SESSION 2018-2019 PEVISION SHEET (HALE VEARLY

REVISION SHEET (HALF YEARLY)

TOPICS:-LESSON-2 'SOFTWARE AND ITS TYPES, LESSON-3 'MANAGING FILES AND FOLDERS',
LESSON -4 'FEATURES IN MICROSOFT WORD 2010' LESSON -5 'WORKING WITH STYLES AND OBJECTS'

CLASS: V SUBJECT:-COMPUTER

SECTION A

Q1. Multiple C	hoice Questions:
----------------	------------------

1.	A program helps you to perform calculations and analyse data in a better		
	way.		
	a) Spreadsheet	b) Word processor	c) Database
2.	key is used to select multiple non-consecutive files or folders.		
	a) Shift	b) Ctrl	c) Alt
3.	Lines, Basic Shapes, Block Arrows are the options of		
	a) Word Art	b) ClipArt	c) Shapes
4.	key combination deletes a file/folder permanently.		
	a) Shift +Del	b) Ctrl + Del	c) Del
5.	. The is the property to set the printing direction of the text.		
	a) Page orientation	b) Save	c) Print preview
6.	key is used while dragging to maintain the height and width ratio of a shap		
	a)Shift	b) Ctrl	c) Alt
7.	. The first GUI edition of Windows operating system was introduced in		
	a) !998	b) 1995	c)1996
8.	Format Painter is a	button .	
	a) Toggle Button	b) Function Button	c) Control Button
9.	9. Header and Footer are displayed on the screen only in		
	a) Print Layout View	b) Normal View	c) Web Layout View
10.The Word Art button is present on the tab.			
	a) Format	b) Home	c) Insert

SECTION B

Q2. Very Short Answers:-

- 1. What is Subscript feature?
- 2. What are Gadgets?
- 3. What is the shortcut key for Find and Replace option?
- 4. How can we resize a text box?
- 5. What is the shortcut to open Microsoft Word?

SECTION C

Q3. Short Answers:-

- 1. What is Windows?
- 2. What is Paragraph style?
- 3. What is Text box?
- 4. What is Header and Footer?
- 5. Difference between ClipArt and WordArt.
- 6. How can we select consecutive files or folders?

SECTION D

Q4. Long Answers:-

- 1. Define the term: Utility software and Multimedia software.
- 2. What do you mean by Wildcard Characters? Describe with the help of example.
- 3. Define the terms:-a) ScreenShot feature b) Symbol and Special Characters