

7

MAR THOMA RESIDENTIAL SCHOOL, TIRUVALLA  
 SECOND TERMINAL EXAMINATION –DECEMBER 2017  
 COMPUTER APPLICATIONS

STD V

Time: 1½ Hrs  
 Marks: 80

**Question 1***Fill in the blanks:*

1. ----- package is used to get neat mistake free matter.
2. ----- is measured in points.
3. Two types of pictures that may be inserted are ----- and -----.
4. The line at the top above the text is known as ----- and the line at the bottom is known as-----.
5. Normally the computer prints in the ----- orientation.
6. When you cut a portion of the text it goes to the -----.
7. A book cover is printed on the ----- orientation.
8. To rotate a portion of the text, it must be entered as an -----.
9. A ----- box is a place holder to place text.
10. The box where a row and a column meet is known as-----.

[6]

**Question 2**

1. Write names of any 4 word processing packages. [2]
2. Write down the steps to make a portion of the matter as underlined. [2]
3. How can you make a text in italics as normal text? [2]

**Question 3**

1. Write down the steps to change the font of a text. [2]
2. Name all the alignments available in MS Word. [2]
3. What are the steps to make a text as centre aligned? [2]

**Question 4**

1. Name all options of Illustrations group. [2]
2. Write down the steps to insert a picture in a document. [2]
3. What are the steps to insert page number in a document. [2]
4. Write down all the steps to print a document. [2]
5. What are the steps to view a document before it is printing? [2]

**Question 5**

1. Name all the margins of a word document. [2]
2. What do you mean by default settings? [2]
3. What is page layout? [2]
4. Write down the steps to display Ruler in a document. [2]
5. Name different types of Rulers in MS Word . [2]

111

**Question 6**

1. Name the tab and option used to add a header and a footer in a document. [1]
2. Which icon and tab is used to centre the Header. [1]
3. What is the use of Close Header & Footer button? [1]

**Question 7**

1. What is back cover of a book? [1]
2. Name the contents of back cover. [2]
3. What is spine and what is the content of spine? [2]
4. Name the last column of a book cover and what are the contents of it? [2]

**Question 8**

1. Write down the difference between Landscape and Portrait orientation. [2]
2. Write down the steps to change page orientation from Portrait to Landscape. [2]
3. Name the tab and option used to insert columns in a document. [1]

**Question 9**

1. What is a bullet? [1]
2. Name the buttons on the Define New Bullet dialog box. [1]
3. Write down the steps to make a numbered list. [2]

**Question 10**

1. Write down the steps to insert a Word art . [2]
2. What is a scanner? [2]
3. How can you add colour to the book cover? [3]
4. Name the tab and group used to change the colour of a text [1]

**Question 11**

1. How can you add a text in computer dictionary? [1]
2. Write down the steps to insert text box. [2]
3. How can you resize a text box? [1]
3. What is a shape? [1½]
4. Name the tab, group and option used to insert a shape in a document. [1½]

**Question 12**

1. What is a table? [1]
2. What is the difference between a column and row in a table? [1]
3. Name the tab and group used to insert a table in a document. [1]
4. Name the additional tabs in the Table tools option. [1]
5. What do you mean by merging cells? [1]
6. Write down the steps to change the size of a cell [1]
7. a) Name the tab used to add graphics in a table. [½]  
b) Name the tools, tab and option used to format a cell. [1½]
8. Write down the steps to change the alignment of text in a cell. [1]

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