**Chavara Public School, Walwadi , Dhule**

 **Grade- V C.B.S.E**

 **Term-II 2017-18**

 **Subject- Computer**

**Date :- 04/04/2018 M-30**

QI) Tick the correct option. M-5

1. \_\_\_\_\_\_\_\_\_\_\_ is structured delivery of information.
2. Presentation b) Slide c) Design Template
3. @ symbol is pronounced as \_\_\_\_\_\_\_\_\_\_.
4. at the rate of b) at the website c) and
5. \_\_\_\_\_\_\_\_\_\_\_\_\_ is shortcut key to select the entire worksheet.
6. Ctrl +A b) Ctrl+ B c) Ctrl+ C
7. \_\_\_\_\_\_\_\_\_\_\_\_ view gives us on screen presentation.
8. slide show b) slide sorter c) outline
9. The \_\_\_\_\_\_\_\_\_\_\_\_ bar contains two parts:

Name box and formula box.

1. status b) title c) formula

QII) Fill in the blanks:- M-5

1. A \_\_\_\_\_\_\_\_\_\_ processes numbers.
2. Internet is the \_\_\_\_\_\_\_\_\_\_\_\_ network of computers.
3. A cell is the \_\_\_\_\_\_\_\_\_\_\_ unit of worksheet.
4. To send an email, you need \_\_\_\_\_\_\_\_\_\_\_ and the \_\_\_\_\_\_\_\_\_\_ of the receiver.
5. The formula bar is made up of two parts \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_.

QIII) Match the following:- M-5

1. BTW a) Oh, I see
2. OIC b) Do not disturb
3. DND c) By the way
4. K d) Take care
5. TC e) ok

QIV) Answer the following:- M-5

1. What is an e-mail address?
2. What is meant by formatting?
3. Name the key to cancel the data entry.
4. What is a slide?
5. What are the three main views in power point?

QV) Answer the following:- M-10

1. What is Ms power point 2007? What is it used for?
2. Why do we use Ms Excel?
3. Write the procedure to apply border to a range of cells?
4. What are emoticons?
5. Write the steps to send an e-greeting card.
6. Write the procedure to enter data in cells.
7. Write the steps to change the layout of a slide.