



Syllabus :
Chapter - III

CLASS - 5 REAL LIFE LEARN COMPUTERS

Time : 1 hour]

[Max. Marks : 25

Name :

Section : Roll No.....

25

I. Answer the following questions :

5 × 3 = 15

1. Explain the steps to set font style to the selected text.

Ans :
.....
.....

2. Write about tabs option.

Ans :
.....
.....

3. Write about change case option.

Ans :
.....
.....

4. Write steps to apply background colour for the document.

Ans :
.....
.....

5. Explain the steps to set bullets to selected matter.

Ans :
.....
.....

II. 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.option is used to set text in columns.
(a) Text (b) Hyperlink (c) Column
3.option is used to change lower case letters to upper case.
(a) Bullets (b) Borders (c) Change case. (d) Spell check
4.option is used to give numbers format to the selected matter.
(a) Borders (b) Column (c) Copy (d) Numbering
5. Borders and shading is present in.....menu.
(a) Page layout (b) Home (c) View (d) Review

III. Match the following :

5 × 1 = 5

- | | | |
|--------------------|----------------|-------------------------------|
| 1. Borders | () | (A) Ctrl + U |
| 2. Bullets | () | (B) Page colour option |
| 3. Columns | () | (C) Apply border to paragraph |
| 4. Underline | () | (D) To make paragraph neatly |
| 5. Document colour | () | (E) Page Layout Menu |