

MAR THOMA RESIDENTIAL SCHOOL, TIRUVALLA

FIRST ASSESSMENT-AUGUST 2020

STD V

Marks:20

Time : 30mns

COMPUTER APPLICATIONS

**Question I**

[8]

*Fill in the blanks:*

1. The Format Painter Tool is used to copy the ----- used in one block of text to another block of text.
2. When click on the Format Painter Tool , the mouse pointer changes to ----- icon.
3. Subscript is the text written ----- the line of the normal text.
4. Super script button is in the ----- group of ----- tab.
5. The style and appearance of printed matter is called -----.
6. Format Painter tool is in ----- group.
7. Margins option is in the ----- tab.
8. ----- the top of the page to view the Header area.

**Question II**

*Answer the following:*

1. What is the difference between a Header and a Footer. [2]
2. Write down all the options under Text Effects and Typography button. [2]
3. How can you apply the same formatting to multiple text? [2]
4. Write down the steps to insert page number in a document. [2]
5. What do you mean by a page margin in a document? [2]
6. Write down the names of different types of margin in a document. [2]

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