



Syllabus :
Chapter - II

CLASS - 5 REAL LIFE LEARN COMPUTER

Time : 1 hour]

[Max. Marks : 25

Name :

Section : Roll No.....

25

I. Answer the following questions :

5 × 3 = 15

1. Write any five options of Home menu.

Ans :

.....
.....
.....

2. Explain Find option.

Ans :

.....
.....
.....

3. Write about Paste special.

Ans :

.....
.....
.....

4. Write about Page setup.

Ans :

.....
.....
.....

5. What is called 'Document' ?

Ans :

.....
.....
.....

II. Choose the correct answer :

5 × 1 = 5

1. The extension of Ms-word is.....
(a) .txt (b) .exe (c) .doc (d) .Xls
2.has width of the paper less than its length.
(a) Portrait (b) Landscape (c) Page setup (d) Document
3.option is used to view the typed matter before printing.
(a) Exit (b) Page setup (c) Print (d) Print preview
4.displays us the last worked command.
(a) cut (b) undo (c) copy (d) Redo
5.is used to detele the selected text.
(a) back space (b) undo (c) cut (d) copy

III. Match the following :

5 × 1 = 5

- | | | |
|---------------|------------|--------------|
| 1. Print | () | (A) Ctrl + H |
| 2. Select all | () | (B) Delete |
| 3. Find | () | (C) Ctrl + P |
| 4. Replace | () | (D) Ctrl + F |
| 5. Clear | () | (E) Ctrl + A |