

O. P. JINDAL SCHOOL, SAVITRI NAGAR
Half – Yearly Examination(2019 – 20)

Class : V
Subject: Information Technology
Name: _____

MM:40
Time: 1 Hr
Roll No: _____

(Fifteen Minutes Extra will be given for reading the Question Paper.)

General Instructions: All questions are compulsory.

SECTION – A

Q.1 Tick out the correct option:

(10 x 01 = 10 Marks)

i) A Smart Art is:

- a) A visual representation of ideas and information
- b) Same as Clip Art
- c) Readymade collection of pictures, sounds and movies
- d) Same as Word Art

ii) Which view will you use if you cannot see the header / footer

- a) Print Layout
- b) Web Layout
- c) Draft
- d) Normal View

iii) Which device did Charles Babbage develop in 1833?

- a) ABACUS
- b) ENIAC
- c) UNIVAC
- d) Analytical Engine

iv) Which device was made of rods with numbers printed on them.

- a) Abacus
- b) Pascaline
- c) Napier's Bones
- d) UNIAC

v) The word count features activates through:

- a) Review tab & word count
- b) View tab & word count
- c) Home Tab
- d) Insert Tab

vi) The place from where all the settings of your computer are controlled:

- a) Programs
- b) Hardware and Sound
- c) Control Panel
- d) Wallpaper.

vii) Power Point is a Software used for:

- a) Make Presentations
- b) Play Games
- c) Listen Music
- d) Type text in a document

viii) The process of merging information from a data list with a standard text is called ?

- a) Merge mail
- b) E-mails
- c) Mail Merge
- d) Mail letters

ix) Which tab will you click on to add a page break?

- a) Web Layout
- b) Print
- c) View
- d) Insert

x) Which tab will you click on in the Borders and Shading window to apply a page border in a document?

- a) Borders
- b) Page Border
- c) Shading
- d) Border and Shading

SECTION – B

Q.2 Fill in the blanks:

(05 x 0.5 = 2.5 Marks)

- i) 1024 GB makes one _____.
- ii) In the Landscape page orientation the _____ size is greater than the _____ size.
- iii) 0 and 1 are called _____ digits.
- iv) To view all slides together in the thumbnail form, use the _____ view.
- v) Using the _____ feature, you can count the words in your document.

SECTION – C

Q.3 Check whether the following statements are true or false:

(05 x 0.5 = 2.5 Marks)

- i) The back ground of the desktop is also called towel paper.
- ii) A page break will start a new page.
- iii) Thesaurus helps to check spellings.
- iv) You cannot remove a program from your computer.
- v) A border when applied becomes permanent and cannot be removed.

SECTION – D

Q.4 Answer in one word.

(05 x 01 = 05 Marks)

- i) Which tab will you click on to make columns in your document?
- ii) Give an example where mail merge can be helpful.
- iii) Which memory consists of storage devices?
- iv) Name various views in the power point?
- v) What help us to find the synonyms of a selected word?

SECTION – E

Q.5 Very short answer the following questions:

(05 x 02 = 10 Marks)

- i) What is a Place Holder?
- ii) What is Power Point?
- iii) What is Smart Art?
- iv) What do you mean by Spell check?
- v) What is the use of track changes?

SECTION – F

Q.6 Short answer the following questions: (Any Two)

(02 x 05 = 10 Marks)

- i) Write short note on Header and Footer.
- ii) Explain the different types of page orientation.
- iii) What tasks can be performed from Control Panel of the Windows?