

Name :

Class :

Section :

Roll No.

**I. Answer any FIVE of the following questions.**

(5 × 3 = 15)

1. Explain the steps to set bullets to selected matter.
2. How many types of programming languages ? What are they ?
3. Write about print preview.
4. How many types of operating systems ? What are they ?
5. Write about change case option.
6. Write about spell check option.
7. Explain about Font.
8. Write about paste special.

**II. Answer any ONE of the following questions.**

(1 × 5 = 5)

1. Explain the steps to set bullets to selected matter.
2. Write steps to apply background colour for the document.
3. Write about page setup.

**III. Fill in the blanks.**

(5 × 1 = 5)

1. Borders and shading is present in \_\_\_\_\_ menu.
2. \_\_\_\_\_ option is used to set text in columns.
3. C. P. U. means \_\_\_\_\_
4. The extension of Ms-word is \_\_\_\_\_
5. \_\_\_\_\_ is used to find the text in a document.

Note : Cut along the marking to avoid un-even cutting or torn

**IV. Write the missing letters.**

**(5 × 2 = 10)**

1. P R \_ \_ \_ E \_
2. D \_ \_ U \_ \_ N \_
3. F \_ \_ M \_ T
4. L \_ \_ D S \_ \_ P \_
5. F L \_ \_ P \_

**V. Match the following.**

**(5 × 2 = 10)**

- |               |         |                                      |
|---------------|---------|--------------------------------------|
| 1. Print      | (     ) | a) Page Layout Menu                  |
| 2. Replace    | (     ) | b) Ctrl + P                          |
| 3. Columns    | (     ) | c) Ctrl + H                          |
| 4. Page setup | (     ) | d) Ctrl + U                          |
| 5. Underline  | (     ) | e) The size of paper and the margins |

**VI. Choose the correct answer.**

**(5 × 1 = 5)**

1. \_\_\_\_\_ option is used to paste the copied matter from anywhere. (     )  
a) Bullets            b) Paste            c) Paste special        d) Spell check
2. \_\_\_\_\_ displays us the last worked command. (     )  
a) Cut                b) Undo            c) Copy                d) Redo
3. \_\_\_\_\_ option is used to view the typed matter before printing. (     )  
a) Exit                b) page setup        c) print                d) print preview
4. Font style and colour is present in \_\_\_\_\_ menu. (     )  
a) View                b) Edit              c) Format                d) File
5. Example of multiuser operating system (     )  
a) Windows            b) Dos                c) CD                    d) Floppy



## SUMMATIVE ASSESSMENT - II

Class - V : Vikram Real Life

Learn Computers

Syllabus:  
(1 to 6 Chapters)

Time : 2½ Hours]

[Max. Marks : 50

50

Name :

Class :

Section :

Roll No.

**I. Answer any five of the following questions.**

(5 × 3 = 15)

1. Explain about workbook, worksheet.
2. What is cell ?
3. Write about tabs option ?
4. How can we insert Header and Footer ?
5. How can we use break option ?
6. Write about change case option.
7. Explain Find option.
8. Write the examples of single user and Multi-user operating systems.

**I. Answer any one of the following questions.**

(1 × 5 = 5)

1. Write the steps to merge the data.
2. Write any four options of tools menu.
3. Write any five option of home menu.

**III. Fill in the blanks.**

(5 × 1 = 5)

1. \_\_\_\_\_ is used to delete the selected text.
2. Split window option is present in \_\_\_\_\_ window.
3. Cell number box is present in \_\_\_\_\_
4. To delete the field name \_\_\_\_\_ option is used.
5. Using pictures we can insert \_\_\_\_\_

Note : Cut along the marking to avoid un-even cutting or torn

**IV. Write the missing letters.**

**(5 × 2 = 10)**

1. Z \_ \_ \_ M
2. TH \_ \_ \_ ALL \_ \_ \_ S
3. P \_ \_ \_ T \_ \_ \_ \_ T
4. B \_ \_ \_ D \_ \_ \_ S
5. F \_ \_ \_ M \_ \_ \_ A

**V. Match the following.**

**(5 × 2 = 10)**

- |                   |         |                             |
|-------------------|---------|-----------------------------|
| 1. Merge cells    | (     ) | a) Divides the cells        |
| 2. Mail merge     | (     ) | b) Join cells together      |
| 3. Split cells    | (     ) | c) To send letters to many  |
| 4. End of the row | (     ) | d) To find recipients entry |
| 5. Find           | (     ) | e) Ctrl + Right Arrow       |

**VI. Choose the correct answer.**

**(5 × 1 = 5)**

1. Font style and colour is present in \_\_\_\_\_ menu. (     )  
a) View                      b) Edit                      c) Format                      d) File
2. \_\_\_\_\_ shows us properties of a table. (     )  
a) Table properties      b) Row                      c) Column                      d) Cell
3. \_\_\_\_\_ option is used to change the view size of worksheet. (     )  
a) Help                      b) Automus                      c) Sort                      d) Zoom
4. \_\_\_\_\_ group used to add place holders. (     )  
a) Write & Insert      b) Merge group              c) Both a & b              d) None
5. \_\_\_\_\_ is a feature which allows us to format text. (     )  
a) Word Art                      b) Clipart                      c) Drawing tool              d) Thesaurus



Name :

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**I. Answer any five of the following questions.**

(5 × 3 = 15)

1. What is internet ?
2. Write any four options of tools menu.
3. Explain the steps to set font style to the selected text.
4. What is the use of split cells option ?
5. How can we insert Header and Footer ?
6. Write about paste special.
7. What is a network ?
8. What are the advantages of computer ?

**II. Answer any one of the following questions.**

(1 × 5 = 5)

1. Explain the steps to add a worksheet.
2. What are the steps involved in opening a new presentation ?
3. Write the steps to create mail-merge.

**III. Fill in the blanks.**

(5 × 1 = 5)

1. \_\_\_\_\_ has width of the paper less than its length.
2. \_\_\_\_\_ option helps us to send a letter to many people at the same time.
3. \_\_\_\_\_ is popularly known as net.
4. power point is used to create \_\_\_\_\_
5. \_\_\_\_\_ option helps us to perform calculations.

Note : Cut along the marking to avoid un-even cutting or torn

**IV. Write the missing letters.**

(5 × 2 = 10)

1. W \_ R \_ S \_ E \_ T
2. C \_ AN \_ \_ C \_ SE
3. C \_ L \_ MN
4. D \_ T \_ S \_ UR \_ E
5. N \_ M \_ ER \_ NG

**V. Match the following.**

(5 × 2 = 10)

- |                      |         |                               |
|----------------------|---------|-------------------------------|
| 1. Language          | (     ) | e) Ctrl + Down                |
| 2. Delete Entry      | (     ) | c) Join cells together        |
| 3. Modem             | (     ) | a) To delete recipients Entry |
| 4. End of the column | (     ) | b) Internet explorer          |
| 5. Merge cells       | (     ) | d) Tools                      |

**VI. Choose the correct answer.**

(5 × 1 = 5)

1. Page numbers is present in (     )  
a) Insert                      b) Page Layout                      c) Review                      d) View
2. To exit from excel program, press (     )  
a) Alt + N                      b) Alt + O                      c) Alt + X                      d) Ctrl + X
3. The new slide option is available in \_\_\_\_\_ menu. (     )  
a) View                      b) Page Layout                      c) Review                      d) Home
4. www stands for (     )  
a) World website work                      b) World wide work  
c) World wide web                      d) World women workers
5. \_\_\_\_\_ option is used to erase columns or rows. (     )  
a) Delete                      b) Insert                      c) Draw                      d) Spell check

