

DELHI PUBLIC SCHOOL, JAMMU

SESSION 2019-20

REVISION SHEET (CYCLE TEST-2)

TOPIC:L-5-WORKING WITH STYLES AND OBJECTS AND L-6 WORKING WITH TABLES

Class : V

SUB:- COMPUTER

SECTION A

Q1. Multiple Choice Questions:

- To view the Styles window, we use Alt + Ctrl + Shift + _____ key combination.
a) S b) F c) I
- The combination of a column and row is called a _____.
a) Border b) Table c) Cell
- Lines, Basic Shapes, Block Arrows are the options of _____ button .
a) Text Box b) Shapes c) ClipArt
- When you draw a text box, a new _____ tab appears with Drawing Tools.
a) Home b) Insert c) Format
- Name the feature that allows to create special text effects.
a) WordArt b) Shape c) ClipArt
- By default the text you type in a new document is based on the _____ style.
a) Slanting b) Normal c) Bold
- Which function is used in calculation for doing total of marks ?
a) Difference b) Sum c) Product
- _____ a cell means dividing the selected cell into separate cells.
a) Splitting b) Merging c) None of these
- Name the key that is used to move the cursor to the adjoining of a table.
a) Tab b) Spacebar c) Shift
- Table _____ handle is used to move the table.
a) Move b) Resize c) Text

SECTION B

Q2. Very Short Answers :-

- Aarushi wants to apply decorative text effect to every single line. Suggest her a quick way to apply special text effects.
- Name the option that adjusts the table according to the margins set on a window.
- What is Cell?

4. Name key is used while dragging to maintain the height and width ratio of a Shape.
5. Name the tool that is used for colouring a drawing object.

SECTION C

Q3. Short Answers:-

1. What do you mean by Table styles ?
2. What is a theme?

SECTION D

Q4. Long Answers: -

1. Briefly explain the quick way by which you can change the column width in a table.