GREENLAWNS HIGH SCHOOL
Final Examination 2016-2017

Std.: 5 A/B/C   Marks: 80
Sub.: Computer Science   Time: 1½hrs.

SECTION A
(SECTION A TO BE SOLVED ON QUESTION PAPER AND ATTACH IT TO THE MAIN SUPPLEMENT)

Q.1) FILL IN THE BLANKS : (ONLY ANSWERS)   [10 M]

1. _____ are the sets of predesigned formats that include text, layouts , background and colour schemes, etc which can be applied to any presentation.

2. The _____ is an element of the template that stores information, including font styles, placeholders sizes, position of text and objects, bullet styles, background design and colour schemes.

3. Internet stands for _____

4. A presentation is a collection of _____ that are arranged in a sequential manner.

5. The first ever email was sent by _____
_____

6. _____ means to create a mirror image of the selected shape or object.

7. _____ created GMAIL.

8. In Normal View, you can drag the _____ to narrow the pane.

9. _____ and _____ are the founders of www.yahoo.com

10. The word netiquette is a combination of _____ and __
_____

Q.2)   State whether True or False. If False, then correct the underlined
word.   [8 M]

1. We get the outline tab in the slide sorter view.

_____

2. Bing is commonly used search engine.

_____

3. To select more than one slide consecutively, hold down the Ctrl key
   while you click on each slide.

_____

4. The browser will not be able to display pages unless the computer is
   connected to an URL.

_____

5. Resizing stretches or shrinks the dimension of an object.

_____

6. Indentation refers to the placement of text on a slide.

_____

7. Demote allows you to move the text entry to a higher heading level.

_____

8. Formatting means changing the appearance of text.

_____

Q.3) Write the shortcut keys for the following :   [8 M]

1. To view Slide Show :   _____

2. To insert a New Slide :   _____

3. To create a duplicate slide : _____

4. To open the font dialog box : _____

5. To Paste the copied text : _____

6. Cut command : _____

7. To decrease font size : _____

8. To increase font size : _____

Q.4) Name the Abbreviations and Emoticons : [6 M]

1. ASAP

_____

2. BRB

_____

3. Heart

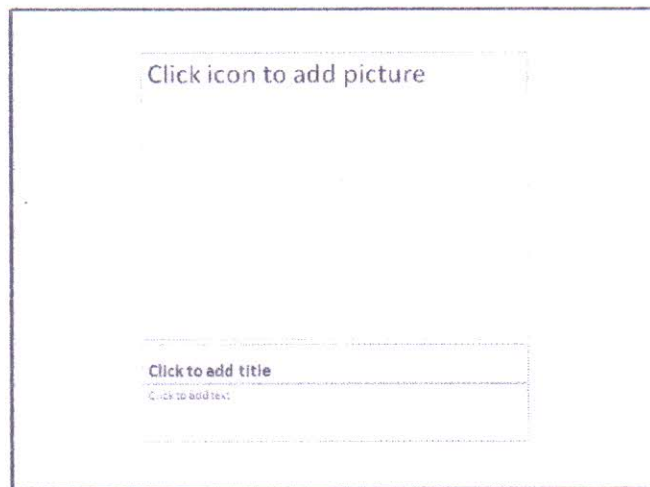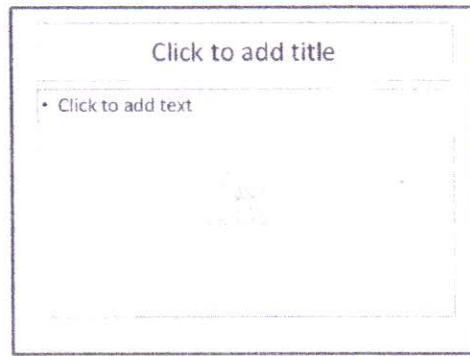_____

4. Tongue face

_____

5. BTW

_____

6. HAND

_____

7. LOL

_____

8. FYI

_____

Q.5) Identify and write the name of the following layouts : **[3 M]**

• Click to add text **Click to add title** Click to add text	Click to add title • Click to add text
_____	_____

Click icon to add picture

Click to add title
Click to add text

_____
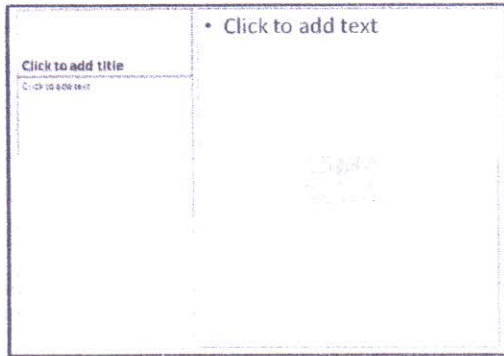
- <u>NOTE : ALL THE ANSWERS ON THE ANSWER SHEETS</u>

I. Explain   [8 M]
   a) Normal View
   b) Slide Sorter View
   c) The four features of Powerpoint
   d) Placeholders

II. Define   [8 M]
   a) SmartArt
   b) Cell
   c) Columns
   d) Layout
   e) Cell Reference
   f) Notes Pages
   g) Rows
   h) Cell Pointer

III. Answer the following :
   1. Write short note on Ms Excel.   [2 M]
   2. How to preview the slide show effects.   [1 M]
   3. What is the use of Demote and Collapse options.   [2 M]
   4. Write six features of Ms Excel.   [3 M]
   5. Explain in detail what does Internet provide. (any 8 points) [4 M]
   6. What are the file extension for Powerpoint and Excel ?   [1 M]
   7. What is an email address ?   [2 M]
   8. Explain : WordArt and Shapes   [2 M]
   9. Explain in detail any four Netiquettes.   [4 M]
   10. Differentiate between :
      - Blind carbon copy and Carbon copy   [2 M]
      - Reply and Forward option   [2 M]
   11. What are Templates ?   *[2 M]*
   12. What is Internet ?   [2 M]

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