

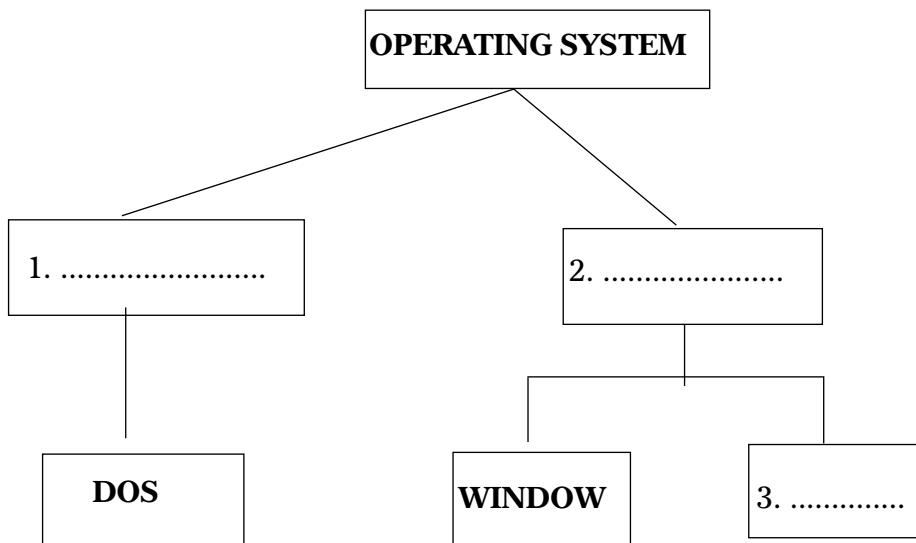
<b>Name :</b>	<b>Class :</b>	<b>Section :</b>	<b>Roll No.</b>
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I. Fill the following empty boxes :

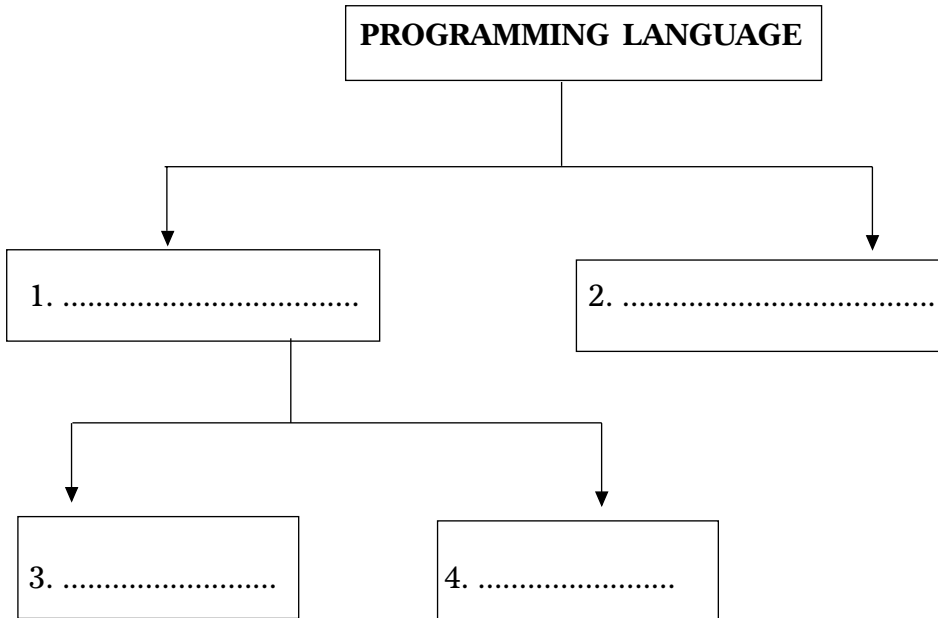
a. (2 × 1 = 2)



b. (3 × 1 = 3)

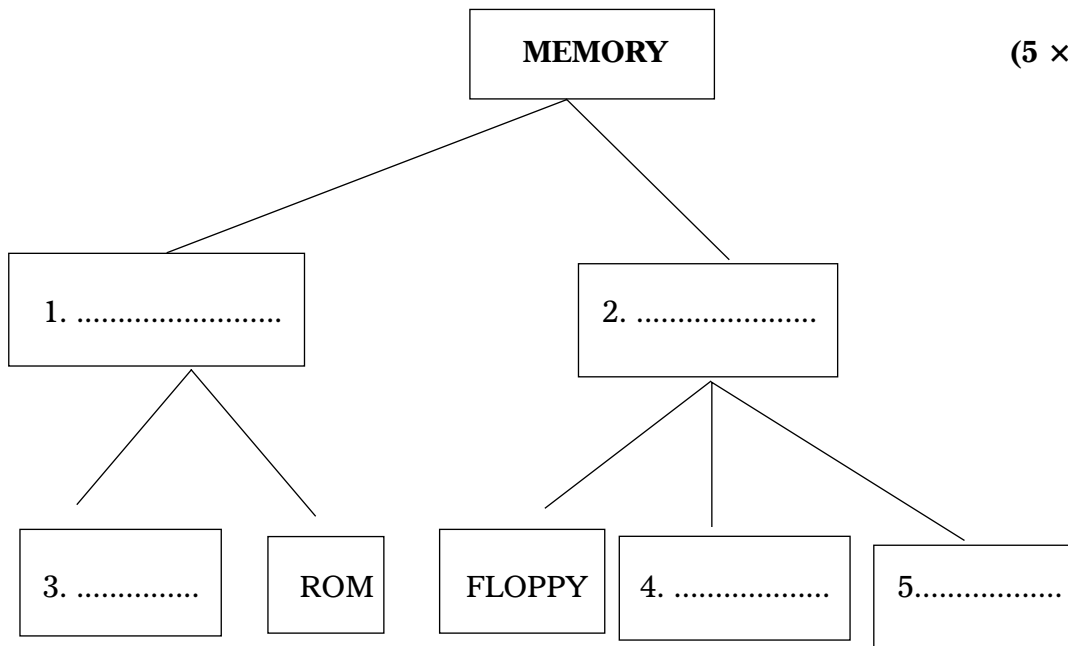


c. (4 × 1 = 4)



d.

(5 × 1 = 5)



e.

(2 × 1 = 2)



**II. Fill in the blanks :**

(5 × 1 = 5)

1. The storage of data in ROM is .....
2. The language of programs used to ..... with computer is called programming language.
3. A language which can understand by a machine is called .....
4. The ability to do any type of work is called .....
5. High Level language is translated to machine language by a software called .....

**III. Answer the following question :**

(1 × 4 = 4)

1. Explain the types of operating system with examples.



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**I. Answer the following questions.**

(5 × 3 = 15)

1. Explain about Find option.
2. Write about Paste Special.
3. Write any five options of Home menu.
4. Write about Page Setup.
5. Write about print.

**II. Choose the correct answer.**

(5 × 1 = 5)

1. .... has width of the paper less than its length. [ ]  
A) Portrait            B) Landscape            C) Page setup            D) Document
2. The extension of Ms-Word is ..... [ ]  
A) .txt            B) .exe            C) .doc            D) .xls
3. .... is used to delete the selected text. [ ]  
A) backspace            B) undo            C) cut            D) copy
4. .... option is used to view the typed matter before printing. [ ]  
A) Exit            B) Page Setup            C) Print            D) Print Preview
5. .... displays us the last worked command. [ ]  
A) cut            B) undo            C) copy            D) redo

**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





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**I. Answer the following questions. (5 × 3 = 15)**

1. Write the steps to create mail-merge.
2. Write the steps to create Data source.
3. What is Thesaurus ?
4. How can we use break option ?
5. Explain about spelling and Grammar tool.

**II. Choose the correct answer. (5 × 1 = 5)**

1. .... option helps us to perform calculations. [ ]  
A) Insert                      B) Hyperlink                      C) Formula                      D) Grid lines
2. Page numbers is present in ..... menu. [ ]  
A) Insert                      B) Page layout                      C) Review                      D) View
3. .... group used to add place holders. [ ]  
A) Write & Insert                      B) Merge group                      C) Both                      D) None of these
4. Split window option is present in ..... window. [ ]  
A) Insert                      B) View                      C) Edit                      D) Window
5. .... option helps us to send a letter to many people at the same time. [ ]  
A) Mail Merge                      B) Print                      C) Formula                      D) Edit

**III. Match the following : (5 × 1 = 5)**

- |                  |     |                            |
|------------------|-----|----------------------------|
| 1. Main Document | [ ] | A) Gives help              |
| 2. Mail Merge    | [ ] | B) Tools                   |
| 3. Language      | [ ] | C) To send letters to many |
| 4. Help          | [ ] | D) Clipart                 |
| 5. Picture       | [ ] | E) Body of the letter      |











C-18  
Real Life  
Learns Computers  
Textbook

# SUMMATIVE ASSESSMENT - I

## Class - 5

50

Syllabus:  
(Chapters :1 - 3 )  
(Pg. No.s 5 - 25 :)

REAL LIFE LEARN COMPUTERS

Time : 2½ Hours

Max. Marks : 50

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**I. Answer the following questions.**

(5 × 3 = 15)

1. Write about change case option ?
2. How many types of programming languages ? What are they ?
3. Explain the steps to set font style to the selected text.
4. Explain Find Option.
5. Write any five options of Home menu.

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

(1 × 5 = 5)

1. Explain the options of Edit menu.
2. Explain the steps to set Borders and Shading to the selected text or document.
3. What is memory ? Explain primary and secondary memory.

**III. Fill in the blanks.**

(5 × 1 = 5)

1. Operating system is a software, which acts as ..... between user and computer.
2. .... option is useful to understand the matter properly and neatly.
3. .... processes the data which is given by input.
4. .... provides us the view of the document.
5. Redo option is present in ..... menu.

**IV. Write the missing letters.**

(5 × 2 = 10)

1. P \_ G \_ L \_ Y \_ U T
2. H \_ P \_ R \_ I N K
3. \_ A \_ T E
4. O \_ I \_ N \_ A \_ I O N
5. B \_ L \_ E \_ S

**V. Match the following.**

**(5 × 2 = 10)**

- |               |          |                                      |
|---------------|----------|--------------------------------------|
| 1. Find       | [      ] | A) Page Layout Menu                  |
| 2. Underline  | [      ] | B) Ctrl + F                          |
| 3. Columns    | [      ] | C) Ctrl + H                          |
| 4. Page setup | [      ] | D) Ctrl + U                          |
| 5. Replace    | [      ] | E) The size of paper and the margins |

**VI. Choose the correct answer.**

**(5 × 1 = 5)**

- ..... is used to delete the selected text. [   ]  
A) Backspace      B) Cut      C) Copy      D) Undo
- Borders and shading is present in ..... menu. [   ]  
A) Page Layout      B) Home      C) View      D) Review
- The extension of Ms-Word is ..... [   ]  
A) .txt      B) .exe      C) .doc      D) .xls
- ..... cancel the Undo action. [   ]  
A) Cut      B) Undo      C) Copy      D) Redo
- Font style and colour is present in ..... menu. [   ]  
A) View      B) Edit      C) Format      D) File



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**I. Answer the following questions.** (5 × 3 = 15)

1. Write any five options of standard tool bar.
2. Write about tabs option.
3. Write the steps to create Main Document.
4. Explain Find option.
5. Explain the types of operating system with examples.

**II. Answer any ONE of the following questions.** (1 × 5 = 5)

1. Explain about workbook and worksheet.
2. How can we insert Header and Footer ?
3. Write the steps to create Mail-Merge.

**III. Fill in the blanks.** (5 × 1 = 5)

1. Page numbers is present in ..... menu.
2. By default number of worksheet is .....
3. .... group used to add place holders.
4. Font style and colour is present in ..... menu.
5. .... is a feature which allows us to format text.

**IV. Write the missing letters.** (5 × 2 = 10)

1. B \_ R \_ E R \_
2. A \_ I G \_ \_ E \_ T
3. V \_ R \_ A \_ I \_ I T Y
4. F \_ R \_ \_ T
5. W \_ R \_ S H \_ \_ T

**V. Match the following.**

**(5 × 2 = 10)**

1. Split cells [       ] A) Insert
2. Borders [       ] B) Divides the cells
3. Date and Time [       ] C) To send letters to many
4. End of the row [       ] D) Apply Border to paragraph
5. Mail merge [       ] E) Ctrl + Right Arrow

**VI. Choose the correct answer.**

**(5 × 1 = 5)**

1. .... is used to delete the selected text. [    ]  
A) Backspace      B) Undo              C) Cut              D) Copy
2. .... option is used to change the view size of worksheet. [    ]  
A) Help              B) Autosum              C) Sort              D) Zoom
3. Using pictures we can insert ..... [    ]  
A) Text box              B) Clipart              C) Symbols              D) Numbers
4. .... option is used to change lower case letters to upper case. [    ]  
A) Bullets              B) Borders              C) Change case              D) Spell check
5. .... option is used to preview the merge results. [    ]  
A) Print Document      B) Preview results      C) Draw              D) Find



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**I. Answer the following questions.**

(5 × 3 = 15)

1. Write the steps involved in changing text colour.
2. Write any four options of tools menu.
3. Write about paste special.
4. What is a web browser ? Name any web browser.
5. What are the advantages of computer ?

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

(1 × 5 = 5)

1. Write the steps to merge the data.
2. Explain the steps to select entire row and entire column.
3. Explain the steps to set bullets to selected matter.

**III. Fill in the blanks :**

(5 × 1 = 5)

1. To exit from excel program, press .....
2. Power point is used to create .....
3. .... option is used to give numbers format to the selected matter.
4. WWW stands for .....
5. We can ..... neatly using grid lines.

**IV. Write the missing letters.**

(5 × 2 = 10)

1. W \_ R K \_ H \_ \_ T
2. P \_ W \_ \_ P \_ \_ N T
3. C \_ L \_ M N
4. I \_ T \_ R N \_ T
5. N \_ M \_ E R \_ N G





