LT. COL.MEHAR LITTLE ANGELS SR. SEC. SCHOOL
QUESTION BANK
SUBJECT: COMPUTER
CLASS -V

Q1 Fill in the blanks:

a) _____ format places the selected text slightly below the line of normal printed text.(**subscript**)

b) To add borders to page click _____ and _____ (**Menu bar, click format> borders & shading**)

c) _____ is a small graphic symbol that sets off an item in a list.(**Bullet**)

d) _____ is default setting of a paper as page orientation.(**Portrait**)

e) _____ is the shortcut key for printing a document.(**Ctrl + P**)

f) _____ is used to place important information on top,(**Header**)

g) _____ is an image or _____ that appears behind the main text of the document (**Watermark, Text**)

h) _____ and _____ are 2 types of page orientation. (**Portrait, landscape**)

i) We can insert _____ or _____ the selected row. (**above, below**)

j) The data gets combined in one cell using _____ cell. (**Merge**)

k) You can change the row height by selecting the _____ tab. (**Row**)

l) Word provides the facility to add columns to _____ or _____ of the existing column. (**Right,left**)

m) The simplest way to create a table is to select the _____ tool on the _____ bar. (**Insert table, standard**)

n) A table is a series of _____ and _____ in which we organize data within a document, (rows**, columns**)

Q2 Answer the following in one word:

a) Where is the insert table button present?(**Standard toolbar**)

b) Which key should be pressed to move to the next cell? (**Shift**)

c) Mention the command to merge the cells into one cell.(**Table> Merge cells**)

d) Where do you find a drop-down menu displaying a grid of columns and rows? (**Insert table tool**)

e) Which option is used to divide a cell into many cells? (**Shift cells**)

Q3 Draw the Following figures:-

Insert Column right, Insert Column left, Insert row below, Insert Column above, Delete row & column, Insert table, Merge cells, Draw table, Borders, Shading

Q4 Match the Following:

a) Horizontal arrangement of data- Insert tab **(h)**

b) Intersection of rows and columns- Tab **(d)**

c) Vertical arrangement of data- Merging Cells **(f)**

d) Shortcut to move to next cell in a row – Ctrl +Z (**e)**

e) Command to undo last action – Split cells **(g)**

f) Combining two or more cells in a one – Row **(a)**

g) Dividing one cell into many - Cell **(b)**

h) Tab used to insert a table – Column **(c)**

Q5 Define the following terms:

Watermark, Footer, Superscript, Subscript, Drop cap, Bullets, Text Box, Header

Q6 Solve the Jumbled word:
a) OWR- **ROW**
b) ELLC- **CELL**
c) OLUMNC-**COLUMN**
d) PLITS-**SPLIT**
e) ERGEM- **MERGE**
f) ATLER- **TABLE**

Q7   Write the steps of the following:
a) To apply superscript
b) To insert bullets in a list
c) To print a document.
d) To change the page orientation
e) To insert a border in a document

Q8 Answer the following questions:
a) How will you change column width?
b) What is a Table?
c) Write steps to insert a table using insert table menu?
d) Write the steps to merge a cell?
e) What is the use of split cells option?