DAV PUBLIC SCHOOLS HAZARIBAG ZONE

CLASS – VI(2017-18)

**ASSESSMENT ACTIVITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Month | Name of Lesson  | Activity | Mode of Assessment |
|  | April-May | Let us Explore | 1. Page No. 9
2. Page No. 19-20
 | ASLPen Paper |
|  | June | Designing in Impress | 1. Page No. 34
2. Page No. 33
 | ASLHands On |
|  | August | Modifying Slides Open Office Impress | 1. Page No. 47
2. Page No. 53
 | Pen PaperHands On |
| 4.  | September | Creating Professional Presentation in Open Office Impress | 1. Page No. 61
2. Page NO. 66
 | Pen PaperASL |
| 5.  | October –November | Viewing Presentation  | 1. Page No. 81
2. Page No. 92 & 93
 | Pen PaperPen Paper |
| 6.  | December  | Animation in Slides | 1. Page No. 99
2. Page No. 106
 | Pen PaperHands On |
| 7.  | January | Spreadsheet I– Calc | 1. Page No. 121
2. Page No. 124
 | Pen PaperASL |
| 8.  | February | Spreadsheet – II Calc | 1. Page No. 127
2. Page No. 130
 | Pen PaperHands On |

**MONTH WISE ACTIVITY**

**MONTH -- APRIL-MAY**

**CHAPTER 1 (Let us Explore**)

**Assessment -1**

**TASK: ASL(Video Link:** [**https://www.youtube.com/watch?v=pTdSs8kQqSA**](https://www.youtube.com/watch?v=pTdSs8kQqSA)**)**

**Prompt:**

1. Which program lets you to interact with computer?
2. Tell the name of the OS discussed in the video.
3. Can all applications work on all Operating Systems Yes/No?
4. Define OS?
5. Name the OS installed in your computer system.

**Assessment -2**

**TASK: Pen and Paper Test**

1. Identify each of the icons shown below in column ‘B’ and write name of Application Software in column ‘A’ and ‘B’ in the space provided below.

|  |  |  |
| --- | --- | --- |
| S.no. | Name of Application Software ‘A’ | Examples ‘B’ |
| 1 |  | C:\Users\USER\Desktop\images[1].jpgC:\Users\USER\Desktop\images[7].jpg\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |
| 2 |  | C:\Users\USER\Desktop\images[3].pngC:\Users\USER\Desktop\images[11].jpg\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |
| 3 |  | Image result for icon of excelImage result for icon of open office calc \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |
| 4 |  | Image result for icon of ms Tux Image result for icon of ms paint\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |
| 5 |  | Image result for icon of vlcImage result for icon of windows media player \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ |

**MONTH – JUNE & JULY**

**CHAPTER 2 (Designing in Impress)**

**Assessment -1**

**TASK: ASL(Video Link:** [**https://www.youtube.com/watch?v=7aBA7gNXYRI**](https://www.youtube.com/watch?v=7aBA7gNXYRI)**)**

**Prompt:**

1. What is the other method of adding Background Style in Open Office Impress?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name the dialog box under which the option Background styles is available?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment -2**

**TASK: Hands On**

1. Find out the shortcut Key(s) for selecting styles and Formatting option in Open Office Writer and Impress?
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Put the below given words in the given space.

Gradient , Backgrounds objects ,title ,Colour, Hatching, notes

|  |  |
| --- | --- |
| Fill drop down menu list | Background Style Options (Any 5) |
|  |  |
|  |  |
|  |  |

**MONTH – AUGUST**

**CHAPTER 3 (Modifying Slides Open Office Impress)**

**Assessment -1**

**TASK: Pen and Paper Test**

|  |  |  |
| --- | --- | --- |
| S.No. | Drawing Tools | What is its purpose? |
| 1 | Select  |  |
| 2 | Image result for line tool in paintLine  |  |
| 3 | Arrows  |  |
| 4 | Rectangle  |  |
| 5 | Image result for icon of ellipse toolEllipse  |  |

**Assessment -2**

**TASK: Hands On**

1. Add text ‘Our Solar System’ on the slide using Font work.
2. Prepare a presentation on ‘Conservation of Forest and Wildlife’ in Open Office Impress.
3. Insert pictures on the slide.
4. Change the style of headings using Font work
5. Add slogans in various Shapes on drawing toolbar
6. Create a slide / poster on ‘Save Water Save Life’ in OO Impress.

**MONTH – SEPTEMBER**

**CHAPTER 4 (Creating Professional Presentation in Open Office Impress)**

**Assessment -1**

**TASK: Pen and Paper Test**

1. Can we insert Header and Footer in Open Office Writer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Can we insert Date/Time in Header and Footer?\_\_\_\_\_\_\_\_\_\_
3. Name the two options present in date and time? \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_
4. What we can insert other than date and time in Header and Footer? \_\_\_\_\_\_\_\_\_\_\_\_\_.

**Assessment -2**

**TASK: ASL(Video Link:** [**https://www.youtube.com/watch?v=NwSdaAjeS2I**](https://www.youtube.com/watch?v=NwSdaAjeS2I) **)**

**Prompt:**

1. What is the process of opening Task Pane window? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What are the various options of Speed? \_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_
3. Can we insert sound to the slides? Yes / No \_\_\_\_\_\_\_\_\_\_

**MONTH – OCTOBER & NOVEMBER**

**CHAPTER 5(Viewing Presentation**)

**Assessment -1**

**TASK: Pen and Paper Test**

1. Write the name of three types of Presentation View? \_\_\_\_, \_\_\_\_\_, \_\_\_\_\_\_.
2. Write the short cut key for slide show view? \_\_\_\_\_\_\_\_\_\_\_.
3. Name the default view in OO Impress? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Assessment -2**

**TASK: Pen and Paper Test**

1. Please ( √ ) for the right statement and ( X ) for the wrong statement.
2. Only one presentation view is available in Impress. \_\_\_\_\_\_
3. Normal view is the main view in which we design or edit the presentation. \_\_\_\_\_
4. To switch over to Normal view, click on Slide Show -> Normal view. \_\_\_\_\_\_\_\_\_
5. Slide sorter view is helpful if we want to change the slide sequence. \_\_\_\_\_\_
6. We cannot switch over to Slide Sorter view from Normal view. \_\_\_\_\_\_\_\_\_\_

**DECEMBER CHAPTER 6 (Animation in Slides)**

**Assessment -1**

**TASK: Pen and Paper Test**

Write five different types of animation effect.

**Assessment -2**

**TASK: Hands On**

Create a presentation choosing any one of the topic from the list of topics given below:

1. Photosynthesis
2. Green plants as air purifier
3. Pollution
4. Deforestation
5. Effect of climate change

Add custom and slide animation effects on all the slides.

**MONTH -- JANUARY CHAPTER 7 (Spreadsheet – Calc)**

**Assessment -1**

**TASK: Pen and Paper Test**

Read the following values and write down the data type and its Alignment in the space provided below:

|  |  |  |
| --- | --- | --- |
| VALUES | DATA TYPE | DEFAULT ALIGNMENT |
| 5675 |  |  |
| Name |  |  |
| 24-D |  |  |
| =10+200 |  |  |
| 30.11.2017 |  |  |

**Assessment -2**

**TASK: ASL(Video Link:** [**https://www.youtube.com/watch?v=xMlc2Mc9eYc&list=PLbPQdqAj8uvaB3LdaTKnG9W8UDwwSg0lb**](https://www.youtube.com/watch?v=xMlc2Mc9eYc&list=PLbPQdqAj8uvaB3LdaTKnG9W8UDwwSg0lb) **)**

1. Name the Operating Systems on which Calc works?
2. We can download open office as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ download from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.org
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ is formula editor of Open Office
4. Name the software comparable to Open office

**MONTH -- FEBRUARY CHAPTER 8 (Spreadsheet – II Calc)**

**Assessment -1**

**TASK: Pen and Paper Test**

1. Write Formula to find sum of the 2 cells A1 and F5. \_\_\_\_\_\_\_\_\_\_\_\_
2. Name the function which is used to find largest value from a given cell range. \_\_\_\_\_
3. Name the function which is used to find smallest value from a given cell range. \_\_\_\_\_
4. Name the function which is used to find average value from a given cell range. \_\_\_\_\_
5. Name the function which is used to find total value from a given cell range. \_\_\_\_\_

**Assessment -2**

**TASK: Hands On**

|  |  |
| --- | --- |
| FORMULA | RESULT |
| =(4+5)^2 |  |
| =(4+5)^2 |  |
| =(1+5^2-8)+12/4 |  |
| =3+5\*(5+6/3)+14\*7-12 |  |
| =(40-(28/4-2\*8))\*7 |  |