

GREENLAWNS SCHOOL, WORLI

Terminal Examination - 2017

COMPUTER SCIENCE

Std: V

Date: 20/9/17

Marks : (80)

Time: 1½ hr

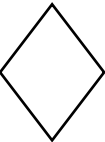

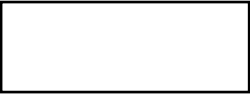
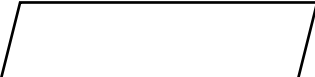
Q1. Fill in the blanks with an appropriate word (Write only answers) (6)

1. \_\_\_\_\_ was the founder of Microsoft.
2. A \_\_\_\_\_ is like a file cabinet.
3. \_\_\_\_\_ in windows offers information at a glance and provides easy access to \_\_\_\_\_ used tools.
4. Word offers a facility to \_\_\_\_\_ a particular word and \_\_\_\_\_ it with a new one.
5. A \_\_\_\_\_ is a predefined combination of formatting feature.
6. An \_\_\_\_\_ is written in simple language.
7. \_\_\_\_\_ box is used in the beginning of the flow chart.
8. MS Word gives an option to \_\_\_\_\_ a \_\_\_\_\_ before printing it.

Q2. Write true or false, if false rewrite the correct statement (6)

1. Window explorer provides detailed information about the file, folder, and the drives.
2. Tab option divides a column in two or more column.
3. Shape fill tool is used to fill colors in an object.
4. Text cannot be edited in the Word Art.
5. The general direction of flow in any flow chart is from left to right only.
6. Stop box in flowchart is used to display the final result.
7. Text box is a placeholder where text can be entered.
8. The Clip Art task pane is displayed on the right of the window.

Q3a. Identify the boxes used in the flow charts (4)

1. 
2. 
3. 
4. 

b. Write down the shortcut keys used for the following commands: (4)

1. To find a word
2. To view the styles window
3. To save a document
4. To delete file permanently

c. Name the group and the tab for the following action (Copy the table) (6)

Action	GROUP	TAB
1. To find the text		
2. To copy formatting effect		
3. Insert a column		
4. Insert date and time		
5. To increase indent		
6. To set margins		

Q4. Define the following

1. Margin (2)
2. Shapes (2)
3. Flowchart (2)
4. Algorithm (2)
5. Window explorer (2)

Q5a. Draw the flowchart boxes for the following (4)

1. Is  $P < Q$
2. Print 123
3.  $B = 2+3$
4. Find the average

b. Answer the following questions

1. When do the flowchart become complex? (1 ½)
2. How is the word art feature useful? (1 ½)
3. What is the work of the Clipart option? (2)
4. What does a theme mean in the word document? (2)
5. What are the two types of styles? (2)
6. Explain the Jump list feature in window7. (2)

c. Write the difference between:

1. Subscript and superscript (4)
2. Header and footer
3. Character style and paragraph style
4. Flow line and connector

Q6a. Draw the flowchart to calculate the difference between three numbers. (5)

b. Draw the flowchart to find the average of three numbers (5)

Q7a. Write an algorithm to iron your uniform. (5)

b. Complete the steps to create a text box by filling in an appropriate word in the given blanks. (5)

1. Select the \_\_\_\_\_ tab. Click the \_\_\_\_\_ box button in the text group. Select the \_\_\_\_\_ box option, located at the bottom of the \_\_\_\_\_ drop menu.
2. Drag the \_\_\_\_\_ (cross hair symbol) in the window.
3. You will get a text box with the \_\_\_\_\_ point inside it.
4. You can \_\_\_\_\_ the text box by dragging its \_\_\_\_\_
5. Type the text. It automatically \_\_\_\_\_ and shifts to the next line with respect to the \_\_\_\_\_ area.

c. Complete the steps to apply the superscript effect by filling in an appropriate word in the given blanks. (5)

1. Type M2 and select \_\_\_\_\_
2. Click the \_\_\_\_\_ dialog box \_\_\_\_\_ on the \_\_\_\_\_ tab
3. Click the \_\_\_\_\_ check box under \_\_\_\_\_ section. Click \_\_\_\_\_
4. Notice that \_\_\_\_\_ will be placed \_\_\_\_\_ the line of \_\_\_\_\_ printed text.

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Portion: Windows 7, More on MS word, Working with styles and objects, Algorithm and flow chart.