

GREENLAWNS SCHOOL WORLI
Terminal Examination-2016
COMPUTER

Std: V
Date: 10/10/16

Marks: (80)
Time: 1 ½ hr

Q1. (a) Fill in the blanks with an appropriate word (write only answer.) (6)

1. By default, the text in a new document is based on the _____ style.
2. The default setting of a paper is _____ which displays the page in vertical order.
3. _____ bars are used to move around the page.
4. _____ _____ tool is used to copy the formatting effects of a piece of text to another selection.
5. _____ is available for download in 14 languages.
6. _____ system and _____ programs are two main types of system softwares.
7. _____ representation provides a better way to understand the concepts.
8. Presentation software is used to present an _____ or _____
9. _____ enables to create two or more columns in your document.

Q1. (b) Name the following. (Write only answers) (6)

1. Two examples of compression process.
2. Two application software's
3. Two backup devices.
4. Two types of styles
5. Two icons on the desktop
6. Two examples of electronic spreadsheet.

Q2. Define the following

- | | |
|--------------------|--------|
| 1. Style | (2) |
| 2. Symbols | (11/2) |
| 3. Indenting | (11/2) |
| 4. Utility program | (2) |
| 5. Margin | (11/2) |
| 6. Microsoft word | (11/2) |

Q3. Answer the following question-

- | | |
|--|-----|
| 1. What are gadgets? | (2) |
| 2. How helpful is the spreadsheet program? | (2) |
| 3. How does a system software work? | (2) |
| 4. Describe the taskbar? | (3) |
| 5. Describe the file? | (3) |
| 6. What is the function of the column break? | (2) |
| 7. What is paragraph spacing? | (2) |
| 8. How helpful is the word art feature? | (2) |
| 9. What is the clipart? | (2) |

Q4. Differentiate between the following with respect to its definition. (6)

1. Character style and paragraph style.
2. Subscript and Superscript

3. Header and Footer
4. System Software and Application software.

Q5. Match the software in column A with the examples in column B and rewrite (6) the answers.

A	B
1. Spreadsheet	a. 7Zip
2. Word processor	b. MS. PowerPoint
3. Graphic Software	c. MS Excel
4. Presentation Software	d. Corel draw
5. Compression	e. MS Paint
6. Desktop Publishing	f. Ms Word

Q6. Identify, Name and describe the icons given below.

1.  (3)
2.  (1 ½)
3.  (2)
4.  (1 ½)
5.  (1 ½)
6.  (1 ½)

Q7. Write five salient features of window 7 (5)

Q8. Fill in the blanks to complete the following steps (write only answers) (5)

1. To move a file

- a. Click any _____ that you want to move.
- b. Click the _____ button and select _____ option from the _____ menu.
- c. Select the _____ where file is to be moved.
- d. Now, click the _____ option from the _____ drop down list.
- e. You will observe that the _____ has been moved from the _____ location and shifted to the _____ folder.

2. To add gadget on desktop (5)

- a. _____ on the blank area of the _____ and select _____ option.
- b. The gadget _____ will _____
- c. _____ the gadget that you want to _____ on the desktop
- d. The _____ gets placed on the _____ side of the _____.
