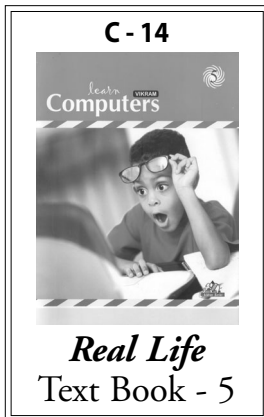


Name : ..... Section : ..... Roll No : .....



# HALF-YEARLY EXAMINATIONS

## **Learn Computers**

MARKS  **50**

**Class : V**

**Time : 2½ Hours**

### Syllabus

Chapters : 1 – 6

*School Stamp*

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

**(5 × 3 = 15)**

1. How can we use break option ?
2. What is mail merge ?
3. What is cell ?
4. What is Thesaurus ?
5. What are the advantages of computers ?
6. How can we insert Header and Footer ?
7. Explain about workbook, worksheet.
8. What is meant by assembler and Compiler ?

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

**(1 × 5 = 5)**

1. Write the steps to creat mail – merge.
2. Write any five options of standard tool bar.
3. Write about page setup.

**III. Fill in the blanks.**

**(5 × 1 = 5)**

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

**IV. Write the missing letters.**

**(5 × 2 = 10)**

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

**V. Match the following.**

**(5 × 2 = 10)**

- |                  |         |                            |
|------------------|---------|----------------------------|
| 1. One cell up   | (     ) | a) Divides the cells       |
| 2. Mail merge    | (     ) | b) Up arrow                |
| 3. Split cells   | (     ) | c) To send letters to many |
| 4. Date and Time | (     ) | d) Ctrl + U                |
| 5. Bullets       | (     ) | e) Insert                  |

**VI. Choose the correct answer.**

**(5 × 1 = 5)**

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

