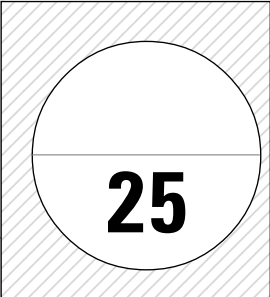


<b>C-16</b>	<b>FORMATIVE ASSESSMENT - III</b>	<b>Class - V :: Computer Easy Learning</b>	
<b>Lotus Computers Text Book</b>  <b>Syllabus:</b> (Chapter : 6, 7) Pg. Nos : 68-91)			<b>Time : 1 Hour</b>
<b>Name :</b>	<b>Class :</b>	<b>Section :</b>	<b>Roll No.</b>

**I. Answer the following questions. [5 × 2 = 10 M]**

1. How can borders and shading be applied to a table ?
2. Explain the different types of views in MS powerpoint.
3. When Vishal created a table, he thought that the table is looking very small. Help Vishal to resize the table.
4. Explain some features of MS powerpoint.
5. How can cells be merged ?

**II. Fill in the blanks. [5 × 1 = 5 M]**

1. The cursor can be moved to the next cell with the ..... key.
2. The default presentation view is set as .....
3. The table can be resized with the help of .....
4. Different slide layouts can be selected from the ..... button.
5. When two or more cells are combined, the processes is called .....

**III. Write 'T' for correct statements and 'F' for incorrect ones. [5 × 1 = 5 M]**

1. New columns can be added only to the left of the existing columns.
2. There are only two types of views in MS powerpoint.
3. A table can only be moved but cannot be resized.
4. Only a fixed number of slides can be created in MS. Powerpoint.
5. We cannot merge the cells in a table.

**IV. Choose the correct answer.**

**[5 × 1 = 5 M]**

1. The total can be updated in a table with the help of :

a) F6

b) F7

c) F8

d) F9

2. Outline tab is associated with the ..... view.

a) Slide show

b) Normal

c) Slide sorter

d) Notes page

3. We can use ..... to move the cursor to the previous cell.

a) Ctrl + Alt

b) Shift + tab

c) Ctrl + p

d) None of these

4. The keyboard short cut to play a slide show is .....

a) F5

b) F9

c) F10

d) F12

5. Presentations can be used for :

a) Entertainment

b) Motivation

c) Imparting information

d) All of these

