Topic: L-2(Software And Its Types), L-3 (Managing Files And Folders)

and L-4 (Features In Microsoft Word 2010)

CLASS: V   **SUBJECT: Computer**

SECTION A

Q1. Multiple Choice Questions:

1. _____ is an example of Compression.
   a) Winzip   b) Backup   c) Nortan

2. ____ is the latest version of Windows.
   a) Microsoft Windows 7   b) Microsoft Windows 10   c) Microsoft Windows 8

3. The default tab stops are set at every ____ inch.
   a) 1"   b) 0.5"   c)1.15"

4. A _____ program helps you to perform calculations and analyse data in a better way.
   a) Spreadsheet   b) Word processor   c) DTP

5. ____ key is used to select multiple non –consecutive files or folders.
   a) Shift   b) Del   c) Ctrl

6. The selected text can be shifted ½ inch away from the left margin using _____button.
   a) Decrease indent   b) Increase indent   c) Spacing

7. ____ is a symbol of wildcard characters.
   a) *   b) %   c) &

8. _____ is the founder of Microsoft.
   a) Bill Gates   b) Seymour   c) W. Bachman

9. _____ utility provides protection to our computer system against virus attacks.
   a) Antivirus   b) Compression   c) Backup

10. ___option divides a document in two or more columns.

    a) Tab   b) Columns   c) Header

SECTION B

Q2. Very Short Answers:-

1. What is language processor?
2. What are Icons?
3. What is Multimedia software?
4. What is the purpose of Find option?
5. What is Indentation?

SECTION C

Q3. Short Answers:-

1. Differentiate between application and system software.
2. Write three functions of operating system.
3. Differentiate between file and folder.
4. What is Page Orientation?
5. How can we change the mode of calculator?
6. What is Line spacing?

SECTION D

Q4.Long Answers:-

1. Define the following software's:
   a) Specific software   b) Database software
2. Explain the method to restore any file from the Recycle Bin.
3. What is the shortcut to open Microsoft Word?