

DELHI PUBLIC SCHOOL, JAMMU

SESSION 2024-2025

HALF YEARLY EXAMINATION

REVISION SHEET

**TOPIC:, Lesson -2(Inserting Objects in Word) ,Lesson 3(Creating Presentations) and Lesson -4
(Formatting a Presentation)**

CLASS: V

SUBJECT:-COMPUTER

SECTION A

I A. Multiple Choice Questions: -

1. Which alignment is used to align the text to left margins of the text box?
a) Center b) Justify c) Left
2. ____ group on the Insert tab contains the Symbol command button.
a) Images b) Symbol c) Clipboard
3. _____ is a single page in a presentation containing text, pictures, sound or video.
a) Templates b) Slide c) Theme
4. You can change the Font size of a text using the Font command present on the _____ tab.
a) Home b) Insert c) Review
5. _____ a picture means making it appear broader.
a) Compressing b) Stretching c) None

B. Fill in the blanks:-

1. _____ tab is used to create Slide Master.
2. _____ is the default view of PowerPoint.
3. _____ options is used to apply Fill effects.

C. True or False:-

1. The Layout button is present on the Home tab. ()
2. Text Effects group is used to change the colour and outline of the shape.()
3. You can rotate objects at any angle. ()

SECTION B

II. Very Short Answers:-

1. Name the tab and group , in which Shape option is present.
2. Differentiate between UPPERCASE and lowercase option in Change case.
3. Define Presentation.

SECTION C

III. Short Answers:-

1. What is the use of the WordArt feature?
2. Differentiate between theme and templates.
3. What is slide master? What is its role in MS PowerPoint 2016?

SECTION D

IV. Long Answers:

1. How can you add pictures in a Word document?