2nd Term Worksheet [2018 – 19]

Subject – Computer Application

Class – V

Name : **Sec. :**

Chapter – 3
[Advanced Features of Word Processor]
[Exercises]

[A] Answer the following questions: [45-46]

1. What is the use of format printer?

Ans. _____

2. Differentiate subscript and superscript.

Ans. _____

3. How can you apply shadow effect to your document?

Ans. _____

4. What do you understand by paragraph formatting?

Ans. _____

5. Write the steps to open MS Word.

Ans. _____

6. What are the line spacing options in MS Word?

Ans. _____

7. What are the types of tabs in MS Word?

Ans. _____

8. Write down the steps of adding text to your table.

Ans. _____

9. Explain how to delete Rows and Columns.

Ans. _____

[B] Fill in the blanks: [47]

1. The Microsoft Word program will load, and a blank document will _____ on your screen.
2. Word provides an amazing range of tools to help you create _____ looking documents.
3. You can also specify your own _____ for selected paragraph.
4. To include structured text in your document use _____ option.
5. Header and footer isn't automatically included in a _____ document.

[C] Choose the correct options: [47]

1. Format Painter used to apply the _____ of a paragraph.

   i. Spelling ii. Grammar iii. Format

2. Subscripts appear _____ the baseline.

   i. Below ii. Center iii. Above

3. Superscripts appear _____ the baseline.

   i. Below ii. Center iii. Above

4. _____ option is twice that of single line spacing.

   i. Exactly ii. Double iii. Multiple

Chapter – 4
[Presentation Software Special Effects]
[Exercises]

[A] Answer the following questions: [58-59]

1. Define Line Spacing.

Ans. _____

2. What is the use of Microsoft PowerPoint?

Ans. _____

3. Write the steps to start Microsoft PowerPoint 2010.

Ans. _____

4. Write the steps to insert WordArt.

Ans. _____

5. Explain the available templates and themes in MS PowerPoint.

Ans. _____

_____

_____

_____

_____

_____

_____

_____

6. Explain the Left, Right, Center and justify features.

Ans. _____

_____

_____

_____

_____

_____

_____

_____

[B] Write 'True' or 'False': [59]

1. We can make only one slide in the presentation. _____
2. By default, the line spacing is 1.0. _____
3. Right aligns the text towards Left side of the document. _____
4. Bullets option helps to select a symbol which is used for making the list items in an unordered list. _____
5. Numbering option can be used to select numbering style for creating an ordered list. _____

[C] Write the shortcut keys for the following: [59]

1. Bold _____
2. Italic _____
3. Underline _____
4. Align text Left _____
5. Align text right _____
6. Align text center _____
7. Justify text _____