2. What do you understand by Animation?
3. What are the reasons behind printing a presentation?
4. Write the steps for saving a presentation?
5. In how many ways you can change the background?

**E. Differentiate between:**

1. Notes View

Slide Sorter View

.....	.....
.....	.....
.....	.....

**F. Match the following:**

Insert Image

Insert Chart

Insert Audio or Video

Insert Table



**G. Application based questions:**

1. Your brother wants to make a presentation in which he needs to put list of items. But he is unaware about this. Now he wants your help. Suggest him what can he do to make a list of items in his presentation.
2. Basira makes a presentation. But she is unaware about how can she end the slide show any time. Tell her how can she end the slide show any time.

# Ch-5

## Libre Office - Calc. Introduction

### A. Choose the appropriate options:

- The number of columns in a single worksheet is.....  
a. 1024       b. 1042       c. 1022
- You can enter ..... types of data in cells.  
a. Two       b. Three       c. Four
- Active cell has a .....border around it.  
a. Yellow       b. Dark       c. Black
- The side bar has ..... sections.  
a. Five       b. Six       c. Seven
- Rows and columns are collectively called.....  
a. Workbook       b. Worksheet       c. Gridlines.

### B. Fill in the blanks:

- By default, worksheet contains ..... worksheet.
- Data is organized ..... in columns.
- The workbook contains sheets are called .....
- .....allow us to see and identify each cell within a worksheet.
- A cell is referred by its ..... address.

### C. Write T for the true statement and F for the false one:

- Cell is the basic unit of a worksheet.
- Calc is a powerful open-source spreadsheet program.
- Calc right-aligns the numbers in a cell.
- You can rename your Calc worksheets.
- You can also add additional worksheets.

**D. Answer the following questions:**

1. What do you mean by cell reference?
2. What are Gridlines?
3. What is Auto Fill feature of Calc?
4. How do you delete a Worksheet?
5. What do you mean by spread sheet?

**E. Differentiate between:**

1. 

Cell	Active Cell
.....	.....
.....	.....
.....	.....
2. 

Column Heading	Row Heading
.....	.....
.....	.....
.....	.....

**F. Match the following:**

- |              |   |
|--------------|---|
| List Tab     |  |
| First Tab    |  |
| Next Tab     |  |
| Previous Tab |  |

**G. Application based questions:**

1. Anzar's father works as a clerk at school. He needs to put the fee details of students in Calc worksheet class wise. What should he do to put one class in one worksheet.
2. Sibrat needs to put Sum formula in calc to add some numbers. But when she enters the formula doesn't work. What she misses to use in the formula.
3. Alliya wants to create a custom data list in Calc. Which feature she used to do this.

# Ch-6

## Internet - Electronic Mail (E-Mail)

### A. Choose the appropriate options:

1. First e-mail application was developed in  
a. 1971       b. 1972       c. 1973
2. Which program is used for sending mail.  
a. SNDMSG       b. zSNDMS       c. SNDEMM
3. Outgoing messages sent by you stores in.....  
a. Sent mail       b. Outbox       c. Inbox
4. Your username is sometimes limited to ..... characters.  
a. Seven       b. Eight       c. Ten
5. E-mail would be delivered in  
a. Seconds/minutes       b. minutes/hours       c. days/weeks

### B. Fill in the blanks:

1. First e-mail application was developed for the .....
2. .... program is used for reading mail.
3. Domain name is separated into two parts by a .....
4. The username and domain name are separated by the ..... symbol.
5. .... stores all your incoming messages.

### C. Write T for the true statement and F for the false one:

1. By 1990, e-mail had gone worldwide.
2. E-mail is the most popular service of Internet.
3. Username is a unique combination of characters that identifies you.
4. CC stands for carbon copy.
5. We cannot take the printout of an email.

**D. Answer the following questions:**

1. Why E-mail is very economical?
2. What do you mean by Shouting?
3. What is Bounced message?
4. What are Abbreviations?
5. Write a short note on History of E-mail.

**E. Differentiate between:**

- |    |           |              |
|----|-----------|--------------|
| 1. | Reply     | Reply To All |
|    | .....     | .....        |
|    | .....     | .....        |
|    | .....     | .....        |
| 2. | Spam/Junk | Draft        |
|    | .....     | .....        |
|    | .....     | .....        |
|    | .....     | .....        |
| 3. | CC        | BCC          |
|    | .....     | .....        |
|    | .....     | .....        |
|    | .....     | .....        |

**F. Application based questions:**

1. Ziyaan wants to send message to a friend through E-mail but his message always bounced back. After several attempts he faces same issue. Now he wants your help tell him where he makes a mistake?
2. Your father wants to send same message to the employees but he doesn't have much time to send one by one to all of them. Help him by telling which feature he used to send a message to all at one time.

# Ch-7

## Programming Basics

### A. Choose the appropriate options:

1. Basically, a computer program involves..... steps.  
a. Two       b. Three       c. Four
2. ....and .....developed the flowchart.  
a. Herman Goldstine /John Von Neumann
- b. Herman Neumann / John Von Goldstine
- c. Harriman Goldstine/ James Von Goldstine
3. Flow chart was developed in.....  
a. 1945       b. 1946       c. 1947
4. Assembly language, are also called..... generation language.  
a. First       b. Second       c. Third
5. Visual Basic, JAVA are the examples of.  
a. 2GL       b. 3GL       c. 4GL

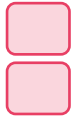
### B. Fill in the blanks:

1. ....symbol used at the beginning and at the end of the flow chart.
2. In a flowchart, each operation is represented using specific..... symbols.
3. The people who write programs are called.....
4. A computer language also known as..... language.
5. HLL is a.....independent.

### C. Write T for the true statement and F for the false one:

1. The flow chart should be clear, neat and easy to follow.
2. Computer languages are classified into three major categories.
3. Assembler is a program used to translate assembly language into machine language.

4. Procedural language is also called the 3GL.
5. Natural languages are often associated with expert systems and Artificial Intelligence.



**D. Answer the following questions:**

1. What are the advantages of flow chart?
2. What are the rules for making a flow chart?
3. What do you understand by the term Program?
4. What do you mean by Algorithm?

**E. Differentiate between:**

1.	Procedural Language	Non-Procedural Language
	.....	.....
	.....	.....
	.....	.....
2.	High Level Language	Low Level Language
	.....	.....
	.....	.....
	.....	.....

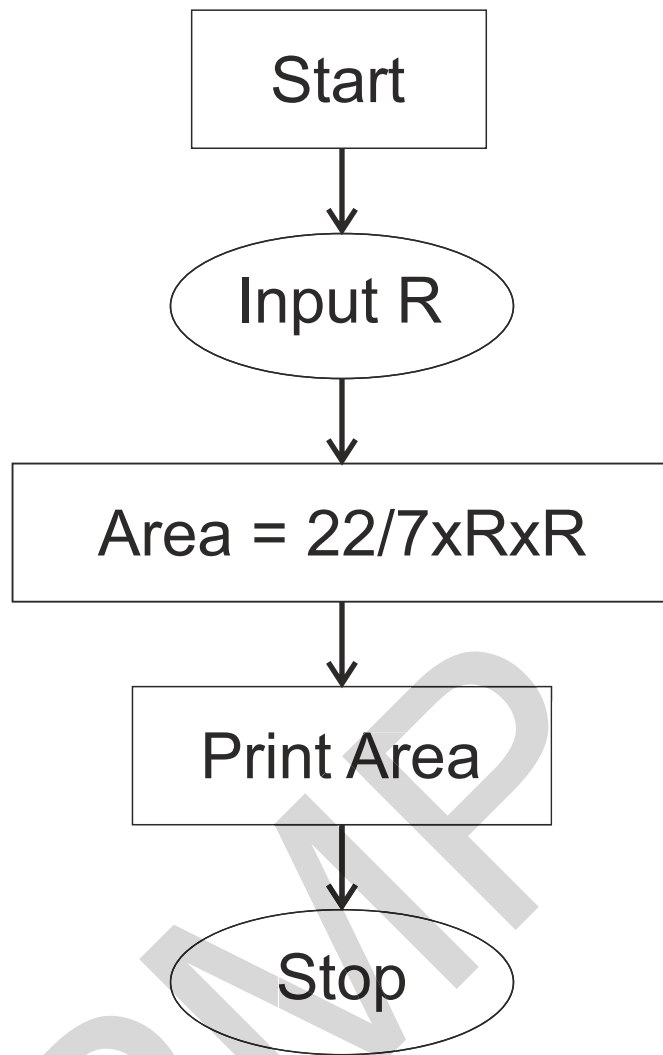
**F. Match the following:**

- |               |              |
|---------------|--------------|
| Oval          | Process      |
| Parallelogram | Start/End    |
| Rectangle     | Input/Output |
| Circle        | Decision     |
| Rhombus       | Connector    |

**G. Application based questions:**

1. Mufeez's computer teacher told him to draw a flowchart to find the area of a circle. He has given the following boxes as hint. Help him by correcting these boxes.





2. Shavaaz makes a flow chart in which he wants to display comparisons. Which symbol he used to display the comparison.

# Ch-8

## Scratus Programming

### A. Choose the appropriate options:

- Scratus also creates ..... code blocks under the variable block.  
a. Two       b. Three       c. Four
- Operator blocks are .....in color.  
a. Blue       b. Green       c. Black
- The ..... block is a control block which runs the script for a set number of times.  
a. Repeat       b. Nested repeat       c. both a & b
- .....block asks the question and stores the answer as a keyboard input.  
a. Ask ( )       b. Wait       c. both a & b

### B. Fill in the blanks:

- All computer applications require some sort of .....with which to work as they execute.
- A .....is a piece of text data.
- In Scratus, variables are represented with an .....block.
- ..... does not include a decimal point.
- Creating variable is also called .....language.

### C. Write T for the true statement and F for the false one:

- A real number is a number that includes a decimal.
- Variable can store one value at a time.
- The Repeat block is a Control block which runs the script for a set number of times.
- Creating variable is also called the defining variable.
- A Variable is a changeable value recorded in the Scratus memory.

**D. Answer the following questions:**

1. What do you mean by Sequential Statement?
2. What do you understand by if-then block?
3. What are data types?

**E. Application based questions:**

1. Zara wants the addition of two numbers. But she is unaware which block she used for this. Help him by telling which block she used for addition and what color they have.

PMP

# Ch-9

## Domain of Artificial Intelligence

### A. Choose the appropriate options:

- Clinical Trial Matching (CTM) system developed by.  
a. IBM Watson       b. IDM Watson       c. IAM Watson
- In the manufacturing industry, ..... are used to work non-stop without taking breaks.  
a. AI-driven robots       b. Big Machines       c. Labors
- ..... is a word association game powered by AI technology that helps you in enhancing your vocabulary.  
a. Semantris       b. Symbian       c. Siri
- There are.....modes to play Semantris.  
a. Two       b. Three       c. Four
- AI makes humans.....  
a. Creative       b. Lazy       c. Emotionless

### B. Fill in the blanks:

- Many health care facilities have adopted Artificial Intelligence technology to reduce.....
- Artificial Intelligence plays an important role in .....networking.
- Facebook uses AI technology to recognize ..... and suggest .....
- Presently, Industrial robots are increasingly being used as .....
- Human beings are driven by ..... and can be .....

### C. Write T for the true statement and F for the false one:

- AI makes diagnosis better and faster.
- You can upload photos and make new friends on Facebook.
- Teachers are also use AI to share knowledge.
- Humans cab be productive for only about 6 to 8 hours in a day.
- Machines cannot make any difference between right and wrong.

**D. Answer the following questions:**

1. Write a note on Artificial Intelligence?
2. What is Computer Vision?
3. How AI promotes Unemployment?
4. Why manufacturing industries uses AI?

**E. Application based questions:**

1. Suraiya buys a new phone and she puts her face as a lock. Can you tell which domain of AI has been used in putting face as a lock.

PMP

## From Lesson No 1 to 5

### A. Choose the appropriate options:

1. Computer makes our work.

- a. Faster  b. Easier  c. Well organized  d. All of these

2. Abacus was invented about ..... years ago.

- a. 500  b. 1500  c. 5000  d. 6000

3. Napier's Bones is a set of..... rods marked with numbers on them.

- a. Rectangular  b. Circular  c. both a & b  d. None of these

4. Every file has its own ..... name.

- a. New  b. Unique  c. Old  d. None of these

5. A file can be a ..... file when you write in it.

- a. Picture file  b. Document file  c. PDF file  d. Spread sheet

6. Tables are a way of organizing information into.

- a. Rows  b. Columns  c. both a & b  d. None of these

7. By default, Impress opens a ..... slide for you whenever you start the program.

- a. Blank  b. Black  c. Text  d. Image

8. A spreadsheet file is called a .....

- a. Worksheet  b. Workbook  c. Notebook  d. All of these

### B. Fill in the blanks:

1. In the ancient times, people store the information by making marks on.....

2. You can perform ..... calculations by using Abacus.

3. .... is known as the Father of Computer.

4. .... helps you to organize and keep track of your files.

5. Impress is a ..... program.

6. Cells may contain ..... types of data.

7. A cell is referred by its ..... address.

**C. Write T for the true statement and F for the false one:**

1. Abacus was the first calculating device.
2. Abacus is still used in many parts of the world.
3. In the late 1950s, the second-generation computers were introduced.
4. There are various types of files in Ubuntu file management.
5. A folder can also have its unique name.
6. There are 1048576 rows in a single worksheet of Calc.
7. Cell is the basic unit of a worksheet.

**D. Answer the following questions:**

1. Write a short note on Tabulating Machine.
2. What do you mean by a folder?
3. Write some features of Writer.
4. Write some benefits of Mail merge?
5. What do you mean by Auto fill series?
6. How can you delete a worksheet?
7. What are the components of Calc Window?

**E. Differentiate between:**

1.	ENIAC	UNIVAC
	.....	.....
	.....	.....
	.....	.....
2.	Auto Correct	Auto Format
	.....	.....
	.....	.....
	.....	.....
3.	Outline View	Normal View
	.....	.....
	.....	.....
	.....	.....
3.	Cell	Active Cell
	.....	.....
	.....	.....
	.....	.....



## From Lesson No 6 to 9

### A. Choose the appropriate options:

- .....developed the first e-mail application for the ARPANET.  
a. Ray Tomlinson       b. Roy Tomlinson       c. Ray Tomson
- E-mail is extremely.....  
a. Slow       b. Fast       c. None of these
- A flow chart is a..... representation.  
a. Graphical       b. Diagrammatic       c. geometrical
- Natural language, sometimes called the .....  
a. 3GL       b. 4GL       c. 5GL
- A string is a piece of.  
a. Text data       b. Sound data       c. Image data
- The Repeat block is a control block which..... the script.  
a. Runs       b. Stops       c. None of these
- ..... system was developed by IBM Watson.  
a. CTM       b. CV       c. NLP

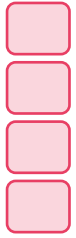
### B. Fill in the blanks:

- .....is the most popular service of Internet.
- E-mail is very .....because you do not have to pay to send E-mail messages.
- You can use special characters called .....to express emotions.
- ..... and ..... developed the flowchart.
- A.....language is also called the fourth-generation language.
- A .....number is a number that includes a decimal.
- CTM stands for.....

### C. Write T for the true statement and F for the false one:

- First e-mail application was developed in 1971.
- E-mail is convenient because you can send it anytime.

3. The E-mail message should not be in Capital letters.
4. Oval shaped symbol used to join the parts of a flow chart.
5. Compiler and interpreter are the examples of language processors.
6. Variable can store one value at a time.



**D. Answer the following questions:**

1. What is the history behind E-mail?
2. Write some advantages of e-mail?
3. What do you mean by Domain system?
4. What is Algorithm?
5. What do you mean by a program?
6. Write some advantages and disadvantages of flow chart.
7. Write two limitations of Machine Language.
8. What do you mean by Variables?
9. How is AI useful in Social Networking?
10. Write a short note on AI in education.

**E. Differentiate between:**

- |    |                      |                       |
|----|----------------------|-----------------------|
| 1. | E-Mail               | Post Mail             |
|    | .....                | .....                 |
|    | .....                | .....                 |
|    | .....                | .....                 |
| 2. | BCC                  | CC                    |
|    | .....                | .....                 |
|    | .....                | .....                 |
|    | .....                | .....                 |
| 3. | Compiler             | Interpreter           |
|    | .....                | .....                 |
|    | .....                | .....                 |
|    | .....                | .....                 |
| 3. | Sequential Statement | Conditional Statement |
|    | .....                | .....                 |
|    | .....                | .....                 |
|    | .....                | .....                 |

3.

CV

NLP

.....  
.....  
.....

.....  
.....  
.....

PMP